



COMPLETING THE APPLICATION FOR OCCUPANCY

Thank you very much for your interest in our community! Below, please find instructions on how to complete your application so that we are able to process it quickly and efficiently. Complete applications allow us to process without having to repeatedly contact you for information. We will not process any incomplete applications. Please note each occupant 18 or older must submit an Application for Occupancy.

**In Order To Accept Your Application for Occupancy
We Must Receive The Following Documents With Your Application.**

1. A copy of your government issued photo ID.
2. The Application for Occupancy with **all fields completed**. If you do not have a previous landlord's phone number on hand, take a moment to locate it before submitting the application.
3. Proof of income or significant savings that you may have. This includes:
 - 2 or more pay stubs
 - 1099
 - W-2
 - Social Security statements
 - VA statements
 - Bank statements

MASSACHUSETTS APPLICANTS

Applicants or prior residents of Massachusetts must complete in full the Criminal Offender Record Information (CORI) Acknowledgement Form including signature per M.G.L. c.6, § 172.

For Those Purchasing a Home from an Existing Resident in the Community

*A Purchase Agreement **must** be submitted with the Application for Occupancy. Once an Application for Occupancy is accepted, an inspection of the home is required in order to ensure that the home meets park standards (in applicable states). Once any repairs called for are verified complete, you will receive a letter of approval from the park. You must provide the park with proof of homeowner's liability insurance prior to signing a lease.*

*Thank you again for applying!
We look forward to working with you!*



All Applicants' last names: _____
(All members of household over age 18 must fill out separate Application for Occupancy)

Application for Occupancy

Rental Office: 860-222-3997 Ext.18 Fax: 860-222-3998

P.O. Box 827, Norwich, CT 06360

E-mail: michelle@freeholdre.com

Community Name: (circle one) **Acorn Acres** **Three J – Riverbend** **Wales Village** **Westfield Oaks**

Date: ____/____/____ Move in Date: ____/____/____

Unit/Lot #: _____ Monthly Rent: _____ Security Deposit: _____ Processing Fee: _____

How did you hear about us? _____

PERSONAL INFORMATION

First Name: _____ MI: _____ Last Name: _____

Maiden Name or Any Other Aliases: _____

Soc. Sec. #: _____ - _____ - _____ Date of Birth: ____/____/____

Driver's License (or Gov. Issued ID): _____ State: _____ Exp: ____/____/____

Email: _____

Home Telephone: _____ Cell Number: _____

RESIDENCE HISTORY

Please give your residence history for the past five years beginning with the most current.

Present Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time: _____ Months Years Monthly Rent/Mortgage: \$ _____

Owned Rented Do you have a Lease? Yes No Expires When? _____

Name of Landlord or Mortgage Holder: _____ Phone Number: _____

Previous Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time: _____ Months Years Monthly Rent/Mortgage: \$ _____

Owned Rented Did you have a Lease? Yes No Expired When? _____

Name of Landlord or Mortgage Holder: _____ Phone Number: _____

Previous Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time: _____ Months Years Monthly Rent/Mortgage: \$ _____

Owned Rented Did you have a Lease? Yes No Expired When? _____

Name of Landlord or Mortgage Holder: _____ Phone Number: _____

EMPLOYMENT

Your Status: Employed Full-Time Employed Part-Time Student Retired Unemployed

Current Employer (or most recent): _____

Address: _____ Phone Number: _____

Dates Employed From: ____/____/____ To: ____/____/____ Position: _____

Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

Current Employer (or most recent): _____

Address: _____ Phone Number: _____

Dates Employed From: ____/____/____ To: ____/____/____ Position: _____

Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly



Unearned Income:

If you have other sources of income for us to consider, please list income source, and recipient (ie: ssi, tanf, snap, alimony, child support, pension etc.) in the spaces provided. All sources of legal income will be considered.

