

Application Process

All forms may be found online: www.sloanerealtygroup.com/tenants

PLEASE FILL OUT THE FOLLOWING TWO FORMS

[Rental Application PDF Form](#) (preferred method attached here) [Rental Application via Google Forms](#) (If no access to printer)

[Tenant Fee Disclosure](#)*

**The Tenant Fee Disclosure is only required if a fee is being charged to the tenant. Please refer to the specific property listing in which you're applying for. If downloading instructions from MLS the fee disclosure will be attached and signed.*

DEPOSITS

Two separate checks:

- **\$30 non-refundable application fee per adult.** If there is more than one adult applying, the application fees may combined into one check.
- **A deposit equal to one month's rent**

Both checks should be made payable to [Sloane Realty Group](#).

SUPPORTING PAPERWORK

Along with the above items, you must also submit:

- **Photo ID;** valid driver's license, state-issued ID card, military ID, US passport, foreign passport with Visa

- **Proof of income:**

- If you are a W-2 employee or salaried employee** you must submit one of the following documents: most recent pay stub with YTD income (for all of 2024) or signed offer letter, if a new job. If you have recently begun new employment please ask agent for advice on what documents to submit.

- If you are self employed** 2023 tax returns and 2024 YTD bank statements. Please see this page for self employment [proof of income guidelines](#).

CONTACT US

Please call or email your agent once you have gathered all the above information to arrange a safe way to transmit your info. You may send applications and supporting documentation as one PDF directly to shannon@sloanerealtygroup.com.

APPLICANT INFORMATION:

Name: _____ Social Security Number: _____ - _____ - _____
Current Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____
Are you over the age of 18? Yes/No _____

CURRENT LANDLORD INFORMATION:

Name: _____ Street address: _____
City/State/Zip: _____ Phone number: _____
Dates of occupancy: _____ to _____ Monthly rent: _____ Consent to contact? _____
Are you currently involved in Summary Process (eviction) Proceedings or have you ever received a termination notice or Notice To Quit during your tenancy? Yes/No _____

FORMER LANDLORD INFORMATION:

Name: _____ Street address: _____
City/State/Zip: _____ Phone number: _____
Dates of occupancy: _____ to _____ Monthly rent: _____ Consent to contact? _____
Did you ever receive a Notice To Quit or termination notice during your tenancy, or were you evicted? Yes/No _____

CURRENT EMPLOYMENT:

Name: _____ Street address: _____
City/State/Zip: _____ Phone # & supervisor name _____ / _____
Position held: _____ Length of employment: _____ Salary: _____

FORMER EMPLOYER / SECOND JOB: (circle one)

Name: _____ Street address: _____
City/State/Zip: _____ Phone # & supervisor name _____ / _____
Position held: _____ Length of employment: _____ Salary: _____

DO YOU HAVE ANY ADDITIONAL SOURCES OF INCOME: Yes / No (i.e. Child Support, Alimony, SSI, VA Benefits, etc.)
If yes, please list amount and frequency: _____



OTHER INFORMATION:

Number of vehicles: _____ Vehicle year/make/model/color: _____

Emergency contact: Name _____ Relationship: _____ Tel #: _____

Do you smoke? Yes/No _____ Are you currently an undergraduate student? Yes/No _____

Have you ever been evicted? Yes/No _____ If yes, please explain: _____

Have you ever filed for bankruptcy or are currently going through bankruptcy proceedings? Yes/No _____

Are you a convicted felon? Yes/No _____ Are you a registered sex offender? Yes/No _____

If you answered yes to any of the above questions, please explain here: _____

INFO ABOUT THE PROPERTY YOU'RE APPLYING FOR:

Rental Property Address: _____ Unit: _____

City/State/Zip: _____

Monthly Rent: _____ Pet(s): _____ Total number of occupants: _____

Names & ages of minor children: _____

Total amount due: First months rent: \$ _____ Last months rent: \$ _____ Security Deposit: \$ _____

Terms of lease (total months): _____ Start Date: _____ End Date: _____

LEGAL DISCLAIMERS AND RELEASE OF INFORMATION:

1.) Each adult over the age of 18 must complete an application. A non-refundable fee of \$30 is required with each application. No application will be processed without the non-refundable fee. The applicant acknowledges that all information in this application will be verified and further information will be requested from a credit bureau. This application is taken subject to the owner's approval.

