

## **Mountain View Condominium Rental Agreement Procedures CHECK LIST FOR OWNERS**

All unit owners planning to rent or lease their unit must file with the property management company a completed and signed 1.) Application For Lease Occupancy, 2.) Waiver for Background Checks form and 3.) Acknowledgement form on behalf of their prospective tenants for approval prior to occupancy.

**The rental packet posted on the Kendrick Property Management website includes the following:**

- A Mountainview Condominium Association welcome letter.
- A Mountainview Condominium Application For Lease. **EACH** adult tenant (18+) must complete and sign an application.
- A waiver form allowing Kendrick Property Management to complete a background check for each prospective adult tenant, including criminal history (CORI), sex offender (SOR), and credit score (FICO) checks. *Note: The results of the confidential information check will be shared only with the unit owner. Anyone with a criminal background check greater than misdemeanor and/or sex offender may be denied occupancy.*
  - The owner should submit a payment of \$75, check made payable to Kendrick Property Management.
- Owners should provide a copy of the Mountainview Condominium Rules and Regulations to prospective tenants. In addition, renters should be made aware that they are not allowed to have pets nor are they allowed to smoke either inside or outside the unit.
- Acknowledgment Page. By signing this page, each prospective adult tenant acknowledges receiving the packet and reading the requirements for living at Mountain View. All prospective adult tenants must sign at the bottom and return to the owner/landlord.

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Once the completed application is returned to you, you will then send the original application, waiver, and acknowledgment forms, along with the \$75 payment for the CORI check to:

**Kendrick Property Management (KPM)  
1185 North Pleasant Street, Amherst, MA 01002**

Once the review is complete, KPM will notify the owner of the acceptance or denial for occupancy. ALL confidential information (application and CORI check) will be kept secured at KPM until the end of the tenancy. The CORI check will be destroyed upon termination of said tenancy.

MOUNTAINVIEW CONDOMINIUM ASSOCIATION  
APPLICATION FOR LEASE OCCUPANCY

Address of Property \_\_\_\_\_ Unit # \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Lease Dates Start \_\_\_\_\_ End \_\_\_\_\_

Applicant Name      Last              First              MI              Date of Birth

Current Address                      Apt#              City              State              Zip

Email Address                      Home Phone                      Cell Phone

Residential History

Current Address                      Apt#              City              State              Zip

Dates at Previous Address                      Reason for Moving

Landlord's Name                      Landlord's Phone #

Previous Address                      Apt#              City              State              Zip

Dates at Previous Address                      Reason for Moving

Landlord's Name                      Landlord's Phone #

Employment Information

Present Employer

Phone #

Job Title

Address

City

State

Zip

Previous Employer

Phone #

Job Title

Address

City

State

Zip

Occupant Information (Please list all other people to live in the unit including children)

Name Last First MI Date of Birth Relationship

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Name Last First MI Date of Birth Relationship

Number of Vehicles in household \_\_\_\_\_ (list below)

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_ ST \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_ ST \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_ ST \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_ ST \_\_\_\_\_

Occupant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please allow at least 7 business days for processing of your application. Tenants may not move in until approval is granted.

## **Mountain View Condominium - Rental Application Waiver for Background Check**

I give permission for Kendrick Property Management to perform a background check, including CORI (criminal history), SOR, and FICO (credit score) checks.

All required information for this check, along with the results, will remain in the possession of Kendrick Property Management for the term of your tenancy, and will be destroyed upon your vacating the rental unit.

Note: A felony conviction may be reason for disqualification of entering into tenancy.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Email: \_\_\_\_\_

Rental address: \_\_\_\_\_

Property owner(s): \_\_\_\_\_

Date: \_\_\_\_\_



## ACKNOWLEDGEMENT PAGE

I/we, received the following information in regards to the rental application process for **Mountain View Condominiums in South Deerfield, Ma.**

- \*Rental application
- \*Waiver for background check
- \*No pets allowed to renters
- \*A copy of the Rules & Regulations and Bylaws of the association

All prospective adult tenants must sign this page.

Date \_\_\_\_\_

Name _____	_____
Print	Signature

Name _____	_____
Print	Signature

Name _____	_____
Print	Signature