

# *Gardner Lake Village*

**Professionally Managed by Gardner  
Whitehall Realty Trust**

**102 Whitehall Road, Apt, #30, Amesbury, MA 01913-0004  
(978) 388-6369 Fax: (978) 887-7692**

## APPLICATION PROCESS & POLICY

We would like to clarify our application process to all applicants.

We may have many applicants for any one given apartment. Our job is to select the best possible applicant. We base our decision on good credit and background history, income level, and stability both in employment and residence. Tenants must have good references in employment and past rental history. There is a \$20.00 non-refundable charge per person for processing credit and background checks for all applicants.

Once this process is completed and reviewed by the management, a decision will be made. We want to be clear that the apartment you reviewed may not be available even though you have given a deposit. Many people are applying on a daily basis.

If you are approved, your deposit will be put towards money due at lease signing. If you are not approved, your deposit will be returned to you. Be sure you have given an address where certified mail can be received; or you may chose to pick up the deposit by making arrangements with one of our staff.

Remember the apartment is not considered yours until the whole application process is complete and you have been approved.

**Thank You,**

**Gardner Whitehall Realty Trust**

**Please Note: *The deposit is refundable only if your application is denied.***

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(Applicant's Signature)

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DATE:

PLEASE CIRCLE:

NO PETS NO MOTORCYCLES

SMOKER / NON-SMOKER

NAME OF APPLICANT:	FIRST	MIDDLE	LAST	HOME/ CELL PHONE #
PRESENT ADDRESS:	STREET		DATE OF CURRENT OCCUPANCY FROM: TO:	D.O.B.
CITY	STATE	ZIP		SOCIAL SECURITY
PRESENT LANDLORD	OCCUPANCY YRS.	LANDLORD'S ADDRESS		LANDLORD PHONE #
CURRENT EMPLOYER	WORK ADDRESS		WORK PHONE #	
OCCUPATION	SALARY		LENGTH OF EMPLOYMENT YRS.	

FORMER ADDRESS:	STREET	CITY	STATE	ZIP
FORMER LANDLORD	OCCUPANCY YRS.	LANDLORD'S ADDRESS		LANDLORD PHONE #
NAME OF ALL CO-TENANTS (Each adult must file a separate application)				
APT. NO. OR TYPE	TOTAL NO. OF OCCUPANTS	NO. OF ADULTS		
ADDRESS	NAMES & AGES OF MINOR CHILDREN			

Base rent and other monthly charges are due and payable on the first day of each month in advance.

Pursuant to Massachusetts law, the Management shall not make any inquiry concerning the race, religious creed, color, national origin, sex, age (except if minor), ancestry or marital status of the applicant, or concerning the fact that the applicant is a veteran or a member of the armed forces or is blind. Neither the Owner nor the Management is responsible for the loss of personal belongings caused by fire, theft, smoke, water or otherwise unless caused by negligence.

The undersigned warrants and represents that all statements herein are true and agrees to execute upon presentation a Rental Housing Association lease or tenant at will agreement in the usual form, a copy of which the applicant has received or has had occasion to examine, which lease or agreement may be determined lessor if any is not accepted by the Owner. This application and deposit are taken subject to previous applications. The applicant gives Management the right to check all references provided, credit and background

The renting agent is an independent contractor and has no authority to make any representation concerning the premises. The renting agent is only authorized to show the apartment for rent.

THERE WILL BE A \$20 PROCESSING FEE ON ALL APPLICANTS

Renting Agent \_\_\_\_\_

Applicant Signature \_\_\_\_\_

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## PLEASE NOTE

\*Security Deposit and Last Month's Rent must be paid in a Money Order or Bank Check. You may include both charges on one money order.

\*First Month's Rent should be paid in a SEPARATE Money Order or Bank Check. We will accept personal checks after the first month. Rent is due on or before the first of any month.

\*All Money Orders or Bank Checks must have applicant's name and apartment applying for printed on them.

\*For processing of monthly rent:

1. You may drop off your check at the manager's box
2. You can mail to the following address:

Gardner Whitehall Realty Trust (GWR Trust)  
P.O. Box 395  
Topsfield, MA. 01983

\*Please remember to fill in the following on the application:  
Zip Codes, Social Security Numbers, and signature at bottom.

\*Please include a telephone number and times you may be reached regarding approval of application.

\*There will be a \$20.00 fee on all applicants for credit and background check and processing.  
(This fee must be paid in cash.)