

Heywood & Wakefield Place Apartments
194 Central St., Gardner, MA 01440
Phone: 978-630-1403 Fax: 978-630-2940
email: heywood_wakefieldplace@comcast.com
www.heywood-place.com
www.wakefield-place.com

RENTAL APPLICATION

*Note: Please fill in all sections completely.
Failure to do so will result in processing delays or rejection of your application.
Should you need help in completing this application, please contact our Rental Office.*

Unit Type Requested: Market Section 8 Wheelchair Accessible

Date Occupancy Desired: _____ **Size of Apartment Needed:** Studio 1 BR
 2 BR 3 BR

1. **Name:** _____ **Home Telephone:** _____

2. **Race:** (Please note that completing this section is optional. The information will be used only for Fair-Housing Programs as required by Federal and State laws.)

White African-American Asian-American Native American
 Hispanic-American Other _____

3. **Citizenship Status:** Are you a U.S. Citizen? Yes No
If not, please indicate Residency Status _____

4. **Landlord History:** Please list all landlords for the last 5 years. If more space is needed, please attach a separate sheet of paper.

Current Address: _____

Rent Own _____ Street & Apt. # _____ City or Town _____ State _____ Zip _____
Landlord's Name _____ Telephone _____
Landlord's Address _____
Apartment Size _____ Monthly Rent _____ Utility Cost/Month _____
Dates Resided: From _____ to _____ Exp. Date of Lease _____

Previous Address: _____

Rent Own _____ Street & Apt. # _____ City or Town _____ State _____ Zip _____
Landlord's Name _____ Telephone _____
Landlord's Address _____
Apartment Size _____ Monthly Rent _____ Utility Cost/Month _____
Dates Resided: From _____ to _____ Exp. Date of Lease _____

Previous Address: _____

Rent Own _____ Street & Apt. # _____ City or Town _____ State _____ Zip _____
Landlord's Name _____ Telephone _____
Landlord's Address _____
Apartment Size _____ Monthly Rent _____ Utility Cost/Month _____
Dates Resided: From _____ to _____ Exp. Date of Lease _____

5. **Employment:** (Please include employment of all persons to occupy apartment.)

Applicant – Employed by _____ Telephone _____
Business Address _____
Length of employment _____ Annual Gross Wages _____

Other

Applicant – Employed by _____ Telephone _____
Business Address _____
Length of employment _____ Annual Gross Wages _____

6. **Other Source of Income:** (Please give source, address and amount.)

7. **Assets:**

Bank _____ Address _____
Savings Account # _____ Checking Account # _____

8. **Credit References:** (Charge Accounts, Bank Loans, etc. List all monthly obligations.)

Name & Address of company	Account #	Monthly Payment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you own a car? _____ Make _____ Model _____ Year _____
Financed by _____ Monthly Payment _____

9. **Personal References:** (No relatives please)

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

10. **Family Composition:** (List all those who will occupy the apartment – include yourself.)

Full Name of each Person in household	Relationship to Head of Household	D/O/B	Sex	Social Security #	Full Time Student
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____

11. **Person to Contact in Case of Emergency:**

Name	Address	Telephone
_____	_____	_____

12. **Have you ever:** Been evicted from tenancy? Yes No
 Willfully or intentionally refused to pay rent when due? Yes No
- Have you been:** Displaced by a federally recognized natural disaster
 within the past two years? Yes No
 Displaced by public action? Yes No

*Please note that this is a Preliminary Rental Application and in no way ensures occupancy.
Additional information may be required at a later date to complete processing of your application.*

I/We hereby certify that the information furnished on this application is true and complete,
to the best of my/our knowledge and belief. Inquiries may be made to verify the statements herein.
All information is regarded as confidential in nature. A consumer credit report will be requested.

I/We hereby certify that only the persons mentioned in this application will occupy the premises.

_____ Signature of Applicant	_____ Date	_____ Signature of Co-Applicant	_____ Date
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The Van Emden Management Company does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to its housing programs or employment, or in its programs, activities, functions or services.

