



## RENTALS413.com

**PROOF OF INCOME:** Net Income needs to be 3X the amount of the Rent unless your have a Section 8 Voucher. You need to show the following documents as proof of Income or/and House Subsidy:

- **Paystubs** for both of you:
  - 2** if you get paid **bi-weekly**, (for each job you may have)
  - 4** if you get paid **weekly** (for each job you may have)
- **SSI Letter:** yours or any member of the family.
- **DTA Letter** if you receive any assistance.
- Section 8: copy of Voucher Information Page

### RENT HISTORY:

- **Last 12 rental receipts:** Any of these: Money Order slips, Check copies, paper receipts, Ledger, Screen Caption (with name of Landlord, your and Address), Mortgage payments.

**NOTE:** A letter from your Landlord will not be considered as proof of Rental Payment

**CREDIT:** A Soft check on the credit history will be executed as part of the Rental History. The combination of both histories will be considered by the agent.

### IDENTIFICATION:

- Photo IDs of everyone older than 18 years old.

Without these documents,  
the application will be considered.  
**INCOMPLET AND WILL BE REJECTED.**

It's very important to please try to get all these documents.



121 Main St, Holyoke MA 01040  
[FrontDesk@WitmanProperties.com](mailto:FrontDesk@WitmanProperties.com)

## RENTAL APPLICATION

This application does not guarantee that you will rent an apartment. Application is subject to proper reference verification and availability. If appropriate verification is met and a deposit is received, unit will be offered to the applicant if it is still available. If application is missing information, we may not be able to process the application. Please be sure to fill out as completely as possible.

How did you hear from us? \_\_\_\_\_ DATE \_\_\_\_\_

### UNIT APPLYING:

Address of Unit: \_\_\_\_\_

# Of Bedrooms: \_\_\_\_\_

Desire Date to Move-In: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Application Type:     A- Financial Responsible     B- Co-signer

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Resided From: (Month/Year) \_\_\_\_\_

Resided To: (Month/Year) \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reasons for Leaving? \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Resided From: (Month/Year) \_\_\_\_\_

Resided To: (Month/Year) \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reasons for Leaving? \_\_\_\_\_

\* IF YOU NEED MORE SPACE TO WRITE PLEASE USE THE BACK OF THE PAGE.

**PERSONAL INFORMATION:**

Date of Birth: \_\_\_\_\_

SSN or ITIN: \_\_\_\_\_

ID/Driver License: \_\_\_\_\_ State: \_\_\_\_\_

**Employment Details:**

Employer Name: \_\_\_\_\_ Phone \_\_\_\_\_

Employer Address: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ Position: \_\_\_\_\_ Years Working \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone \_\_\_\_\_

Employer Address: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ Position: \_\_\_\_\_ Years Working \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

**Additional Income:**

1.) Source: \_\_\_\_\_ Amount: \_\_\_\_\_

2.) Source: \_\_\_\_\_ Amount: \_\_\_\_\_

**Dependents**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship \_\_\_\_\_

**EMERGENCY CONTAC:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Relationship: \_\_\_\_\_

Pets' Name: \_\_\_\_\_ Type/Bred: \_\_\_\_\_ Weight: \_\_\_\_\_

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**QUESTION:**

1- Have you ever been evicted or had eviction proceedings begun against you? (check one) YES / NO  
If YES, Explain:

2- Have you ever been convicted of a crime? (check one) YES / NO  
If YES, Explain:

3- Have you ever filed suit against a landlord? (check one) YES / NO  
If YES, Explain:

4- Do you have a waterbed, an aquarium or any other water filled furniture? (check one) YES / NO  
If YES, Explain:

5- Have you ever filed a petition in bankruptcy? (check one) YES / NO  
If YES, Explain:

6- Have you ever intentionally refused to pay rent when due? (check one) YES / NO  
If YES, Explain:

**\* IF YOU NEED MORE SPACE TO WRITE PLEASE USE THE BACK OF THE PAGE.**

- 7- Do you have a rental subsidy or any organizations that will be assisting you with paying the rent, if yes please share (e.g., Section 8, Homebase, etc.)? (check one) YES / NO**  
**If YES, Explain:**

- 8- Do you know which Housing Authority you receive your Section 8 voucher through? (Way Finders, Springfield Housing, Holyoke Housing etc.) (check one) YES / NO**  
**If YES, Explain:**

- 9- Please provide us with your caseworker's information (Name, Phone, Email)**

- 10- If you have a mobile housing voucher, how many bedrooms does your voucher cover?**

- 11- Have you had the opportunity to view this unit in person? (check one) YES / NO**  
**If YES, Explain:**

## REMEMBER TO ATTACH THE FOLLOWING DOCUMENTS

- **PAYSTUBS:** for the whole household: 2 if paid **every 15 Days**, 4 if paid **weekly**.
- **SSI LETTERS:** yours or from any member of the family (kids, parents).
- **DTA LETTERS:** yours or from any member of the family (kids, parents).
- **SECTION 8:** Voucher's first page. (if applies)
- **RENTAL RECEIPTS:** Last 12 Month of Rental payments proof.
- **PHOTO ID:** for everyone older than 18 years

**Without these documents,  
the application will be considered  
INCOMPLETE AND WILL BE REJECTED.**

**It's very important so please try to get all these documents.**

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Release: In consideration for being permitted to apply for this apartment, I, Applicant, do represent all information in this application to be true and accurate and that the owner/agent may rely on this information when the owner/agent to make independent investigations to determine my credit, financial and character standing. Applicant authorizes any person, or credit checking agencies having any information on him/her to release any and all such information to the owner or their agents or credit checking agencies. Applicant hereby release, remise and forever discharges from any action whatsoever, in law and equity, all owners, managers, and employees, or agents, both of Landlord and their credit checking agencies in connection of processing, investigating, or credit checking this application, and will hold them harmless from any suit or reprisal whatsoever. Applicant declares that a photocopy of his/her signature shall be valid as the original.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_