



## MYSTIC KNOLL APARTMENTS

### APPLICATION PROCESSING

Thank you for choosing Metropolis Property Management Group Inc. to assist you in finding your new apartment. Below is a description of the application process and the associated fees.

**The Application for consideration must be filled out completely. Every question, box or space must have an answer, checkmark or response.**

#### **THREE (3) SEPARATE FEES ARE DUE AT THE TIME OF APPLICATION:**

##### PAYMENT/CHECK #1:

*Application Fee to reimburse management for the cost of Credit Check and Landlord History Report*

\$25.00 One-time fee, non-refundable PER ADULT

Payable to: Metropolis Property Management Group, Inc.

##### PAYMENT/CHECK #2: *Criminal Background Check*

\$25.00 PER ADULT OVER 18 OCCUPYING THE HOUSEHOLD, non-refundable

Payable to: State of New Hampshire

##### PAYMENT/CHECK #3: *Holding Fee – Applied towards total amount due for Security Deposit. **Security Deposit held is equal to one month's rent.***

\$500.00 Minimum, non-refundable after 48 hours (see Holding Fee agreement)

Payable to: Metropolis Property Management Group, Inc.

##### **PET FEE REQUIRED:**

Per Cat: One Time Registration Fee \$25, plus \$25/month

Per Dog: One Time Registration Fee \$100, plus \$50/month

Pet registration fee due with the lease signing

*Applicants will be required to provide evidence of renters insurance with liability coverage for those that are applying for an apartment where the household includes a dog.*

No applications will be processed without payment in accordance with above. **Please provide proof of income (pay stubs, SSI, etc.) with your application.**

If you have any questions, please call 603.666.4518.



1662 Elm Street, Manchester, New Hampshire 03101  
Office number: 603-666-4518 Fax Number: 603-644-3657  
Website: www.metropolispmg.com

|                                  |                |
|----------------------------------|----------------|
| <u>Receiving Office Use Only</u> | Date Received: |
| Property Manager Name:           |                |
| Building - Unit:                 |                |
| Bedrooms:                        |                |
| Pet Fees Required                |                |
| Agreed Rent Amount:              |                |
| Holding Fee Amount:              |                |

## MYSTIC KNOLL APARTMENTS APPLICATION

**PLEASE PRINT. PLEASE ANSWER ALL QUESTIONS!**

**Do not leave any space or blanks. Write "NO or N/A" where appropriate.**

---

### PART I - FAMILY COMPOSITION - To be completed by applicant

---

**Directions to Applicant:** Please complete the table below for each member of your household, whether or not those members are related. Include all members who you anticipate will live with you at least 50% of the time during the next 12 months.

| Name <u>ALL</u> People to Occupy Unit<br>LAST NAME                      FIRST    MI | DOB | Age | Sex | Relationship | Social Security # |
|---|-----|-----|-----|--------------|-------------------|
|   |     |     |     |              |                   |
| 1.  |     |     |     | <b>HEAD</b>  |                   |
| 2.  |     |     |     |              |                   |
| 3.  |     |     |     |              |                   |
| 4.  |     |     |     |              |                   |
| 5.  |     |     |     |              |                   |
| 6.  |     |     |     |              |                   |
| 7.  |     |     |     |              |                   |
| 8.  |     |     |     |              |                   |

**1. Please provide all current contact information for all Household member(s) 18 years or older:**

Current/Legal Address: \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Home phone \_\_\_\_\_

Current/Legal Address: \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Home phone \_\_\_\_\_

Current/Legal Address: \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Home phone \_\_\_\_\_

