

Date Received: _____
Unit Number: _____
Agent: _____



Qualifying Criteria

Availability	Applications for apartments will be accepted on a first come, first served basis and subject to the availability of apartment type requested. Rental rates are subject to change without notice.
Rental Applications	A <i>Rental Application</i> must be completed and maintained for each legal adult prospective resident who will be living in the apartment and/or contributing to the payment of rent including any prospective residents to be added subsequent to the inception of the <i>Lease</i> . Any false information will constitute grounds for rejection of an application and the <i>Lease</i> may be nullified or terminated for cause. The application is a binding contract between the applicant and management. To hold the apartment, a payment equal to one month's rent must be made at the time of application. If this is made within seventy two (72) hours of the <i>Lease</i> start date, this must be in guaranteed funds. If the applicant cancels within forty eight (48) hours or the application is denied, this will be refunded. If the application is approved, the applicant will have twenty four (24) hours to execute our standard form <i>Lease</i> . If the applicant does not do so, fifty percent (50%) of the payment will be retained by management as liquidated damages. The applicant agrees that this is a reasonable estimate of management's damages as a result of the applicant's failure to fulfill the applicant's contractual obligation and is not to be construed as a penalty. Once the <i>Lease</i> is executed, the payment will be applied to the security deposit.
Evaluation	As a means of evaluating credit, the following information is evaluated with a preset scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or reject an applicant, or seek additional requirements for approving the <i>Lease</i> . These requirements may include, but are not limited to, additional documentation of income or employment, additional rental references, an additional deposit, or a co-signor/guarantor.
Qualifying Standards	<p>Undergrads: Our policy is not to rent apartments to applicants who are full-time or part-time undergraduate students, and/or applicants who expect to become full-time or part-time undergraduate students during the term of the <i>Lease</i>. All applicants who are students must provide official documentation from their university or college which clearly states whether their status is full-time or part-time, undergraduate or graduate. This policy applies to the initial term as well as to the term of any <i>Lease</i> renewal.</p> <p>Residence: Up to 24 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, and no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.</p> <p>Credit Report: An unsatisfactory credit report can disqualify an applicant from renting an apartment at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report (but not be told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community.</p> <p>Employment/Income: Stable employment record and income verification shall be required. For an applicant to be approved, he/she must generally earn on a gross monthly basis a minimum of three times (3x) the gross monthly rent. Acceptable income verification if required may include: a paystub; a signed letter on company letterhead from the employer; the most recent W-2 form; or, for self-employed or non-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or from a bank showing a balance sufficient to pay rent for twelve (12) months. For applicants who are not U.S. citizens, certified bank or other financial statement showing a balance/assets sufficient to pay rent for twelve (12) months, in the form of US dollars (USD). Online monetary conversions from foreign funds do not qualify as a true financial statement or proof of funds.</p> <p>Criminal Background: Background checks are run on all applicants. Grounds for rejection of an applicant may include, but are not limited to, any felony or misdemeanor conviction record. All convictions, with due regard to the type, severity and recency of the conviction, will be considered in determining the applicant's eligibility for housing. Applicants denied solely based on criminal history will be given an opportunity to offer mitigating evidence that management will consider.</p>
Co-signers / Guarantors	In the event a co-signer/guarantor is required, he/she must complete a <i>Rental Application</i> , meet all income and qualifying standards and have gross monthly income of a minimum of four times (4x) the gross monthly rent. A co-signer/guarantor will be fully responsible for all obligations under the <i>Lease</i> if the occupying resident(s) default.
Subletting	Subletting is prohibited.
Security Deposit	A refundable security deposit may be required and is held as security for the resident's fulfillment of the conditions of the <i>Lease</i> . Deposit may be applied by management to satisfy all or part of the resident's obligations, and such act shall not prevent management from claiming damages in excess of the deposit.
Occupancy Standards	Two people per bedroom, plus one additional person in an apartment home ("2 plus 1"). "Person" is defined as any individual three (3) years of age or older at time of move-in.
Roommates	Each person must complete an application and will jointly qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the <i>Lease</i> and its supporting documents. Management must approve a roommate being added to or removed from the <i>Lease</i> . Anyone being added to the <i>Lease</i> must qualify in the same manner as the current resident(s) in accordance with these qualifying criteria. Failure to comply with these procedures will cause the resident(s) to be in default under the <i>Lease</i> and subject to eviction.

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Application Check List

Thank you for choosing The Kensington Collection to be your next new home. We look forward having you join our community and are available to help you make this transition as smooth as possible.

Please be sure that you have all of the items on our checklist in order to ensure that your application is processed as promptly as possible.

- ❑ **Completed Application**
 - Make sure that every occupant 18 years of age or older has completed an application
 - Be sure to provide all the necessary information. If an item does not apply to you please write "N/A" on the line so that we know you didn't accidentally leave it blank.
 - Your "Emergency Contact" needs to be someone who WILL NOT be living in the apartment with you.

- ❑ **Identification – Any ONE of the following:**
 - Identification Card
 - Driver License
 - Passport / Visa
 - Military ID
 - Please note: School ID, Work ID, or any other non-government issued ID will NOT be accepted

- ❑ **Social Security Number Verification – Any ONE of the following:**
 - Original Social Security Card
 - Original Letter from Social Security Administration verifying that a replacement card has been requested.

