



Willow Trace | Seven Taunton Street | Plainville MA
508-699-7115 | WillowTrace@HallKeen.com
Managed By: HallKeen Management



Thank you for your interest in our community! If you would like to apply for to become a resident at Willow Trace, the following forms require your information and signature:

- Application
- Release to Obtain Information (Credit & Criminal consent form)
- Landlord verification form

You will also need to submit the following with each application:

- Copy of State issued photo identification
- 2 of your most recent and consecutive paystubs



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RENTAL APPLICATION

(Note: Each co-resident over 18 years of age must submit a separate application.)

APPLICANT

Full Name: _____ Phone #: _____

Social Security #: _____ Date of Birth _____

Occupation: _____ Gross Annual Income: _____

Apartment Size and/or Apartment # Applying For: _____

List others to reside in apartment:

1. _____

2. _____

Present Address:

Street: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Rent or Own? _____ Dates: _____ Mthly Payment: _____

Landlord/Lender: _____ Street _____

City: _____ State: _____ Phone: _____

Previous Address:

Street: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Rent or Own? _____ Dates: _____ Mthly Payment: _____

Landlord/Lender: _____ Street _____

City: _____ State: _____ Phone: _____

Previous Address:

Street: _____ Apt. #: _____
City: _____ State: _____ Zip Code: _____
Rent or Own? _____ Dates: _____ Mthly Payment: _____
Landlord/Lender: _____ Street _____
City: _____ State: _____ Phone: _____

Current Employer or Income Source:

(Please attach most recent W-2, 1099 tax documents and/or (2) recent month's pay stubs)

Name of Employer/Source of Income: _____
Address: _____
Phone #: _____ Employment Date: _____
Position: _____ Salary: _____

Previous Employer or Income Source:

Name of Employer/Source of Income: _____
Address: _____
Phone #: _____ Employment Date: _____
Position: _____ Salary: _____

Other source of Income:

Type of Income	Source/Bank	Gross Annual Amount
1. _____	_____	_____
2. _____	_____	_____

Bank References:

Name and Address of Bank: _____
Account Type and Account #: _____ Balance: \$ _____

Name and Address of Bank: _____
Account Type and Account #: _____ Balance: \$ _____

Credit References:

Account Type	Acct. #	Bank Name	Bal. Owed
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been evicted from your home for any reason? If so, please give details:

Have you ever been arrested or convicted of any crime? If so, please give details:

Relatives/Emergency Contact (Not residing with you)

1. Name: _____ Relationship: _____
Address: _____ Phone: _____

2. Name: _____ Relationship: _____
Address: _____ Phone: _____

How Did You Hear About Us?

- Advertisement – If so, which newspaper or website? _____
- Friend, family or co-worker – If so, please give us the name of the person who referred you so we can thank them: _____.
- Other -- Please explain: _____.



-Credit & Criminal Background Release-



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To: HallKeen Management



Re: **Release to Obtain Information**

In consideration for being permitted to apply for this apartment at Willow Trace, I, Applicant, do represent all information in this application to be true and accurate and that owner/manager/ employee/agent may rely on this information when investigating and accepting this application. I, Applicant, hereby authorize the owner/manager/agent to make independent investigations to determine my credit, financial and character standing, including, but not limited to, credit and criminal background reports.

I, Applicant authorize any person or credit/criminal background checking agency having any information on me, to release any and all such information to the owner/manager employee/agent or credit checking agencies. Applicant hereby releases, remises, and forever discharges, from any action whatsoever, in law and equity, all owners, managers, and employees, or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold them harmless from any suit or reprisal whatsoever.

All applicants over 18 must sign:

Applicant: _____
Signature Social Security # Date

Print Name

Applicant: _____
Signature Social Security # Date

Print Name

Applicant: _____
Signature Social Security # Date

Print Name

Applicant: _____
Signature Social Security # Date

Print Name

Pursuant to fair housing laws, advertising/marketing must not indicate any preference or limitation, or otherwise discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, gender identity, national origin, genetic information, ancestry, children, marital status, or public assistance recipient. This prohibition includes phrases such

as “active adult community” and “empty nesters”. Exceptions may apply if the preference or limitation is pursuant to a lawful eligibility requirement.

-Landlord Verification Release & Form-



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Date: _____

To whom it may concern:

_____ (name of applicant) has applied for residency at our property. In order to complete the application process, we require completion of the below listed questions.

It would be appreciated if you would complete these items, and return this form in the enclosed envelope. To expedite the process, please feel free to email the information to WillowTrace@hallkeen.com.

Thank you for your assistance in this matter.

Sincerely,

Willow Trace Leasing & Management Staff

Seven Taunton Street | Plainville MA | 508-699-7115 | WillowTrace@HallKeen.com



Applicant Authorization

I, _____ hereby authorize the release of the below listed information regarding current or previous housing.

Applicant signature

date

For Current or Previous Landlord Use Only:

Address of Where Applicant Resided/Resides _____

Amount of monthly rent: _____

Dates of Residency: _____

Was the rent paid in a timely fashion? _____

Were there ever any complaints from neighbors? _____

Were there any other lease or rule violations? _____

Has the resident been asked to move from the premises? _____

Would you rent to the resident again? _____

If no, please comment: _____

Prepared by (signature): _____

Date: _____

Please print name: _____

Position or title: _____