**If any member of the household has used another name, please list this below (maiden name, former name, etc)**

Former name used \_\_\_\_\_ Current name used \_\_\_\_\_

Former name used \_\_\_\_\_ Current name used \_\_\_\_\_

**PART II - RENTAL HISTORY - To be completed by applicant**

**2. Residence History: Current & Previous Landlords:  
(Past 2 years residence including any owned by applicants.)**

| Current Address             | Rent/Month       | Utilities/Month              | Reason for Leaving |
|-----------------------------|------------------|------------------------------|--------------------|
|                             |                  |                              |                    |
| Landlord Name               | Landlord Address |                              | Landlord Phone     |
|                             |                  |                              |                    |
| When did you move in: _____ |                  | When did you move out: _____ |                    |

| Previous Address            | Rent/Month       | Utilities/Month              | Reason for Leaving |
|-----------------------------|------------------|------------------------------|--------------------|
|                             |                  |                              |                    |
| Landlord Name               | Landlord Address |                              | Landlord Phone     |
|                             |                  |                              |                    |
| When did you move in: _____ |                  | When did you move out: _____ |                    |

| Previous Address            | Rent/Month       | Utilities/Month              | Reason for Leaving |
|-----------------------------|------------------|------------------------------|--------------------|
|                             |                  |                              |                    |
| Landlord Name               | Landlord Address |                              | Landlord Phone     |
|                             |                  |                              |                    |
| When did you move in: _____ |                  | When did you move out: _____ |                    |

3. How did you hear about this housing opportunity? \_\_\_\_\_

4. Were you referred by an existing resident of one of our properties? YES NO

Referring Name: \_\_\_\_\_ Referrer Address/Unit: \_\_\_\_\_

Do we have permission to thank them for the referral? YES NO

5. If No, then how did you learn about this available unit? Please Circle

- Metropolis Website
- Rent.com
- Trulia
- Zillow
- Drove By Property
- Newspaper
- Housing Authority - Please specify \_\_\_\_\_
- Local Service Provider – Please Specify \_\_\_\_\_
- Craigslist
- Facebook
- Twitter
- Other \_\_\_\_\_
- The Way Home

6. Do you have any pets? YES NO

|           |
|-----------|
| Pets:     |
|           |
| Type:     |
|           |
| How Many? |
|           |
| Breed:    |

Please Note:

Per Cat: One Time Registration Fee \$25, plus \$25/month

Per Dog: One Time Registration Fee \$100, plus \$50/month

The Registration Fee covers the cost of pet amenities which may be provided on the property.

**PART III - EMPLOYMENT HISTORY - To be completed by applicant**

|                             |                  |          |             |                   |
|-----------------------------|------------------|----------|-------------|-------------------|
| 7. Head's Current Employer: |                  |          |             |                   |
| Date Hired:                 | Date terminated: |          | Supervisor: |                   |
| Salary: \$                  | Circle One:      | Annually | Weekly      | Bi-Weekly Monthly |
| Employer Address:           |                  |          |             |                   |
| Address                     | City             | State    | Zip         | Phone #:          |

|                              |                  |          |             |                   |
|------------------------------|------------------|----------|-------------|-------------------|
| 8. Head's Previous Employer: |                  |          |             |                   |
| Date Hired:                  | Date terminated: |          | Supervisor: |                   |
| Salary: \$                   | Circle One:      | Annually | Weekly      | Bi-Weekly Monthly |
| Employer Address:            |                  |          |             |                   |
| Address                      | City             | State    | Zip         | Phone #:          |

|                             |                  |          |             |                   |
|-----------------------------|------------------|----------|-------------|-------------------|
| 9. Spouse Current Employer: |                  |          |             |                   |
| Date Hired:                 | Date terminated: |          | Supervisor: |                   |
| Salary: \$                  | Circle One:      | Annually | Weekly      | Bi-Weekly Monthly |
| Employer Address:           |                  |          |             |                   |
| Address                     | City             | State    | Zip         | Phone #:          |

|   |                  |          |             |                   |
|---|------------------|----------|-------------|-------------------|
| 10. Other Applicant's Current Employer: |                  |          |             |                   |
| Date Hired:                             | Date terminated: |          | Supervisor: |                   |
| Salary: \$                              | Circle One:      | Annually | Weekly      | Bi-Weekly Monthly |
| Employer Address:                       |                  |          |             |                   |
| Address                                 | City             | State    | Zip         | Phone #:          |