Source: _____
 Phone Number: _____ Date First Started Receiving: ____/____/____
 Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly
 Source: _____
 Phone Number: _____ Date First Started Receiving: ____/____/____
 Income \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

BANKING INFORMATION

Bank Name: _____ Account # _____
 Address: _____ Balance: \$ _____
 Bank Name: _____ Account # _____
 Address: _____ Balance: \$ _____

HAVE YOU:

Ever broken a rental agreement? Yes No
 If yes, explain: _____
 Ever been sued for non-payment of rent? Yes No
 If yes, explain: _____
 Ever been evicted from any premises? Yes No
 If yes, explain: _____
 Ever been foreclosed on from any premises? Yes No
 If yes, explain: _____
 Ever filed for bankruptcy? Yes No
 If yes, when: ____/____/____
 If yes, explain: _____
 Are you currently being evicted, in foreclosure or filing bankruptcy? Yes No
 If yes, explain: _____
 Ever been convicted of a crime? Yes No
 If yes, explain: _____
 Why are you leaving present landlord? _____

Pets:

Do you have any pets? Yes No

Please refer to pet policy
YOU MAY ONLY HAVE A PET IF APPROVED AND YOU SIGN A PET AGREEMENT
PET FEE & INSURANCE MAY BE REQUIRED
 (Certain Breeds of Dogs Are Not Permitted)

In case of emergency notify: _____ Address: _____

Tel. #: _____ Relationship: _____



List all other people to live in unit:

PLEASE NOTE THAT ALL PERSONS 18 OR OLDER MUST FILL OUT AN APPLICATION FOR OCCUPANCY

_____ Relationship: _____ Age: _____

_____ Relationship: _____ Age: _____

_____ Relationship: _____ Age: _____

_____ Relationship: _____ Age: _____

_____ Relationship: _____ Age: _____

Make of car #1: _____ Year: _____ License Plate #: _____ ST: _____ Color: _____

Make of car #1: _____ Year: _____ License Plate #: _____ ST: _____ Color: _____

Other Car, Motorcycle, Etc: _____

I acknowledge that the above information is true and correct, and authorize verification of ALL above information. Any false information or failure to provide backup documentation to complete application may constitute cause for rejection of this application and forfeiture of my deposit.

I have read and agree to ALL of the terms contained here.

Renters Only:

We will not guarantee the unit available with the earnest money deposit. I have deposited the sum of \$_____ (hereinafter the "earnest money deposit") in consideration for Owner/Manager taking the unit off the market while processing this application. If this application is approved, I agree to enter into a Lease Agreement and take possession of the unit by the move in date listed on this Application for Occupancy. The earnest money deposit shall be refunded to me if the application is NOT approved. I understand that I may cancel this application by written notice within 24 hours of initial submission and receive a full refund of this earnest money deposit. After 24 hours, I understand that:

EARNEST MONEY DEPOSIT IS NON-REFUNDABLE IF YOU ARE APPROVED FOR OCCUPANCY AND DON'T TAKE THE UNIT

Initial: **X** _____ Time: **X** _____

At the time the Lease Contract is executed, the earnest money deposit will be applied to and become a part of the first month's rent.

FALSE INFORMATION GIVEN ON AN APPLICATION IS IN ITSELF GROUNDS FOR REJECTION OF THE APPLICATION OR TERMINATION OF TENANCY.

X _____
Date

X _____
Applicant Signature





THE COMMONWEALTH OF MASSACHUSETTS
Division of Banks
1000 Washington Street, 10th Floor, Boston, MA 02118
TEL: 617-956-1500 | TDD: 617-956-1577 | FAX: 617-956-1599
MASS.GOV/DOB



SUBJECT INFORMATION
Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: _____ -- _____ No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

******* SUBJECT VERIFICATION – FOR OFFICE USE ONLY *******

The above information was verified by reviewing the following form(s) of government-issued identification: _____

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date





FREEHOLD REAL ESTATE LLC

CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY

This policy is applicable to the criminal history screening of prospective and current applicants for the rental or leasing of housing. Freehold Real Estate LLC uses criminal conviction records obtained from law enforcement agencies to screen applicants for eligibility. All applicants are advised in writing that criminal activity by any applicant may be cause for denial. Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for the rental or leasing of housing, the following practices and procedures will be followed.

