



McHugh & McHugh, LLC  
Townhouse Rentals

# APPLICATION TO RENT

**PLEASE PRINT ALL INFORMATION.  
INCOMPLETE APPLICATIONS WILL BE REJECTED.**

<u>Address of Townhouse Apt.:</u> <input type="checkbox"/> Hazelwood Place <input type="checkbox"/> River Road <input type="checkbox"/> Woodlawn Road <input type="checkbox"/> Grey Birch Drive <input type="checkbox"/> Hickok Street	<u>Monthly Rent and Security Deposit:</u> [See Craigslist Ad]	<u>Initial Lease Term:</u> <b>1 Year, starting as of [See Craigslist Ad]*</b> <i>* Assuming current tenant moves out.</i>
---	--	---

List all intended occupants and ages:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

<u>Pets?:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Smokers?:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	Attach a copy of each Applicant's Driver's License <input type="checkbox"/>	Attach for each Applicant a copy of recent W-2 or last two pay stubs <input type="checkbox"/>
---	--	---	---

**Vehicle(s) owned/leased:**

	<u>Make and Model</u>	<u>Color</u>	<u>Year</u>	<u>License Plate</u>	<u>State</u>
Applicant A:					
Applicant B:					

## APPLICANT A:

**Full Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_  
   First                      Middle                      Last    **Date of Birth:** \_\_\_\_\_

**Tel. #s:**    **Home:** \_\_\_\_\_    **Work:** \_\_\_\_\_    **Mobile:** \_\_\_\_\_

<u>Address</u>	<u>Time Period</u>	<u>Monthly Rent</u>	<u>Name of Landlord and Telephone #</u>
Current: _____	_____ to present	\$ _____	_____
Previous: _____	_____ to _____	\$ _____	_____
Previous: _____	_____ to _____	\$ _____	_____

<u>Question</u>	<u>Yes</u>	<u>No</u>	<u>Explanation</u>
• Do you own any real estate?			If yes, please provide the address:
• Have you ever been arrested or charged with a crime?			
• Have you ever received an Eviction Notice from a landlord?			
• Have you ever been evicted by a landlord?			
• Does your current Landlord know you are leaving?			

## Two NON-FAMILY Personal References:

<u>Name</u>	<u>Address</u>	<u>Tel. #</u>	<u>Years Known</u>	<u>Occupation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IN CASE OF AN EMERGENCY, PLEASE CONTACT THE FOLLOWING FAMILY MEMBER (WHO WILL NOT BE LIVING WITH YOU):

NAME: \_\_\_\_\_ TEL.#: \_\_\_\_\_

\_\_\_\_\_

**Employment Information**

From \_\_\_\_\_  
Month Year  
to present

From \_\_\_\_\_  
Month Year  
to \_\_\_\_\_  
Month Year

From \_\_\_\_\_ to  
Month Year  
to \_\_\_\_\_  
Month Year

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Salary: \_\_\_\_\_  
Reason for leaving: N.A.

**APPLICANT B:**

Full Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Tel. #s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

	<u>Address</u>	<u>From</u>	<u>To</u>	<u>Monthly Rent</u>	<u>Landlord</u>	<u>Tel. #</u>
Current:	_____	_____	Present	\$ _____	_____	_____
Previous:	_____	_____	_____	\$ _____	_____	_____
Previous:	_____	_____	_____	\$ _____	_____	_____

<u>Question</u>	<u>Yes</u>	<u>No</u>	<u>Explanation</u>
• Do you own any real estate?			If yes, please provide the address:
• Have you ever been arrested or charged with a crime?			
• Have you ever received an Eviction Notice from a landlord?			
• Have you ever been evicted by a landlord?			
• Does your current Landlord know you are leaving?			

**Employment Information**

From \_\_\_\_\_  
Month Year  
to present

From \_\_\_\_\_  
Month Year  
to \_\_\_\_\_  
Month Year

From \_\_\_\_\_ to  
Month Year  
to \_\_\_\_\_  
Month Year

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Salary: \_\_\_\_\_  
Reason for leaving: N.A.

**Two NON-FAMILY Personal References:**

<u>Name</u>	<u>Address</u>	<u>Tel. #</u>	<u>Years Known</u>	<u>Occupation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IN CASE OF AN EMERGENCY, PLEASE CONTACT THE FOLLOWING FAMILY MEMBER (WHO WILL NOT BE LIVING WITH YOU):

NAME: \_\_\_\_\_ TEL.#: \_\_\_\_\_

**SIGNATURES AND RELEASE OF INFORMATION**

**Please read the following prior to signing this Application to Rent:**

I warrant that the information supplied is true and correct, and that I am at least 18 years of age.

I hereby authorize McHugh & McHugh, LLC (“Lessor”) and its designee, ScreeningOne, Inc., 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504, (866) 273-3848, and its designated agents and representatives (individually and together (“ScreeningOne”), to conduct a comprehensive background check that includes any one or all of the following: Consumer and/or business credit report, past employment and tenancy, criminal, drug, and driving records. I understand that one or more of the above-referenced checks may require additional written authorizations and consents, and I hereby agree to provide all such further written authorizations and consents.

I am aware that the background reports I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, national credit reporting agencies, and other sources. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to ScreeningOne, within a reasonable time after I execute this authorization.

I also authorize and request every person, firm, company, corporation, governmental agency, court, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background to furnish same to ScreeningOne.