**PART IV - OTHER - To be completed by applicant**

|  |         |
|--|---------|
| 11. Do you have full custody of your child (ren)? Explain the custody arrangements:  | Yes/ No |
| 12. Would you or any members of your household benefit from a handicapped-accessible unit?<br>If yes, explain:                 | Yes/No  |
| 13. Have you ever been evicted?<br>If yes, explain:  | Yes/ No |
| 14. Have you filed for bankruptcy?<br>If yes, explain:   | Yes/No  |
| 15. Have you ever been convicted of a felony?<br>If yes, explain:  | Yes/No  |
| 16. Will your household be eligible or are you applying to receive Section 8 rental assistance in the next 12 months? Explain: | Yes/No  |

**PART V - IN CASE OF EMERGENCY, NOTIFY: - To be completed by applicant**

| Name/ Relationship | Address | Phone |
|--------------------|---------|-------|
|                    |         |       |
|                    |         |       |

**PART VI - RESIDENT'S STATEMENT - To be completed by applicant**

**PLEASE READ THE FOLLOWING CAREFULLY**

*I do hereby certify that all the information provided in this housing application is complete and accurate to the best of my knowledge. Authorization is granted to verify the information in this application. I authorize any person, partnership, corporation, association or governmental agency, possessing information on such matters to release such information to Metropolis Property Management Group, Inc., and I release and save harmless the respective respondent. I understand that a wage and benefit check may be made through the Department of Labor, Licensing and Regulation, and that a criminal background check may be conducted. Authorization is also granted to check with federally assisted housing agencies to determine if any debt is owed.*

*I/We understand that I/We must pay a holding fee prior to occupancy. I/We understand that holding fee used to place a hold on any unit is Nonrefundable after 48 Hours of Receipt. \_\_\_\_\_ **Initial Here** I/We understand that this application in no way ensures occupancy and that my/our application can be rejected based on, but not limited to, poor credit or personal references, police record indicating unacceptable or criminal behavior (i.e.: Felonies, Sexual Offenders, drug charges), or poor personal interview. If my/our application is denied, I/We understand that our holding fee will be refunded in full by Metropolis Property Management Group Inc, I/We acknowledge that application to this property requires full disclosure of all income, employment, and assets to include, but are not limited to, Tax Filings, Pay check stubs, and Account Statements. Failure to provide the necessary information upon request will result in forfeiture of any holding fee.*

*I/We hereby certify that I/We do not and will not maintain a separate, subsidized rental unit in another location. I/We understand that I/We must pay a holding fee prior to occupancy. I/We certify that the housing I/We will occupy is/will be my/our permanent residence. I/We understand that eligibility for housing will be based on either the Rural Economics or Community Development Agency or the Department of Housing and Urban Development's eligibility criteria. I/We certify that the information given in this application is true to the best of my/our knowledge. I/We understand that any false information is punishable by law and could be grounds for cancellation of this application or termination of residency after occupancy.*

**SIGNATURE OF ALL PARTIES TO THIS APPLICATION, 18 YEARS OR OLDER:**

Applicant Signature (Head) Date

Applicant Signature (Co-Head) Date

Other Applicant Signature (Over 18 years of Age) Date

Other Applicant Signature (Over 18 years of Age) Date

|  |               |
|--|---------------|
| <b>Did anyone help and assist you in filling out this application?</b>                       | <b>Yes/No</b> |
|  |               |
| <b>Signature</b>   | <b>Date</b>   |
| <b>Signature of person who assisted with application and their relationship to applicant</b> | <b>Date</b>   |
| <b>Reason for the assistance:</b>  |               |
|  |               |