

Address Applying for:

Apartment Number:

Date

**PLEASE NOTE:**

Application information provided by you and all other persons on this application may be used to obtain a tenant screening report.

Such report shall be obtained from:

**CoreLogic SafeRent**

They can be reached at:

**CoreLogic SafeRent**

c/o Consumer Relations Department

7300 Westmore Road, Suite 3

Rockville, MD 20850-5223

By Phone: [888-333-2413](tel:888-333-2413)

**Pursuant to federal and state law:**

(1) if a user takes adverse action against a prospective tenant on the basis of information contained in a tenant screening report, such user must notify the tenant that such action was taken and supply the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;

(2) any prospective tenant against whom adverse action was taken based on information contained in a tenant screening report has the right to inspect and receive a free copy of such report by contacting the consumer reporting agency;

(3) every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually that should be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com);

(4) every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

**APPLICANT**

Name:

Date of Birth:  Social Security Number:

Email Address:  Phone Number:

Current Address:

City:  State:  Zip Code:

Monthly Rent:  Years of Residence:

Present Landlord:  Phone Number:

Previous Address:

City:  State:  Zip Code:

Monthly Rent:  Years of Residence:

Landlord:  Phone Number:

Employer:  Business Address:

Contact Name:  Phone Number:

Annual Income:  Length of Employment:

Previous Employer:  Business Address:

Contact Name:  Phone Number:

Annual Income:  Length of Employment:

Other Income:  Court Ordered Payments per Month:

**CO-APPLICANT / GUARANTOR**Name: Date of Birth:  Social Security Number: Current Address: City:  State:  Zip Code: Monthly Rent:  Years of Residence: Present Landlord:  Phone Number: Previous Address: City:  State:  Zip Code: Monthly Rent:  Years of Residence: Landlord:  Phone Number: Employer:  Business Address: Contact Name:  Phone Number: Annual Income:  Length of Employment: Previous Employer:  Business Address: Contact Name:  Phone Number: Annual Income:  Length of Employment: Other Income:  Court Ordered Payments per Month: Number of Proposed Occupants: Desired Start Date: Monthly Rent:

**Additional Information Needed to Process This Application:**

Please provide copies of the following items and attach to this application. All applications must include a copy of a Government Issued ID and Social Security Card.

A. If you work for a company:

- a. Employment letter on employer's letterhead verifying length of employment and annual income for past two years
- b. Copy of most recent 3 pay stubs
- c. Copy of your complete Federal Income Tax Return
- d. 3 most recent complete bank statements
- e. Letter of reference from your prior landlord

B. If you are self-employed or commission based:

- a. Letter from your accountant verifying:
  - i. Length of employment
  - ii. Type of business
  - iii. Annual income for past two years
- b. Copy of your complete Federal Income Tax Return
- c. 3 most recent complete bank statements
- d. Letter of reference from your prior landlord

Please furnish a money order or cash in the sum of \$20.00 payable to BNS Real Estate for each applicant for the purpose of the credit check. This is a non-refundable processing fee. If you require a guarantor, please include an additional \$20.00 non-refundable credit check processing fee. Guarantor must fill out application and provide all information required.

Acceptance of said fees is not to be construed as acceptance of tenancy application. Applicant authorizes Bradford N. Swett Management L.L.C. and/or BNS Real Estate LLC to obtain credit information and income verification. Guarantors are required to have sufficient income to cover their own bills in addition to the person for whom they are providing the guarantee.

The Landlord will in no event be bound, nor will possession be given, unless and until a lease executed by the Landlord has been delivered to Tenant. The applicant and his/her references must be satisfactory to the Landlord. No representations or agreement by agents, brokers, or others are binding on the Landlord unless included in the executed Lease.

I hereby warrant that all my representations set forth herein are true. I recognize that the truth of the information contained herein is essential. I further represent that I am not renting a room or an apartment under any other name, and that I am over 18 years of age. I have been advised that I have the right to make a written request, directed to the appropriate credit reporting agency, within a reasonable time for a complete and accurate disclosure of the nature and scope of any credit investigation. I understand that upon submission, this application and all documents become the property of BNS Real Estate, and will not be returned to me under any circumstances.

I hereby authorize BNS Real Estate LLC and/or Bradford N. Swett Management L.L.C. to conduct a background investigation, which will be necessary to qualify me as a tenant. I authorize credit bureaus, financial institutions, employers, or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with a rental agreement. I will present any other information required by the Landlord in connection with the lease contemplated herein.

Applicant's Name:

Co-Applicant, Guarantor Name:

  
Signature:  
Signature:

*If this is a joint application, both parties must sign this form.*

**FAIR HOUSING POLICY**

BNS Real Estate is committed to equal opportunity and non-discrimination in all aspects of the housing related services they provide. BNS Real Estate expressly prohibits any form of discrimination based on a person's actual or perceived gender (including gender identity), race, color, religion, national origin, age, disability, lawful occupation, presence of children, sexual orientation, marital status, partnership status, citizenship status, lawful source of income or any other factor illegal under federal, state or city law.