



The Cubit, 164 Race Street, Holyoke, MA 01040

Erin Fontaine Brunelle, Rental Agent
Cell: (413) 315-4993

The Application Process

Step #1 - Every applicant 18 years of age or older must complete separate Rental Applications and at least one Authorization for Landlord Reference each. Please include proof of income with your application. Proof of income can be a letter from your employer with length of employment and current salary or copies of your two most recent pay stubs and proof of your hire date.

Step #2 - Email application and attachments to erinfontainebrunelle@gmail.com or drop application at our Rovithis Realty Holyoke Office up the road at 208 Race Street.

Step #3 - Once we receive your application we will send you a secure email from smartmoverequests@mysmartmove.com. SmartMove allows you to safely provide your credit and background information for us to process your application. The subject of email will be Screening Request from Landlord.

Step #4 - We will review your application, check your landlord references, and then notify you of the decision. This process can take 7 to 14 days due to the amount of applications we have received. Please feel free to email Erin for an update at erinfontainebrunelle@gmail.com.

Approved Applicant

Approved applicants will be required to provide one-half's month rent to hold the unit. Money orders or bank checks are to be made out to Rovithis Realty. This is a refundable payment but we ask that if you change your mind or are unable to move that you give us as much notice as possible so we can fill the unit. At move-in, this money will go toward half of your first month's rent.

Move-In

At lease signing, prospective tenants will be required to pay: the remainder of their first month's rent, security deposit equal to the monthly rent amount, and last month's rent.

LIVE AND PLAY IN THE HEART OF HOLYOKE'S INNOVATION DISTRICT



PROSPECTIVE TENANT INFORMATION FORM

[Please complete a separate Application for each adult occupant other than a spouse.]

IDENTIFICATION / LANDLORD REFERENCES

Name, Social Security No., Driver's License No., State, Current Home Address, Work Phone, Animals/Pets, How long at current address?, Landlord/Agent Name, Phone, Prior Address, How long?, Landlord/Agent Name, City/State/Zip, Prior Landlord's Phone, Name of Spouse, Check If 18+ Years, Social Security No., Spouse Driver's License No., State, Names Of Other Occupants, Soc. Sec. No., Age, Vehicle: Make, Year, Model, Color, License No., State

EMPLOYMENT / INCOME INFORMATION

Employer's Name (Indicate if self employed and d/b/a), Business Address, Phone, Nature Of Business, Length of Employment, Position/ Title (or occupation if self-employed), Supervisor's Name, Monthly Gross Income, Prior Employer's Name, Business Address, Phone

PERSONAL AND CREDIT REFERENCES

Bank No. 1 Name, Address, Phone, Savings Account No., Balance, Checking Account No., Balance, Personal Reference No. 1: Name, Address, Phone, Nature Of Relationship, Personal Reference No. 2: Name, Address, Phone, Nature Of Relationship, Nearest Relative (In Case Of Emergency): Name, Phone, Address

ADDITIONAL INFORMATION / AUTHORIZATION

Have you ever failed or refused to pay any rent when due? If yes, when Explain, Have you ever had an eviction notice served on you? If yes, when Explain situation and outcome: Has a landlord ever claimed that you damaged his property? If yes, when Explain, Within the past seven years have you filed a petition of bankruptcy? If yes, when Explain, Have you ever been convicted of a felony? If yes, date(s) Explain

AUTHORIZATION. I authorize the landlord or agent to contact all references listed above to obtain information about me and to obtain a copy of my credit report and criminal offender record information (CORI), if available. If my application is denied based upon my credit report, I will be informed of the specific reason. I agree that the Landlord may terminate any tenancy made in reliance on any misstatement made in this Application. I understand that there is no agreement to rent until a lease/tenancy agreement is signed by Landlord.

I AFFIRM THAT THE FOREGOING IS TRUE AND CORRECT UNDER THE PAINS AND PENALTIES OF PERJURY.

Dated Applicant

Dated Applicant





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Authorization for Landlord Reference

_____ Name of Landlord	• Current Landlord • Previous Landlord	
_____ Address	_____ Name of Applicant/Co-Applicant	
_____ Address	_____ Rental Unit Address	
The individual(s) listed above has/have completed an application for housing with our apartment community and has listed you as a previous or current Landlord. Please answer each question and return the form to the address shown below or via fax. Thank you in advance for your cooperation and prompt return. The signature below provides you permission to provide information regarding the residency		
_____ Applicant's Signature	_____ Co-Applicant's Signature	_____ Agent's Signature

Please return form to: erinfontainebrunelle@gmail.com

or fax #413-271-1181:

Applicant's Name	Dates of Residency	
Street:	From:	To:
City:	State:	Zip:
RENT PAYMENT HISTORY		
Is (was) applicant current on Rent?	Yes	No
Is (was) applicant ever late paying rent?	How late?	How Often?
Have (had) you ever begun eviction proceedings for nonpayment of rent?	Yes	No
CARE OF UNIT		
Does (did) the applicant or guests keep the unit clean?	Yes	No
Has (had) the applicant or guest damaged the unit?	Yes	No
If yes, how extensive?	How Often?	
Describe:		
Has (had) the applicant paid for the damage(s)?	Yes	No
will (did) you keep any Security Deposit for damages?	Yes	No
GENERAL INFORMATION		
Does (did) the applicant permit persons other than those on the lease to live in the unit?	Yes	No
Has the applicant, family members or guests damaged or vandalized the common areas?	Yes	No
Does (did) the applicant or guest create any physical hazards to the premises or residents?		
Does (did) the applicant or guest interfere with the rights and quiet enjoyment of residents?	Yes	No
If yes, describe:		
Has (had) the applicant given you any false information?	Yes	No
If yes, describe:		
Has the applicant illustrated an inability to get along with other residents?	Yes	No
Have you observed the applicant in situations which illustrated a drug or alcohol problem?	Yes	No
Did (does) the applicant satisfy the requirements of tenancy such as notice to vacate, ect?	Yes	No
If no, explain:		
Are you related to this applicant family?	Yes	No
Would you rent to this applicant again?	Yes	No
If no, why not:		
Signature:	Date:	

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