



The
Copley
Group

Est. 1965

This document contains all of the information you need to apply for a Copley apartment.

Applicants: After submitting an application, please make a copy of this document for your records.

Applicant
Paperwork



Rental Application Information

Thank you for your interest in our property. To apply for a Copley apartment please submit an application package. Applications are generally approved or declined within 3 business days.

An application package consists of:

1. Rental Application
2. Resident Inspection Report
3. Maintenance/ Clean/ Final Check Memorandum
4. Application Deposit, which is equivalent to the amount of the first month's rent.
Payments must be in the form of a check issued by the brokerage house.
5. Credit Check/ TRW Report
6. Recent Pay Stubs or if unavailable, an employment verification letter
7. Cancelled Rent Checks (if necessary)
8. Landlord Reference in writing

If your application is approved Copley will create a lease and invite you to sign it through the resident portal. The Application Deposit, which was submitted with your application package, will be applied towards your first month's rent. Upon signing the lease you will be prompted to submit last month's rent (LMR) and key deposit. Applicants moving into an apartment within 5 business days of signing a lease must pay with certified funds. Electronic payment and or personal checks will not be accepted.

If your application is declined the Application Deposit will be returned. Please note that once an Application Deposit is submitted it will not be refunded unless the application is declined.



RENTAL APPLICATION

*The Application Deposit is non-refundable. If the application is accepted and the Applicant does not sign a lease for this apartment the Application Deposit will be retained by The Copley Group. If the application is declined the Application Deposit will be returned. _____ (Applicant Initials)

Please check one of the boxes below

Today's Date _____

☐ **I would like to receive and sign my lease electronically.** Please make sure your email address below is printed clearly.**

☐ **I would like to sign my lease in person.**

Applicant Information- Please print clearly

First Name		Middle Name		Last Name		Social Security #	
Names of All Co-Tenants (each adult must file a separate application)							
Present Address			City		State		Zip Code
Dates of Occupancy: From		To	Home Phone #		Mobile Phone #		Primary Email Address **
Present Landlord		Present Landlord Address		City		State	Zip Code
Former Address		City		State		Zip Code	
Dates of Former Occupancy: From		To	Former Landlord Name		Former Landlord Address		Former Landlord Phone #
Current Employer		Current Employer Address		City		State	Zip Code
Occupation		Type of Business		Salary		Dates of Employment	
Former Employer		Dates of Employment		Former Employer Address		Former Employer Telephone #	

Person to Notify in Case of Emergency (Cannot be someone who intends to reside in the premises.)

Name		Relationship		Primary Telephone Number		Alternative Telephone Number	
Address		City		State		Zip Code	

Motor Vehicle Information (Please enter information ONLY if parking is available at the property OR if you would like to rent a parking space.)

Make/ Model		Year		Color		License Plate #		State	
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How did you hear about our apartments?

- ☐ Employer Referral
 ☐ Resident Referral (Resident name?) _____
- ☐ Copley Website
 ☐ Internet Search
- ☐ Other Internet Site (Name of site?) _____
 ☐ Sign (Location of sign?) _____
- ☐ Google Advertisement
 ☐ Rental Agent (Name of agency?) _____
- ☐ Other (Please explain.) _____



RENTAL APPLICATION

Apartment Information

Apartment #	Apartment Type	Apartment Address	City	State	Zip Code
Total Number of Occupants	Total Number of Adults	Total Number of Children	Names and Ages of Minor Children		
Lease Start Date	Lease End Date	Occupancy Date	Date of Rent Commencement		

RENTAL AGENT USE ONLY

Rental Agent Name: _____ Rental Agent Company: _____

Last Month's Rent \$ _____

Base Rent Per Month \$ _____

Other Monthly Charges (e.g. parking etc.) \$ _____

Application Deposit \$ _____
(If application is accepted Application Deposit will be applied to First Month's Rent)

Key/ Lock \$ _____

Balance Due Upon Acceptance \$ _____

PLEASE READ CAREFULLY AND SIGN BELOW

Are you a convicted felon? (Y/N) ____ If "yes", please submit detail of conviction(s).

