

# *Brady Sullivan Properties*

670 N. Commercial St Suite 303  
Manchester, NH 03101  
P 603-622-6223 F 603-622-7342

## **APPLICATION INFORMATION**

Brady Sullivan Properties takes great care in selecting their residents. In order to provide the best living conditions for all our residents we do a thorough background check on all applications. These background checks consist of:

1. Credit, Criminal, and Eviction Check
2. Employment Verification – 1 year of steady employment required.
3. Landlord Verification – 1 year of positive landlord reference required.
4. Income Requirement – Rent should not exceed 30% of gross income.
5. Copy of last 2 paystubs

## **LEASE REQUIREMENTS**

- One Months Rent
- Security Deposit

***Holding Deposit:*** The condominium you wish to lease can be held for 15 days with a half months' rent for holding deposit or 30 days with a full months' rent for holding deposit. The Holding deposit will be applied to your security deposit and is non-refundable once the application has been approved. Deposits must be in the form of a money order or cashier check. Personal Checks will not be accepted.

***Application Fee:*** We are currently waiving all application fees.

***Security Deposit:*** We require a deposit equal to one months rent.

***Pet Fee (if applicable):*** We allow 2 pets per unit. Breed restrictions apply as well as a \$15 monthly pet fee per cat, and a \$40 monthly pet fee per dog. (Certain properties have a no pet policy please check with your leasing consultant)

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Size Condo Desired \_\_\_\_\_ Property Desired \_\_\_\_\_ Move In Date \_\_\_\_\_

## Primary Applicant Information

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Moving \_\_\_\_\_ Rent \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Moving \_\_\_\_\_ Rent \_\_\_\_\_

Employed by \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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## Co - Applicant Information

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Moving \_\_\_\_\_ Rent \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Moving \_\_\_\_\_ Rent \_\_\_\_\_

Employed by \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**OTHERS TO OCCUPY THE UNIT**

\*\*\*All adults must appear as "applicants", this section is for minors only (18 and under)

Name	Social Security #	DOB	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Automobile Information**

Make/Model	Year	Color	Lic Plate
_____	_____	_____	_____
_____	_____	_____	_____

**Miscellaneous**

What type of pets do you own? \_\_\_\_\_

Have you ever been brought to court by a previous landlord? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain fully with names and dates (include evictions and small claims)

\_\_\_\_\_  
\_\_\_\_\_

Have you ever filed bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_

Had a judgment filed against you? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

**In Case of Emergency Please Contact:**

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**NOTE: PHOTO ID IS REQUIRED AT THE TIME OF APPLICATION**

By signing this application, the applicant authorizes Management to research credit references, employment, rental and eviction history, and criminal history. A credit, criminal, and eviction report may be obtained from the appropriate consumer credit reporting agency.

I hereby warrant and represent that all statements herein are true and agree to execute upon presentation a lease agreement in the usual form, which may be terminated by the Management if any statement on this application is not true. I recognize that as part of the application process an investigative criminal check and eviction check may be prepared and verified through personal interviews and through a credit agency. I authorize those sources to release such information to Brady Sullivan Properties and I release the procurer and furnisher of such information from liability in the use, procurement or furnishings of such information. I understand that the lease may be cancelled if any of the enclosed information proves inaccurate.

\_\_\_\_\_  
Primary Applicant Date \_\_\_\_\_

\_\_\_\_\_  
Co-Applicant Date \_\_\_\_\_



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## Information Release Authorization

**Applicant Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_ **Date** \_\_\_\_\_

### LANDLORD AUTHORIZATION

I hereby authorize Brady Sullivan Properties to obtain information from my past and present landlords with regard to my tenancy at any of my former or present addresses.

I understand that any information obtained will be used in the decision making process for Brady Sullivan Properties at which I have applied to rent a condominium.

Initial \_\_\_\_\_ Initial \_\_\_\_\_

### EMPLOYMENT AUTHORIZATION

I hereby authorize Brady Sullivan Properties to obtain information from my past and present employers with regard to my length of employment, rate of pay, typical hours worked per week and position. In addition, they are authorized to ask additional questions as needed for the purpose of processing my rental application.

I understand that any information obtained will be used in the decision making process for Brady Sullivan Properties at which I have applied to rent a condominium.

Initial \_\_\_\_\_ Initial \_\_\_\_\_

### CREDIT/CRIMINAL/EVICTION AUTHORIZATION

I hereby authorize Brady Sullivan Properties to obtain a credit, criminal, and eviction report from the appropriate credit-reporting agency.

I understand that any information obtained will be used in the decision making process for Brady Sullivan Properties at which I have applied to rent a condominium.

Initial \_\_\_\_\_ Initial \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



**REQUEST FOR PET APPROVAL**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Contact Phone Number: \_\_\_\_\_

**I wish to obtain written authorization for a pet or pets at the above location:**

Breed of Animal: \_\_\_\_\_

Size/Weight of Animal: \_\_\_\_\_

Rabies Certification Number: \_\_\_\_\_

**Please Note:** All applicants must submit proof of liability insurance for said pet(s) with completed request for pet approval.

*It is understood by Applicant that he/she will clean-up after, and properly dispose of, any waste left by the pet on the premises. Should the Applicant, Family Members, Guests, Tenants, Employees, Agents, or Invitees of Applicant fail to properly clean-up after said pet(s), Applicant will be charged for any and all clean-up fees.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Brady Sullivan Properties

\_\_\_\_\_  
Date

# HOLDING DEPOSIT AGREEMENT

The policy for holding a rental unit managed by Brady Sullivan Properties is as follows:

"Holding Deposit" must be paid in the form of a *money order* or a *cashier's check*. Holding Deposits will be transferred to the security deposit once an application is approved.

\_\_\_\_\_  
*Initials*                      *Initials*

Holding Deposits are non-refundable unless an application is denied. Denied applicants will be refunded the full amount of their Holding Deposit within 14 business days. \_\_\_\_\_

\_\_\_\_\_  
*Initials*                      *Initials*

If an application is approved, the full amount of the Holding Deposit is non-refundable under any circumstance.

\_\_\_\_\_  
*Initials*                      *Initials*

A Holding Deposit equal to half a months rent will hold a unit for fifteen (15) days, or 1 full months rent will hold the unit for thirty (30) days. Holding Deposits ensure the applicant that the unit of their choice will be removed from the rental availability list and therefore will not be shown to any future renters. \_\_\_\_\_

\_\_\_\_\_  
*Initials*                      *Initials*

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**Applicant(s) Name:** \_\_\_\_\_

**Date of Deposit:** \_\_\_\_\_

**Amount of Deposit:** \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Rent Mo/Yr in which Holding Deposit will be applied w/ approved application:** \_\_\_\_\_/20\_\_\_\_

**Desired Unit on Hold: #** \_\_\_\_\_

**Reservation Expires:** \_\_\_\_\_

**The undersigned agrees to the terms of this Holding Deposit Agreement.**

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BRADY SULLIVAN REPRESENTATIVE

\_\_\_\_\_  
DATE