

**J & C Management LP**  
PARLMONT PARK BLDG. #10  
NORTH BILLERICA, MASSACHUSETTS 01862  
PHONE: (978) 667-0751 FAX: (978) 663-7597  
EMAIL: [RECEPTION@JANDCMANAGEMENT.COM](mailto:RECEPTION@JANDCMANAGEMENT.COM)

Date: \_\_\_\_\_ Type of Apt. \_\_\_\_\_ Monthly Rent Amount: \_\_\_\_\_ Move in Date: \_\_\_\_\_ Total # of Occupants \_\_\_\_\_

**All adults that will be RESIDING / LIVING in the Apartment (now or in the future) must complete an application form, provide required documentation, qualify via Check Point Screening and sign our Two Month Modified Tenancy-At-Will Agreement, indicating they are a responsible party.**

**APPLICANT (1) PERSONAL INFORMATION**

**APPLICANT's** Name \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's license # \_\_\_\_\_ State \_\_\_\_\_ Email: \_\_\_\_\_

**RESIDENT HISTORY**

Present Landlord: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ How Long? \_\_\_\_\_

I currently *OWN / RENT*. Reason for Moving? \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Employer: \_\_\_\_\_ Current Position \_\_\_\_\_ How Long? \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Employer's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ **Gross** Monthly Income \$ \_\_\_\_\_

For employment verification, contact \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Other Source of Income: \_\_\_\_\_ Amount: \_\_\_\_\_ Per \_\_\_\_\_

**APPLICANT (2) PERSONAL INFORMATION**

**APPLICANT's** Name \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's license # \_\_\_\_\_ State \_\_\_\_\_ Email: \_\_\_\_\_

**RESIDENT HISTORY**

Present Landlord: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ How Long? \_\_\_\_\_

I currently *OWN / RENT*. Reason for Moving? \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Employer: \_\_\_\_\_ Current Position \_\_\_\_\_ How Long? \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Employer's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ **Gross** Monthly Income \$ \_\_\_\_\_

For employment verification, contact \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Other Source of Income: \_\_\_\_\_ Amount: \_\_\_\_\_ Per \_\_\_\_\_

\*PLEASE NOTE: Any other person(s) (not listed on this application form) staying in an apartment longer than 2 weeks (14 days) will be considered a RESIDENT not a VISITOR (unless otherwise noted at the office) and will be required to complete the application process and qualify. \*

### RENTAL POLICY

A deposit of 1/2 of one month's rent is required to hold an apartment until the occupancy date. **\*Please note that all adults who will be residing in the apartment must apply, provide all documents listed below, qualify and sign our Two Month Modified Tenancy-At-Will Agreement.** The deposit will be applied to the 1st month's rent payment. In the event that you choose not to move in, the deposit may be forfeited if the apartment you choose cannot be rented on the occupancy date agreed upon.

#### **MANDATORY Requirements in order for the Application to be processed:**

- Application filled out *completely* by **ALL/EACH Adult Applicant(s)**
- Current State or Government issued **Photo Identification** required for **ALL/EACH Adult Applicant(s)**
- Social Security Number **FOR ALL/EACH Adult Applicant(s)**
- **Minimum of a 720-credit score is required for ALL/EACH Adult Applicant(s) \*NO EXCEPTION\***
- **EACH Applicant must provide a copy of his/her FICO credit score from within the last 7 days** from Transunion, Equifax or Experian (this must be submitted within 24 hours of submitting the application).
- **EACH applicant must meet the "minimum" GROSS monthly income listed below. (Amount prior to tax deductions).**
- One check is required: **half months' rent deposit check, regardless of the occupancy date**

A check or money order in the amount of the balance of the 1st month's rent; security deposit and the lock change fee are due and payable on the 1st day of rental (move in date). The lock change fee is a **one-time non-refundable fee**. The balance must be paid in order to receive the keys. There will be a \$50.00 fee per each returned check. Cash is not accepted.

*Lock Change Fee:*     *Studio -       \$100.00*  
                                  *1 Bedroom - \$100.00*  
                                  *2 Bedroom - \$125.00*

**Two Month Modified Tenancy-At-Will Agreement:** Rental period shall commence on the 1<sup>st</sup> day of each month and end Two Full Months from that day. Tenancy may be terminated by written notice given by either party to the other, on or before the 1<sup>st</sup> day of any rental period and shall be effective through the last day of the second month.

**OCCUPANCY:**     Only two people allowed per bedroom   **PETS: No pets are allowed.**  
**MOTORCYCLES:** Motorcycles & Motorbikes are not allowed on the premises.  
**RENTER'S INSURANCE:** A copy of your policy is required on or prior to the move in/occupancy date.

I hereby make application to rent an apartment and certify that this information is correct, and I am eighteen years of age or older by **initialing here**. I authorize you to contact any employment, rental and credit references I have listed. I understand that J & C Management LP will be requesting and receiving a background report and a credit report. All applicants are screened by Check Point Screening. **(This may take up to 7 business days)**. If adverse information is received, the application will not be accepted and I will receive the half months' rent deposit back.

<u>APARTMENT TYPE</u>	<u>PRICE PER MONTH</u> <u>(subject to change)</u>	<u>MINIMUM "GROSS"</u> <u>MONTHLY INCOME</u>
Bldg. 1     Studio	\$1,214.00	\$4,335.66 or greater
Bldgs. 2-9     Studio	\$1,249.00	\$4,456.65 or greater
Bldg. 1     One Bedroom	\$1,465.00	\$5,233.80 or greater
Bldgs. 2-9     One Bedroom	\$1,465.00	\$5,233.80 or greater
Bldgs. 2-9     One Bedroom w/Balcony	\$1,533.00	\$5,475.80 or greater
Bldg. 1     Two Bedroom	\$1,642.00	\$5,859.84 or greater
Bldgs. 2-9     Two Bedroom	\$1,668.00	\$5,953.58 or greater
Bldgs. 2-9     Two Bedroom w/Balcony	\$1,736.00	\$6,198.53 or greater
Bldgs. 2-9     Two Bedroom w/Double Balcony	\$1,770.00	\$6,320.91 or greater

**RENT INCLUDES:** Bldg. 1, Only - Heat, Hot Water, & Balcony ~ Bldgs. 2-9- Heat, Hot Water, & Gas for Cooking  
**Resident is responsible for Electricity and Cable and/or Internet Services.**

How did you hear about us? \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE: By signing this application, you declare that all of your responses are true and complete and authorize the owner to verify this information. Any false statement on this application can lead to rejection of your application or immediate termination of your Two Month Modified Tenancy-At-Will.**