

# Rental Application Qualification Standards

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200 Bedford Road, Woburn MA 01801 / (781) 933-0816

- Lease Terms** GlenBrook Estates Management's standard lease term is for 12 months.
- Applications** Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Applications are to be completed in full and returned to the Management within 24 hours. Applications containing untrue, incorrect or misleading information will be declined. Based on information provided we may seek additional requirements for approving the application.
- Employment** Current employment & past employment history must be verifiable. Acceptable income verification may include: a paystub, a letter from the employer, or the most recent w2 form. If self-employed, a copy of the most recent tax return or certified verification from your company's accountant or bank may be required.
- Income Requirements** Gross monthly household income must be sufficient to cover the rent and other typical household obligations.
- Residence** All your prior lease agreements must have been fulfilled. You must not owe money to another rental property. Your rental references must be favorable. If you previously owned your own home, mortgage payment information or bank statements may be required.
- Conviction Information** The application of any person who has been convicted or plead guilty or admitted to sufficient facts to a misdemeanor or felony involving sexual misconduct shall be declined. Nothing set forth in these Qualification Standards should be construed to be a guaranty by Stonehill Towers that residents of this community have not been convicted or plead guilty or "no contest" to any misdemeanor or felony involving sexual misconduct.
- Guarantors** Guarantors may be permitted if an applicant is Declined or Conditionally Accepted. The Guarantors' gross annual income or savings must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s). The Guarantor's primary residence must be in the United States and they must have a valid Social Security Number. The Guarantors must be a parent, relative or legal guardian of the Applicant. The Guarantor must meet all other qualification standards listed. Full-time students are required to have a Guarantor.
- Occupancy Guidelines** An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.
- Insurance** Proof of a Renter's Liability Insurance policy for a minimum of \$20,000.00 coverage for damage to Landlords property will be required prior to move-in for the entire lease term. This coverage will remain in effect for your lease term and any subsequent lease renewals and a certificate of insurance will be retained in our files.
- Fair Housing** GlenBrook Estates complies with the Federal Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

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Applicants Signature

Date

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Rental Agents Signature

Date