I. CONDUCTING CORI SCREENING - CORI checks will only be conducted as authorized by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed. If a requestor is screening for the rental or leasing of housing, a CORI Acknowledgement Form shall be completed for each and every subsequent CORI check. For the purposes of CORI certification, Freehold Real Estate LLC must verify the identity of the Applicant with a form of government-issued photographic identification. If the individual has not been issued such a form of identification, then the applicant's information will be verified with a government-issued non-photographic identification authorized by DCJIS.

II. ACCESS TO CORI - All CORI obtained from DCJIS is **CONFIDENTIAL**, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing applications. Freehold Real Estate LLC must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

III. CORI TRAINING - An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at Freehold Real Estate LLC will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS. Additionally, as Freehold Real Estate is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

IV. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING - Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations. An Applicant shall be determined eligible on the basis of all other Freehold Real Estate criteria before eligibility is determined on the basis of CORI.

V. VERIFYING A SUBJECT'S IDENTITY - If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant. Freehold Real Estate LLC shall document all steps it takes in this regard. Freehold Real Estate LLC may obtain the following information on the CORI request form to ensure the correct identity of the Applicant: Full Name; Maiden name or Alias; Date of Birth; Place of Birth; Social Security Number; Mother's maiden name; Former addresses; Sex; Height; Weight; Eye Color and any other information as required under State or federal law.

VI. INQUIRING ABOUT CRIMINAL HISTORY - In connection with any decision regarding housing, the applicant shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the applicant about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

VII. DETERMINING SUITABILITY - If a determination is made, based on the information as provided in section V of this policy that the criminal record belongs to the subject, and the applicant does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following: Time since the conviction; Age of the candidate at the time of the offense; Seriousness and specific circumstances of the offense; The number of offenses; Any relevant evidence of rehabilitation or lack thereof; and any other relevant information, including information submitted by the candidate or requested by the organization. The applicant is to be notified of the decision and the basis for it in a timely manner.

VIII. ADVERSE DECISIONS BASED ON CORI - If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The applicant shall be provided with a copy of Freehold Real Estate LLC's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The applicant will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record. The applicant will then be provided with a reasonable opportunity to dispute the accuracy of the CORI record and/or submit additional information. In most instances, that reasonable opportunity shall be (7) seven calendar days from date of notification from Freehold Real Estate LLC of the potential of an adverse decision, unless there are extenuating circumstances. Upon the timely receipt of additional documentation/information from the applicant and/or from DCJIS, Freehold Real Estate LLC shall review the information, make an appropriate decision based on all information available, and fully document the actions taken.

IX. USE AND MAINTENANCE OF CORI - Freehold Real Estate LLC will use, maintain, and destroy CORI in accordance with 803 CMR § 5.00 No Freehold Real Estate LLC employee shall disseminate or retain CORI for any purpose other than that expressly permitted by law. No Freehold Real Estate LLC employee shall disseminate CORI to any individual other than an individual involved in the Applicant Certification process who is expressly authorized to have access to CORI. CORI shall be destroyed within seven years from the last date of residency or date of decision, or after all administrative and judicial proceedings concerning the rejection are exhausted, whichever is later. Destruction shall occur by shredding or other similar means, prior to disposal.

I hereby acknowledge receiving the above policy provided by Freehold Real Estate LLC.

X _____
Prospective Resident Date

X _____
Prospective Resident Date





P.O. Box 827
Norwich, CT 06360
Phone: 860.222.3997 Ext. 10
Fax 860.222.3998

AUTHORIZATION FOR RELEASE OF INFORMATION

Applicant Name: _____

Authorization for Release of Information: For the term of the relationship with Landlord, the Applicant hereby consents to and authorizes the Landlord's investigation into the Applicant's credit worthiness and criminal background check. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences, including unreported addresses and landlord verifications; income and employment history, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; and any other public records.

Such consent and authorization is given with respect to any and all persons who may conduct an investigation of the Applicant's credit worthiness and criminal background on behalf of the Landlord, including independent contractors and credit agencies retained by Landlord for such purpose. Applicant hereby holds Landlord, its agents, and anyone involved in the investigation, free and harmless of any liability for requesting or providing written or verbal information and/or discussing the quality or history of Applicant.

Any false information provided by Applicant or Applicant's failure to provide backup documentation for information provided herein may constitute cause for rejection of this application and forfeiture of my earnest money deposit.