Base rent and other monthly charges are due and payable on the first day of each month in advance.

Pursuant to Massachusetts law, the Landlord, Management and/or Renting Agency shall not make any inquiry concerning race, religious creed, color, national origin, sex, sexual orientation, age (except if a minor), ancestry or marital status of the Applicant or concerning the fact that the Applicant is a veteran or a member of the armed forces or is handicapped. Applicant authorizes the Landlord, Management and/or Renting Agency to obtain or cause to be prepared a consumer credit report relating to the Applicant in connection with the lease being applied for, any extensions, renewals, replacements, substitutions and/ or other leases.

Neither the Owner nor the Landlord nor the Management Company is responsible for the loss of personal belongings caused by fire, theft, smoke, water, or otherwise. If a lease is signed, Applicant grants permission for Landlord to notify RCN of the lease.

Applicant warrants and represents that all statements herein are true and in any future application or other information disclosure shall be true. Applicant agrees to execute upon presentation a lease plus Landlord's usual form of lease addendum, at which time the Application Deposit will be applied towards First Month's Rent. The Application Deposit will be refunded if this application is not accepted by the Landlord.

By signing this application and paying the Application Deposit, Applicant agrees to sign a lease for the above named premises on or before the Lease Start Date. If the Applicant fails to sign a lease on or before the Lease Start Date the Landlord or Management Company will retain the Application Deposit. The Landlord reserves the right to seek additional damages if the Applicant fails to execute the lease and lease addendum.

The Renting Agent is an independent contractor and has no authority to make any representation concerning the premises; the Renting Agent is only authorized to show the apartment for rent and to assist in the screening of Applicants, and is not an agent of the landlord.

Signature of Renting Agent _____ Signature of Applicant _____

**** Email Address & Electronic Signature.** Please provide the email address through which you prefer to receive communications from us. If you elect to receive and sign the lease electronically you will receive an email with a link to your lease. You can review the lease and sign it electronically anytime prior to your move-in date. Your electronic signature should match the name that is displayed in your lease and on this application. An electronic signature is enforceable and replaces traditional pen and paper signatures.





Resident Inspection Report Information

The Copley Group is committed to providing you with a clean, well maintained apartment. **Every apartment is cleaned, serviced by our maintenance staff, and inspected prior to a new resident moving-in as part of The Copley Group's *Maintenance/ Clean/ Final Check* service.**

The following *Resident Inspection Report* is a form where you, the prospective resident, may request additional work, beyond the scope of the *Maintenance/ Clean/ Final Check* service, to be done to your new apartment in advance of moving in. Resident Inspection Report service requests will be reviewed by the Property Manager and considered on a case-by-case basis as part of the application process.* The status of your Resident Inspection Report service requests will be communicated to you through your broker when your application is accepted by The Copley Group.

In general, if you rent an apartment before it becomes vacant and you must move in on the first day of the month, additional maintenance requests may not be able to be granted due to time constraints. For this reason it is very important that applicants inspect their prospective apartments thoroughly and are aware of its condition as the apartment will be presented to you in the same general condition as it was while occupied by the previous resident.

If you have questions regarding the status of your Resident Inspection Report service requests, or your application in general, please contact the broker with whom you worked.

**Unfortunately, The Copley Group may not be able to accommodate all Resident Inspection Report service requests.*



The Copley Group Resident Inspection Report

All Copley apartments are serviced by our maintenance department, thoroughly cleaned and inspected prior to move-in as a part of our *Maintenance/ Clean/ Final Check program*.* Additional maintenance services or repairs may be requested in the space below. If no additional maintenance services or repairs are requested leave the *Additional Maintenance Requests* field blank.