By this authorization, I hereby forever release, discharge, exonerate, hold harmless and indemnify Lessor, ScreeningOne, and their respective affiliates, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them, from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander invasion of privacy, related tort claims, misuse of the information obtained, and any other claim or cause of action arising out of the furnishing, inspection or copying of any documents, files, records, and other information, or the investigation made by or on behalf of Lessor or ScreeningOne, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law. I understand that a photocopy, facsimile or scanned copy of this signed document shall be considered as valid as an original.

I have been informed that my credit will be used to evaluate my qualifications as a potential tenant. Any information derived from credit reports or other sources will be kept confidential and not revealed to any outside party.

I hereby acknowledge that false information given in this Rental Application may constitute grounds for rejection of this application and termination of your lease.

I hereby acknowledge that incomplete Rental Applications will be rejected.

**I authorize listed references, including employers and financial institutions, to release information to Lessor.**

I/We, the undersigned Applicant(s), have read and agree to all provisions of this Application to Rent.

**\*\*The Security Deposit and First Month’s Rent are to be paid by cashier’s check or cash\*\***  
**\*\*Credit Check Fee: Landlord’s Out-of-Pocket Costs (Currently \$17.95 for each Applicant)\*\***  
**\*\*\*MAKE CHECK PAYABLE TO “MCHUGH & MCHUGH, LLC” AND MAIL IT TO**  
**MCHUGH & MCHUGH, LLC, c/o LAURA A. MCHUGH, 263 FOX RUN, COLCHESTER, VT 05446\*\*\***

**\*PAYMENT OF CREDIT CHECK FEE OR SECURITY DEPOSIT OR FIRST MONTH’S RENT DOES NOT GUARANTY AN OFFER TO RENT.\***

APPLICANT A Printed Name: _____  Signature: _____	APPLICANT B Printed Name: _____  Signature: _____
Current Address: _____ _____	Current Address: _____ _____
Date Signed: _____	Date Signed: _____

**INCOMPLETE APPLICATIONS WILL BE REJECTED.**

Send completed applications to McHugh & McHugh, LLC, c/o David P. McHugh, via facsimile at 312-258-5600 (Please put “Attn: David McHugh on the fax cover sheet) or via email to [info@mchughapartments.com](mailto:info@mchughapartments.com). Please remember to attach a copy of each Applicant’s Driver’s License and a copy of recent W-2 or last two pay stubs for each Applicant.

## GUARANTOR APPLICATION

**(IF APPLICANTS ARE CONCERNED ABOUT THEIR CREDIT WORTHINESS, LANDLORD MAY REQUIRE A THIRD-PARTY GUARANTOR)**

This Guarantor Application is attached to the Application to Rent for the prospective tenant(s) identified therein.

<b>Full Name of Guarantor:</b>	_____	_____	_____	_____	<b>Social Security #:</b> _____
	First	Middle	Last		<b>Date of Birth:</b> _____
<b>Tel. #s:</b>	<b>Home:</b> _____		<b>Work:</b> _____		<b>Mobile:</b> _____
<b>Email Address:</b>	_____				

<u>Guarantor's Address</u>	<u>From</u>	<u>To</u>	<u>Monthly Rent/ Mortgage Payment</u>	<u>Landlord (if applicable)</u>	<u>Landlord Tel. # (if applicable)</u>
Current: _____	_____	Present	\$ _____	_____	_____

Employer's Name:		Position Held & Dates:	
Employer's Address:		Direct Supervisor:	
Employer's Tel. #:		Salary:	\$ _____ per year

### SIGNATURES AND RELEASE OF INFORMATION

**Please read the following prior to signing this Application to Rent:**

I warrant that the information supplied is true and correct, and that I am at least 18 years of age.

I hereby authorize McHugh & McHugh, LLC ("Lessor") and its designee, ScreeningOne, Inc., 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504, (866) 273-3848, and its designated agents and representatives (individually and together ("ScreeningOne")), to conduct a comprehensive financial credit-worthy check that may include any one or all of the following: Consumer and/or business credit report, past employment and tenancy, criminal, drug, and driving records. I understand that one or more of the above-referenced checks may require additional written authorizations and consents, and I hereby agree to provide all such further written authorizations and consents. I am aware that the background reports I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, national credit reporting agencies, and other sources. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to ScreeningOne, within a reasonable time after I execute this authorization. I also authorize and request every person, firm, company, corporation, governmental agency, court, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background to furnish same to ScreeningOne. By this authorization, I hereby forever release, discharge, exonerate, hold harmless and indemnify Lessor, ScreeningOne, and their respective affiliates, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them, from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander invasion of privacy, related tort claims, misuse of the information obtained, and any other claim or cause of action arising out of the furnishing, inspection or copying of any documents, files, records, and other information, or the investigation made by or on behalf of Lessor or ScreeningOne, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law. I understand that a photocopy, facsimile or scanned copy of this signed document shall be considered as valid as an original. I have been informed that my credit will be used to evaluate my qualifications as a potential guarantor for a potential tenant. Any information derived from credit reports or other sources will be kept confidential and not revealed to any outside party. I hereby acknowledge that false information given in this Guarantor Application may constitute grounds for rejection of this application and termination of your lease. I hereby acknowledge that incomplete Guarantor Applications will be rejected. **I authorize listed references, including employers and financial institutions, to release information to Lessor.** I, the undersigned Guarantor, have read and agree to all provisions of this Guarantor Application.

**\*\*Credit Check Fee: Landlord's Out-of-Pocket Costs (Currently \$17.95 for each Credit Check)\*\***

SIGNATURE OF GUARANTOR: \_\_\_\_\_  
NAME OF GUARANTOR: \_\_\_\_\_  
DRIVER'S LICENSE NUMBER: \_\_\_\_\_  
STATE ISSUED: \_\_\_\_\_