X _____
Date

X _____
Applicant Signature

X _____
Date

X _____
Leasing Agent

Qualifying Guidelines

Freehold Real Estate provides equal opportunity housing. We will not discriminate against applicants based on race, color, religion, sexual orientation, ethnic origin, familial status, disability or class membership. Management complies with all Federal, State and local Fair Housing and Civil Rights Laws.

Please note that these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various reporting services.

Application: Every future resident that is 18 years or older must complete an application. Please complete application in full. Understand that applications containing any untrue, incorrect, or misleading information will be declined. Each application must be accompanied by a government issued photo ID for each applicant (ie: driver's license, majority card, military ID, etc). All applicants in the United States on a Visa must provide a copy of the Certificate of Eligibility, which is completed upon arrival in the United States.

Roommates: Each resident is jointly and fully responsible for the entire rental payment and must sign the lease agreement.

Occupancy Guidelines: This site shall follow a two person per bedroom occupancy standard unless otherwise required by Federal, State or local law.

Landlord Reference/Rental History: Management requires at least two years of monthly rental payment history. The rent payment history, to be confirmed with previous landlords, must reflect prompt payment history, compliance with community policies, and return of apartment in good condition. We will not accept a reference from a relative as your only previous landlord. Any legal proceedings or evictions filed by previous landlords will result in the application for residency being declined. Applicants with no rental history will require a guarantor.

Pets: This site accepts pets with written permission only. Pet fees may apply. See Pet Addendum.

Income: Applicants must a **minimum of one year** verifiable employment and/or income history, such as two copies of the most recent pay stubs, Leave & Earning statement or offer letter. Self-employed persons must provide a copy of the last two years tax return. Unemployed applicants must provide documentation of unearned income sources e.g. – social security, pension, savings, interest, or provide guarantor/co-signer that meet the guarantor/cosigners qualifying standards below. Notarized documentation must be submitted with your application to support additional sources of income such as alimony, dividends, military housing allowance child support, interest, retirement income, etc. Copies of all documentation will be retained in the lease file.

Gross annual income for all leaseholders is combined and entered into the credit-scoring model. Household gross monthly income must meet or exceed three times the monthly rental rate or a guarantor/cosigner must be included in the application.

Credit History: A credit report will be secured for all occupants of legal age to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score, include, but are not limited to: Collection, Charge Off, Repossession, and Current Delinquency & Bankruptcy.

Applicants with Bankruptcies and Foreclosures that have been discharged within the last 24 months may be considered if they demonstrate a hardship that has since been cured, and can produce a qualified co-signer.

Guarantors/ Cosigners: Guarantors/cosigners must meet all the above qualifications and must have at least five times the monthly rent being applied for. The guarantor must physically sign the lease either in the office, or in front of a notary.

Criminal: A criminal background check will be conducted for each applicant. CORI or BCI may be required. Any applicants who have been determined to have a criminal conviction of the following reported criminal related activities may be denied residency and occupancy:

- Conviction of any applicant or family member for a violent crime, theft, burglary, assault, battery, robbery, illegal manufacture, use or possession of a controlled and/or illegal substance
- Applicants who have been convicted for sexual or physical abuse
- Any terrorist related conviction
- Any cruelty to animals related conviction
- Any prostitution related conviction
- Misdemeanor conviction involving crime against persons or property
- Any applicant subject to a state sex offender registration requirement

I hereby acknowledge reviewing the above Qualifications provided by Freehold Real Estate and the information I have provided is true and accurate.

X

Prospective Resident

Date

X

Prospective Resident

Date





P.O. Box 827
Norwich, CT 06360
Phone: 860.222.3997 Ext. 10
Fax 860.222.3998

Pet Addendum

The Applicant(s) understands that if the Application for Occupancy is approved, this Pet Addendum will therefore be attached to the Lease Agreement and will run concurrent with the lease terms.

Applicant(s) Name: _____

Address: _____ Lot #: _____

APPLICANTS WITHOUT PETS

Applicant verifies that they do **NOT** have any pets that will be housed or visiting in the community and that if, in the future, one is acquired that they will immediately contact the property manager, have pet approved to amend their lease and pay any such charges associated with having a new pet.