Prospective Resident Name (s): _____

Address of Prospective Apartment: _____

Date Apartment is Being Rented For: _____

Name and Company of Rental Agent: _____

Current Status of Apartment: ☐ Vacant ☐ Occupied

If occupied, indicate the date that the current resident is scheduled to vacate the unit: _____

<input checked="" type="checkbox"/>	Maintenance/ Clean/ Final Check
<i>All apartments receive this service.</i>	
<i>Please read and sign the attached form explaining this service.</i>	

Additional Maintenance Requests: Applicants may request additional maintenance services in the space below. *Additional requests will be evaluated on a case by case basis.***

**Residents who transfer to a new Copley apartment or replace existing Copley residents may not be able to receive the Maintenance/ Clean/ Final Check service.*

***Painting and Polyurethane requests may delay move-in times and will be considered on a case-by-case basis. If applicants choose to have the apartment painted or floors treated with polyurethane rent will still be due and payable from the 1st day of the month.*

There were no promises made by the rental agent _____ (initial).

Signature: _____

Date: _____

Signature: _____

Date: _____



Maintenance/ Clean/ Final Check Memorandum

The Copley Group would like you to be 100% satisfied with your new home so it is important to us that your expectations regarding the condition of your prospective apartment are in-line with the services stated and requests made on the Resident Inspection Report.

Through our *Maintenance/ Clean/ Final Check* service all Copley apartments are:

- Thoroughly swept/ vacuumed and cleaned.
- Serviced by our maintenance staff
 - Lights and light bulbs, appliances, doors and locks, windows, plumbing and fixtures will be in good working condition.
- Inspected by our Director of Maintenance.
- Supplied with a brand new plunger, shower curtain, and toilet seat.

Painting services of any kind are not included as part of the *Maintenance/ Clean/ Final Check* service but may be requested. Requests for painting will be assessed on a case by case basis and may delay move-in times.

If you move into your apartment and would like additional maintenance services please contact the maintenance department.

By signing this form you, the prospective resident(s), acknowledge(s) and understand(s) the nature of the services provided under the *Maintenance/ Clean/ Final Check* program.

Signature of prospective resident

Address of prospective apartment



THE COPLEY GROUP

Landlord Reference Letter

Date: _____

To whom it may concern:

I, _____, hereby authorize you to give a landlord reference to The Copley Group upon their request.

My address information is/ was:

Address, including unit number:

Landlord Telephone Number:

Thank you for your assistance in the matter.

Sincerely,

Resident Print Name

Resident Signature

Kenmore Properties Boston
474 Commonwealth Avenue
Boston, MA 02215
Office: (617)236-8550
Fax: (617) 236-7311

Landlord Verification

Landlord Name: _____ Phone: _____ Fax: _____
Applicant's Name: _____ Address: _____

I hereby authorize the landlord listed above to release all information regarding any tenancy, as indicated below to Kenmore Properties Boston.

Applicant's Signature: _____ Date: _____

To Whom It May Concern:

_____ has recently applied for an apartment shown by Kenmore Properties Boston and your name has been given as a landlord reference. We would greatly appreciate your courtesy in providing us the information requested below. Your reply will be treated confidentially.

Final action on the application will be deferred until we receive your reply. Please complete and FAX back to (617) 236-7311 or EMAIL to Info@KenmoreProperties.com as soon as possible. If you have any questions, or if we can be of any assistance, please call us at (617)236-8550.

Thank you for your prompt response to our request and your help in this matter.

THIS SECTION IS TO BE FILLED OUT BY THE LANDLORD:

1. Length of Residency: _____

2. Does the applicant have a lease with you, and did he/she stay for the full term?

3. What is the applicant's monthly rent? _____

4. Does the rent include utilities? _____

5. Does the applicant pay rent on time? _____

6. Will the applicant leave owing any rent? _____

7. What is the condition of the residence? _____

8. Have you received complaints from other residents about the applicant? _____

9. Would you recommend the applicant as a tenant? If not, please explain. _____

10. Any additional comments: _____

Signature of Landlord: _____ Date: _____