APPLICANT INITIALS: I understand that Sloane Realty Group will obtain or cause to be prepared a consumer credit report relating to the application in conjunction with the Subject Property I am applying for and that there is a \$30 non-refundable fee. Initial: _____

2.) Sloane Realty Group acts independently and has no authority to make any representation concerning the premises, including; safety of the premises inside and out, presence of hazardous materials, except Lead Paint which shall be legally disclosed, neighborhood demographics, crime statistics facts or opinions about other person(s) in the building or neighborhood, or any other information that would be impossible for the average person to know or otherwise considered illegally discriminatory. Furthermore, the Renting Agent is only authorized to show the apartment for rent and to assist the Owner in the screening of applicants and shall make no decisions on who to accept or not accept as a tenant.

APPLICANT INITIALS: I give Sloane Realty Group permission to share this Rental Application and any/all information collected herein or attached hereto this application with the Owner/Landlord of the Subject Property. This includes, but is not limited to; a credit report, proof of income, this application, personal references, credit references, employment references, landlord or rental references. Initial: _____



Rental Application
(Subject to Owners Approval)

3.) Subject to Federal Fair Housing Laws and MA Fair Housing Laws, no inquiry shall be made by the Renting Agent or Sloane Realty Group regarding race, color, national origin, religion, sex, familial status, disability, source of income, public assistance status, sexual orientation, gender identity, age, marital status, veteran or active military status, ancestry or genetic information.

APPLICANT INITIALS: I attest that neither Sloane Realty Group and/or the Renting Agent have made any inquiries regarding my status as a member of the aforementioned protected classes on this application, in person, or at any point since contacting the brokerage inquiring about the Subject Property, or any Property, for rent. Initial: _____

4.) The following documents must be submitted along with this Rental Application: valid photo ID, paystub or other proof of income, a check equal to one month's rent (payable to Sloane Realty Group), a separate check for the application fee(s), as explained above (payable to Sloane Realty Group).

APPLICANT INITIALS: I understand that my Rental Application will not be submitted to the Owner or Property Manager until all documents requested above are submitted to the Renting Agent. Initial: _____

5.) Upon written or verbal acceptance by the landlord/property manager/agent, the tenant is not entitled to receive their deposit of one month's rent back, regardless of whether a written and formal lease is entered into. If an application for tenancy is rejected by the landlord/property manager/agent, then the tenant is entitled to a full refund of the rental deposit (excluding the \$30 application fee).

APPLICANT INITIALS: I understand the aforementioned deposit policy. Initial: _____

6.) Sloane Realty Group does not make any representation about the owner of the Subject Property, or on behalf of the owner in regards to condition, quiet enjoyment and/or safety of the apartment. Sloane Realty Group does not inspect each apartment for safety, fire or mechanical issues. Sloane Realty Group and its agents do not make any representation about the neighbors, landlords or property managers. Sloane Realty Group is not responsible for delivery or cleanliness of the apartment. Sloane Realty Group and its agents are held harmless for any acts of neglect from the landlord, property managers or neighbors.

APPLICANT INITIALS: I acknowledge and understand this statement and shall hereby hold Sloane Realty Group and/or the Renting Agent harmless for the condition, safety, cleanliness, quiet enjoyment, and all other items as listed herein this paragraph. Initial: _____

I warrant and represent that all statements made herein are true and accurate. Today's Date: _____

Renting Agent: _____ Applicant Signature: _____