- ❑ **Income Verification – Any ONE of the Following**
 - Two MOST RECENT Pay Stubs
 - The Last Two Bank Statements
 - W2 or Previous Year's Tax Return Filing
 - Benefits Letter for: Social Security Benefits; Unemployment; Welfare Benefits; Etc
 - Housing Voucher – All other qualifying criteria will still apply
 - Court Ordered Child Support or Spousal Support
 - Notarized Letter of Employment
 - Banks Statements. Three MOST RECENT banks statements showing a balance sufficient enough to cover the rent through the entire lease term.

- ❑ **Hold Deposit**
 - Full One Month's Rent Hold Deposit. This is a refundable deposit in the event that the application is denied. If application is Approved you have 24 hours to cancel and still get your deposit back. If you cancel after the 24-hour window you will forfeit the Hold Deposit.

- ❑ **Pets? Please request a Pet Application Check List**

Your desired apartment will be taken off the market and held for you once all of the items listed above have been submitted. You should receive an answer on your application status within 24-hours of having applied. Please do not hesitate to call if you have any questions.

Thank you,
KIC Dorchester LLC Management

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Rental Application

PERSONAL INFORMATION: (Please **PRINT** legibly **ABOVE** the line.)

APPLICANT NAME	DATE OF BIRTH	SOCIAL SECURITY #	ID OR DL #	SATE
()	()	()		
PHONE NUMBER	BUSINESS NUMBER	EMAIL ADDRESS		

LANDLORD REFERENCES: (Please **PRINT** legibly **ABOVE** the line.)

PRESENT ADDRESS	CITY	STATE	ZIP CODE	FROM	- PRESENT
PRESENT LANDLORD	COMPLETE ADDRESS	PHONE NUMBER	RENT		

PREVIOUS ADDRESS	CITY	STATE	ZIP CODE	FROM	TO
PREVIOUS LANDLORD	COMPLETE ADDRESS	PHONE NUMBER	RENT		

EMPLOYMENT INFORMATION: (Please **PRINT** legibly **ABOVE** the line.)

CURRENT EMPLOYER	COMPLETE ADDRESS	FROM	TO
POSITION HELD	SUPERVISOR	PHONE NUMBER	GROSS INCOME

OTHER INCOME

SOURCE OF INCOME	AMOUNT
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NOTE: You will be requested to provide verification of ALL income. Income will not be taken into account if it is NON-VARIFIABLE

Application Continues on Next Page

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BANK INFORMATION: (ACCOUNT MUST BE IN YOUR NAME) (Please **PRINT** legibly **ABOVE** the line.)

Checking Savings

FINANCIAL INSTITUTION BRANCH ACCOUNT NUMBER

Checking Savings

FINANCIAL INSTITUTION BRANCH ACCOUNT NUMBER

ADDITIONAL OCCUPANTS: (ONLY IF UNDER THE AGE OF 18) (Please **PRINT** legibly **ABOVE** the line.)

OCCUPANT NAME DATE OF BIRTH SOCIAL SECURITY NUMBER

OCCUPANT NAME DATE OF BIRTH SOCIAL SECURITY NUMBER

OCCUPANT NAME DATE OF BIRTH SOCIAL SECURITY NUMBER

REFERENCES: (Please **PRINT** legibly **ABOVE** the line.)

CREDIT REFERENCE COMPLETE ADDRESS ACCOUNT NUMBER PHONE NUMBER ()

PERSONAL REFERENCE COMPLETE ADDRESS RELATION PHONE NUMBER ()

VEHICLE INFORMATION: (Please **PRINT** legibly **ABOVE** the line.)

MAKE / MODEL COLOR YEAR REGISTRATION NUMBER STATE

IN CASE OF EMERGENCY CONTACT: (Please **PRINT** legibly **ABOVE** the line.)

NAME COMPLETE ADDRESS PHONE NUMBER RELATION ()

HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO YES IF "YES" PLEASE SUBMIT DETAIL OF CONVICTION(S)

Year of Conviction County and State of Conviction Offense and Details

In accordance with the laws of the Commonwealth of Massachusetts, it is Kensington Investment Company, Inc.'s policy to provide equal housing opportunities to all persons without regard to race, religious creed, color, national origin, sex, sexual orientation, age, 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.

I certify, under the pains and penalties of perjury, that all the information provided in this application is correct and complete to the best of my knowledge, information and belief. The providing of any fraudulent information or false statements, or the discovery by management of any such information or statements, may disqualify me from residency at any Kensington Investment Company, Inc. community.

I hereby consent to allow the Kensington Investment Company, Inc., through its designated agents or employees, to obtain and verify my credit information, criminal information, and/or eviction information for the purpose of determining whether to lease an apartment to me. I understand that should I enter a lease with the Kensington Investment Company, Inc., its agents and employees shall have the ongoing right to review my credit information, criminal information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

I understand and am aware that some or all of my personal and credit information will be transmitted via a secure web based screening process.

APPLICANT NAME (PLEASE PRINT)

SIGNATURE

DATE