

# 645 Congress Street

Apartments & Retail in the Heart of Portland, Maine

## RENTAL POLICY

In order to attract a vibrant, cooperative community of downtown tenants, we will conduct a screening of each applicant's rental, credit, employment and criminal history. To be considered for an apartment at 645 Congress Street, please submit a completed rental application, along with a \$20 non refundable processing fee.

**Rental History:** In order to establish evidence of a positive resident history, including rent payment history and lease compliance, we require three (3) years of recent, satisfactory rental references. Any applicant who has been evicted in the past three (3) years will be denied. Anyone evicted between three (3) and five (5) years ago will be considered on a case by case basis if the credit history in the last three (3) years is satisfactory.

**Credit History:** In order to determine an applicant's ability to pay the rent and evidence of positive rent payment history, we will conduct a credit check on each applicant.

**Employment History:** You must show the ability to pay the rent of the apartment for which you are applying. The rent must not exceed 40% of your monthly gross income. If you are unemployed and/or a full-time student, you must provide proof of a steady, reliable source of income. Those with no income may be approved to rent an apartment with an approved cosigner/guarantor.

**Criminal History:** We will deny any applicant who is a registered sex offender, has been convicted of a felony within the past five (5) years, or has shown a pattern of violent or drug-related activity over an extended period of time. Any applicant who has been convicted of a misdemeanor within the past five (5) years will be considered on a case-by-case basis.

**Guarantors/Cosigners:** If management determines that your application may be approved with a guarantor/cosigner, we will provide you with a cosigner application. We will verify credit, housing and employment references of the cosigner. This person will be required to sign a guarantee form at the time of lease signing.

**Occupancy Guidelines:** In order to prevent overcrowding, we will allow up to two (2) people in all studio and one bedroom apartments, with the exception of #204 and #209 which will have one (1) person.

**Pets:** Tenants are allowed to have up to 2 cats. Proof of neutering is required, as well as a nonrefundable \$100 pet deposit per cat. Tenants with cats will pay \$10 more per month in rent.

Once your application has been approved, you will be notified and will then have five (5) calendar days to submit a security deposit equal to one (1) month's rent. During this five (5) day period, we agree to hold the apartment for you. Should you decide not to rent the aforementioned apartment after the five (5) day period has expired, the deposit is nonrefundable and will be kept to cover any rent loss incurred due to us taking the apartment off the rental market. At the time of lease signing, the first month's rent will be due.

We are an equal opportunity housing provider. We will not discriminate against any person on the basis of race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation, or status as a recipient of public assistance.



# 645 Congress Street

Apartments & Retail in the Heart of Portland, Maine

1-800-339-6516/207-553-7777

[www.645congress.com](http://www.645congress.com)

This is an application for a (circle) Studio or One Bedroom. First Choice apartment # \_\_\_\_\_ Second Choice apartment # \_\_\_\_\_ for the rental rate of \$ \_\_\_\_\_ or \$ \_\_\_\_\_

Please complete this application and mail it with a \$20 application fee to:  
307 Cumberland Ave, Portland, ME 04101, fax it to 207/553-7778 OR email it to [cpoulin@avestahousing.org](mailto:cpoulin@avestahousing.org)

Date of Showing: \_\_\_\_\_ Date of Application: \_\_\_\_\_ Rental Agent: \_\_\_\_\_

Amt of C: \_\_\_\_\_ Requested lease start date: \_\_\_\_\_ 6 / 12 Latest possible move-in date: \_\_\_\_\_

Parking: Y N C: \_\_\_\_\_ Storage: Y N C: \_\_\_\_\_

## APPLICANT INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Car? Y N Lic. # & State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name(s) of other(s) that will be living with you in the apartment: (please have them fill out an application)

## RENTAL HISTORY: (Please provide most recent 3 years - attach additional page if needed)

*Current Address: (You must provide your current address, whether it's a rental or not!!)*

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

Rent: \_\_\_\_\_ Utilities Included: \_\_\_\_\_ Dates there: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Do you need to give a notice to your landlord? How long? 30 days 60 days Other \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

*Previous Address:*

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

Rent: \_\_\_\_\_ Utilities Included: \_\_\_\_\_ Dates there: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

*Previous Address:*

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

Rent: \_\_\_\_\_ Utilities Included: \_\_\_\_\_ Dates there: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

**APPLICANT EMPLOYMENT HISTORY:**

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Work#: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Salary: Gross monthly: \_\_\_\_\_ Are you a Student? *Yes No*  
If you are a student, how will you pay for your housing? \_\_\_\_\_  
If you are unemployed please describe source of income: \_\_\_\_\_

**GENERAL QUESTIONS:**

Do you have housing assistance? : *Yes No* If so, which agency? \_\_\_\_\_  
Pets? : *Yes No* Description (type, size, age): \_\_\_\_\_  
Do you smoke? : *Yes No* (Please note that this is a non-smoking building)  
Have you ever been evicted? : *Yes No* Explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime? : *Yes No* If yes, was it a misdemeanor or felony? \_\_\_\_\_  
Explain: \_\_\_\_\_  
How did you hear about us? : *Craigslist / Newspaper / Internet / Other*: \_\_\_\_\_  
A Tenant (list name): \_\_\_\_\_

**IN CASE OF AN EMERGENCY:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**I do hereby certify that the information on this application is correct and complete to the best of my knowledge. I do hereby authorize Avesta Housing Mgmt. Corp. (AHMC) and Bayside LLC, any of its staff and/or an authorized representative to contact any current or prior landlords, employers, companies, credit bureaus, law enforcement agencies and/or consumer reporting bureaus, including but not limited to Credit Retriever. I agree to pay a \$20.00 application fee with this application.**

**I understand that once my application has been approved, I will be notified and will then have five (5) calendar days to submit a security deposit equal to one (1) month's rent. During this five (5) day period, AMHC will hold the apartment for me. Should I decide not to rent the aforementioned apartment after the five (5) day period has expired, the deposit is nonrefundable and will be kept to cover any rent lost incurred due to AHMC taking the apartment off the rental market. I understand that at the time of lease signing, the first month's rent will be due. I authorize and consent to the recording, release and re-publication of this information by Credit Retriever without further permission, fee or compensation; and hereby release the above and their agents/servants and employees, including Credit Retriever, from any and all liability and responsibility for said re-use.**

**APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**