NO VISITING PETS ARE ALLOWED

Signature: **X** _____ Date: **X** _____

APPLICANTS WITH PETS

Type of Pet: Dog Cat Other If Other Explain: _____

Pet Name: _____ Pet Color: _____ Pet Breed: _____

Weight of Pet: _____ Pet Date of Birth: ____/____/____

Type of Pet: Dog Cat Other If Other Explain: _____

Pet Name: _____ Pet Color: _____ Pet Breed: _____

Weight of Pet: _____ Pet Date of Birth: ____/____/____

Landlord agrees that the Applicant may keep approved pets on the leased premises subject to the following terms and conditions:

1. Applicant may have up to 2 cats or dogs residing with them in their home. Only the pet(s) listed & described in this pet addendum that have previously been approved by the Landlord are authorized per this agreement. Additional and/or other pets must be approved by the Landlord.
2. Management reserves the right to restrict any breed.
3. Applicant agrees to maintain Homeowners or Rental liability insurance at all times and must provide management with a copy of the Homeowners or Rental Liability Certificate within 30 days of the lease start date. The certificate must list the community as additionally insured. A list of excluded breeds the insurance company may have, or proof that there are none must accompany this certificate.
4. All pets must be spayed or neutered unless a veterinarian deems the procedure medically unsafe or professionally unreasonable for that pet (purebred, show animal). Certification of either is to be provided to Landlord.

MA 202016 Revised



5. Applicant agrees that the pet shall be subject to all town, county and state ordinances as applicable. An up to date Proof of Vaccination must be provided annually.

6. No visiting pets are allowed.

7. Applicant agrees to accept full and sole responsibility for any injuries to persons caused by actions of the applicant's pet. Applicant agrees to identify and hold Landlord harmless against any claim for damage to property or injuries to person based on or caused by action of applicant's pet.

8. Applicant agrees to accept full responsibility for any damage to the home by the Applicant's pet. Damages include, but are not limited to, soiling, staining, and/or tearing of carpeting and scratching of walls or doors. If the pet does damage the home in any manner, the Landlord will bill the applicant's, as additional rent, the cost of replacement of damaged items, or for any necessary repairs. ANY NON-REFUNDABLE FEES OR MONTHLY RENT ARE FOR THE PRIVILEGE OF HOUSING A PET AND WILL NOT BE USED TO OFFSET THE COST OF ANY DAMAGES OR REPAIRS THAT ARE THE RESULT OF YOUR PET.

9. The pet shall be considered an indoor pet and/or allowed outdoors only under the applicant's control on applicant's patio area on a hand-held leash or in a pet carrier. Even if tethered, the pet is never to be left unattended.

10. Applicant agrees that the pet will not constitute a nuisance in any manner on the premises. If pet constitutes a nuisance, of which the Landlord will be the sole judge, Applicant agrees to terminate pet's occupancy of the leased premises upon 5 days written notice from Landlord to Applicant. The termination of pet's occupancy shall not in any way affect the Applicant's liability under the lease. Examples of nuisance for purposes of this addendum are:

- a) unruly behavior that causes personal injury or property damage;
- b) failure to dispose of pet waste;
- c) making noise continuously for a period of a ½ hour or more to the disturbance of other residents in the community;
- d) Pets in common areas that are not under complete control on a hand-held leash or in a pet carrier;
- e) Pets who relieve themselves on walls or floors of common areas or inside homes;
- f) Pets who exhibit aggressive or otherwise potentially dangerous behaviors.

11. If there is reasonable cause to believe an emergency situation exists with respect to the pet, and if efforts to contact the applicant and emergency caretaker are unsuccessful, Landlord or its agents may contract the local animal control authority and assist its staff members in entering applicant's home. Examples of emergency situations include: suspected abuse, fire or other disaster, or prolonged disturbance. If it becomes necessary for the pet to be boarded, all costs incurred will be the sole responsibility of the applicant.

Provided all terms are met, this agreement will run concurrent with lease terms and is subject to review for renewal.

X _____
Date

X _____
Applicant Signature

X _____
Date

X _____
Landlord Signature



