

APPLICATION GUIDELINES

Please read all instructions carefully and thoroughly. Incomplete applications will NOT be processed. Applicant must complete and sign the attached application. All sections are to be completed. If a question does not apply, please specify N/A (not applicable.)

1. Applicant must provide his/her current address or place of residence. No Rural Routes or P.O. Boxes; street address is required.
2. Applicant must provide name, address and telephone number with area code of current and previous Landlord(s). All information will be verified, including payment history, dates of tenancy, and the amount of monthly rent.
3. Applicant may provide a Social Security Number. This is necessary in order that HADCO Management examines and reviews Applicant's credit history. If applicant does not have a Social Security Number, he/she must produce one of the following:
 - A valid I-20 for International students in US for purposes of studying in US.
 - A valid Work Visa for those authorized for residence in US for work purposes.
4. Applicant must provide name, address, and telephone number with area code of current employer. All information will be verified, including occupation, date of hire, and weekly gross income.
If applicant is self-employed, he/she may provide one of the following:
 - A signed copy of the previous year's Income Tax return;
 - Three consecutive pay stubs;
 - A copy of previous year's W-2 showing annual gross salary.If applicant is collecting alimony or child support payments, he/she may provide a copy of the order stating amount and terms of payments.
5. If applicant is a student, he/she must provide a school ID number and the name and address of school in which the student is currently enrolled, the Program of study, and the anticipated date of graduation. All information will be verified with the school enrollment office.
6. Applicant must provide the address and the apartment number for which he/she is applying. The size, total number of occupants, the monthly rent, and the anticipated date of Move-in and length of tenancy are required. The names of any other co-applicants must be provided. All information will be verified.
7. Applicant must provide names of Emergency contact. Please provide first and last name, street address, and telephone number with area code.
8. Applicant must complete the RIDER section of the application by providing the names of all children who will be occupying the unit. Occupants over the age of 18-years MUST complete and submit a separate application. If the number of occupants changes during a tenancy, HADCO Management must be notified. No one other than those individuals named on the Rider is allowed to occupy the apartment under any circumstances.
9. All balances must be paid in certified check or money order if received less than 30 days prior to move-in date.

HADCO Management utilizes the services of the Credit Bureau. Credit history will be reviewed prior to the acceptance of a tenancy, and payment history may be reported to this bureau.

Verification Request

APPLICANT AUTHORIZATION TO RELEASE INFORMATION

I (PLEASE PRINT NAME) _____ hereby authorize all third parties indicated on my application to furnish the information requested below to HADCO Management. I release all third parties, their officers, agents, and employees from any and all liability associated with such disclosure of the requested information.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

_____ has applied for an apartment with our company and has listed you as a reference. Please fill in the information requested below that applies to you and return to the attention of _____ via fax at (617) 443-9494. If you have any questions, please contact me at (617) 443-9400. Thank you for your assistance!

Employment Verification

Position: _____
Is the employee full/part-time, temporary/permanent: **(Please circle)**
Weekly Gross Salary: _____
Your name and title: _____

Student Verification

Date of Graduation: _____
Graduate or Undergraduate: _____
Program enrolled in: _____
Your name and position: _____

Landlord Reference

Tenant's address: _____
Dates of occupancy: _____
Amount of rent: _____ Was it paid on time?: _____
Would you re-rent to this tenant: _____
Any problems: _____
Your name and position: _____