



Application Instructions

Rental Application

A brief instruction on how to fill out and submit a successful application with deposit check.

1. Deposit Check
 - a. A personal check for the deposit is fine unless the applicant intends to take occupancy of the unit within 30 days of the application being submitted. In that case, the security deposit *must be* cleared funds (money order or bank check).
2. Application
 - a. Applicant must fill in every line. Please print or type above the line without using the following: such as, not applicable, or see above. For example, if your present landlord is the same as your previous, please print out entire address for both.
 - b. Bank Checking/Savings: Write bank name and where account was opened.
 - c. Applicant must initial the "are you a convicted felon" question.
3. If applicant has move-in requirements (painting, cleaning, etc), please make sure these are noted.

Guarantor Application and Addendum Instructions

The Guarantor Application and Addendum must be filled out by the guarantor. This person is accepting all financial obligations, should there be a default on the lease. This form also allows SERG to run the credit application of the guarantors. Additional requirements include the form being notarized, with the original sent to the SERG office.

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