

**Apartment Rental Application and Credit / Background Check Authorization for  
2 Windsor Road, Somerville, MA 02144**

**Personal Contact Information**

Applicant Name \_\_\_\_\_  
Applicant's Pseudonyms \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Home Telephone \_\_\_\_\_  
Work Telephone \_\_\_\_\_  
Cellular Telephone \_\_\_\_\_  
Email address \_\_\_\_\_  
Drivers License # / State \_\_\_\_\_

**Current Address**

Street Address \_\_\_\_\_  
Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_  
Rent or Own? \_\_\_\_\_  
Name of Landlord \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Landlord's Street Address \_\_\_\_\_  
Landlord's Line 2 \_\_\_\_\_  
Landlord's City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_  
Landlord's Telephone \_\_\_\_\_  
Landlord's Cellular Phone \_\_\_\_\_  
Landlord's Email Address \_\_\_\_\_

**Previous Address**

Street Address \_\_\_\_\_  
Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_  
Rent or Own? \_\_\_\_\_  
Name of Landlord \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Landlord's Street Address \_\_\_\_\_  
Landlord's Line 2 \_\_\_\_\_  
Landlord's City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_  
Landlord's Telephone \_\_\_\_\_  
Landlord's Cellular Phone \_\_\_\_\_  
Landlord's Email Address \_\_\_\_\_

**Current Employer**

Company Name \_\_\_\_\_  
Supervisor Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_  
Primary Telephone \_\_\_\_\_  
Secondary Telephone \_\_\_\_\_  
Salary / Wage \_\_\_\_\_ Start Date \_\_\_\_\_  
Email address \_\_\_\_\_

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**Previous Employer**

Company Name \_\_\_\_\_  
Supervisor Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Primary Telephone \_\_\_\_\_  
Secondary Telephone \_\_\_\_\_  
Salary / Wage \_\_\_\_\_ Start Date \_\_\_\_\_  
Email address \_\_\_\_\_ Departure Date \_\_\_\_\_

**Reference #1 – Family Member Living Closest to Applicant**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Relationship \_\_\_\_\_  
Primary Telephone \_\_\_\_\_  
Cellular Telephone \_\_\_\_\_  
Email address \_\_\_\_\_

**Reference #2 – Family Member Living Closest to Applicant or Character Reference**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Relationship \_\_\_\_\_  
Primary Telephone \_\_\_\_\_  
Cellular Telephone \_\_\_\_\_  
Email address \_\_\_\_\_

**Reference #3 – Character Reference**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Relationship \_\_\_\_\_  
Primary Telephone \_\_\_\_\_  
Cellular Telephone \_\_\_\_\_  
Email address \_\_\_\_\_

**Credit References**

Bank Name _____	Bank Name _____
Account Number _____	Account Number _____
Account Type _____	Account Type _____

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**Rental / Criminal / Credit History Declarations**

1. Do you have any pending charges for criminal offenses? Yes  No
2. Have you ever been convicted of, pled guilty, or no contest to a felony or sex crime? Yes  No
3. Have you ever been evicted, declared bankruptcy, been sued for missed rental payment or property damage? Yes  No
4. Have you ever moved out before the end of a lease term without the owner's consent? Yes  No
5. Have you ever had a property foreclosed or repossessed due to lack of payment or other contract breaches? Yes  No
6. Have you any judgments, civil or criminal, against you for any reason? Yes  No
7. Have you ever defaulted on any Student Loan obligation? Yes  No
8. Are you current in your Student Loan Payments (or paid them in full)? Yes  No

***If you answered Yes to questions 1 through 7, please explain on the back of this page.***

**Terms and Conditions**

- Applicant represents that all statements made herein are true and complete.
- All occupants, of the legal age of majority, must complete a separate application.
- Applicant agrees to joint and severable liability for payment of the total rental amount with all occupants.
- Rent is due on or before the first day of each month.
- The Owner is not responsible for the loss of personal belongings caused by fire, theft, smoke, water or otherwise unless the loss is caused by owner negligence.
- Applicant hereby authorizes the Owner, or any Owner appointed third party representative, to contact any entities listed herein, to verify the information including and/or the collection and enforcement of all financial obligations related to the Applicant's tenancy.
- Applicant must initial each page of this application.
- Applicant agrees that the Owner, or any Owner appointed third party representative, may communicate with the Applicant, or any entity listed on this application, by E-mail and Cellular/Mobile Telephone and the Applicant waives any rights of Owner liability for the unintentional communication of personal private information to a third party.
- **Applicant authorizes Owner, or any Owner appointed third party representative, to obtain credit reports, criminal background reports, address change reports, and/or any other personal, private and public information available to the Owner, or any Owner appointed third party representative, deemed necessary for the approval of this application and/or the collection and enforcement of all financial obligations related to the Applicant's tenancy.**

The undersigned warrants and represents that all statements are true. Further, the undersigned agrees to execute, upon presentation, a lease or Tenancy at Will Agreement that may be terminated by the Owner, or any Owner appointed third party representative, if any statements made herein are not true.

The information contained in this application is correct to the best of my knowledge. I hereby authorize the Landlord and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. Applicant understands that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social

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security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the Landlord or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release the Landlord, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

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Applicants Signature

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Date

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Applicant's Full Printed Name

Initial \_\_\_\_\_

**EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION**

- I. I understand that an investigative report may be generated on me that may include information as to
- II. my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that Northern Arizona University and /or their agent American Background Information Services, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Northern Arizona University and American Background Information Services, Inc. to do so.
- III. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.
- IV. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.
- V. I hereby authorize, without reservation, any one contacted by Northern Arizona University and /or their agent American Background Information Services Inc., to furnish the information described in Section 1.
- VI. I hereby authorize, without reservation, Northern Arizona University and / or their agent, American Background Information Services Inc., to contact my present employer for employment verification/references.

**APPLICANT: COMPLETE THE FOLLOWING:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Full Name**

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

\_\_\_\_\_  
**Print Previous Names You Have Used**

\_\_\_\_\_  
**Social Security Number**

Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation. Supplying your Social Security Number is optional but is needed to complete the hiring process.

**Date of Birth** \_\_\_\_\_

The Age Discrimination in Employment Act of 1967 and the Arizona Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

\_\_\_\_\_  
**Home Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**ZIP**

\_\_\_\_\_  
**Driver's License Number and Issuing State**

\_\_\_\_\_  
**Name as it Appears on the License**

Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record? If yes, please explain: (Make sure to include the city/state/county and the year the crime occurred for each conviction.)

No

Yes

\_\_\_\_\_  
(Consideration of the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)

**FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE:**

In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statute(s).

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