



BRIGS, LLC

Tenant Substitution Guidelines and Application

Please follow these guidelines if you are a current tenant who is unable to fulfill your lease obligations and is seeking a new tenant to replace your name on your current lease **or** if you are looking to change tenants when the lease is up for renewal. Remember this is for a tenant substitution only; if more than one tenant is leaving it is a lease break and not a substitution.

All applicants are subject to management approval.

- Once you have an interested party they must fill out a rental application (below); if they are a student, we also require a guarantor application and notarized guarantor addendum. All of these forms are easily available on our website.
- Once all paperwork has been submitted, the property manager will review the paperwork and run the prospective tenant's credit (or co-signer's credit) and references will be checked. Please allow 24-48 hours for approval process.
- There is a \$500.00 charge for the tenant substitution, please submit this payment along with your paperwork. If more than one credit check is required there will be an additional \$25.00 charge for each. The lease will not be executed until the fees have been paid.
- An appointment will then be set with all tenants for a new lease signing.
- The previous tenant must fill out the Security Deposit Forwarding Address form. This will be processed and the security deposit check will be returned to the address listed on that sheet.
- At the lease signing, the new tenant will fill out a security deposit ticket, which the bank will use to open a new account that will hold and earn interest on the individual's security deposit. Tenant must come to the lease signing with a security deposit check.
- Any unpaid balances **MUST** be settled on the account before the new tenant signs the lease, or they assume responsibility of the debt as a current tenant.
- Do not let new tenants move in until lease has been signed. Only tenants on the lease will be held liable for damages to apartment.



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Rental Application (Subject to owner's approval)

Date: _____ Initial if 18 or Older: _____ Are you a student?: Y/N

Name of Applicant: _____ S.S. #: _____

Cell Phone: _____ E-Mail: _____

Current Address: _____

Dates of Occupancy: From: _____ To: _____

Present Landlord Name: _____ Phone: _____

Current Employer: _____ Phone: _____

Occupation/Source of Income: _____

Salary: _____ Length of Employment: _____

In Case of Emergency Notify: _____ Phone: _____

Relationship to Applicant: _____

Names of All Co-Tenants (each new tenant must have a separate application)

Dates of Occupancy: _____ # of Occupants: _____ # of Minors: _____

Do you have any pets?: Y/N If so, what type and how many?: _____

Address of Property: _____ Term of Lease: _____

1st Month \$: _____ Last Month \$: _____ Security \$: _____ Fee \$: _____

Total Balance due upon acceptance: \$ _____

Are you a convicted felon? Y/N If yes, please submit details of conviction(s).

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 race, religious creed, color, national origin, sex, sexual orientation, 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 handicapped. The Applicant authorizes the Management and/or Renting Agency to obtain or cause to be prepared a consumer credit report relating to the Applicant. 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 their negligence. The undersigned warrants and represents that all statements herein are true and agrees to execute upon presentation a Rental Housing Association lease or Tenancy at Will agreement in the usual form, a copy of which the Applicant had received or has had occasion to examine, which lease or agreement may be terminated by the Lessor if any statement herein made is not true. Deposit is to be applied as shown above, or applied to actual damages sustained by the Owner, except it is to be refunded if said application is not accepted by the Owner. This application and deposit are taken subject to previous applications. The Renting Agent is an independent contractor and has not authority to make any representation concerning the premises; the Renting Agent is only authorized to show the apartment for rent and to assist in screening of Rental Applicants.

Rental Agent: _____ Applicant: _____

376 Massachusetts Avenue
Arlington, MA 02474
781-648-9600

185 Dudley Street
Boston, MA 02119
617-536-4900