

69 S. Pleasant St. Amherst MA 01002

Phone (413) 253-7879 Fax (413) 253-7996 www.amherstlincolnrealty.com

Email: info@amherstlincolnrealty.com Hours: Monday-Friday 9:00am-3:00pm

Student / Occupant:
APPLICATION PROCESS

There are 3 steps that ALL Students must complete to apply for an apartment:

1. Fill out a Pre-Application form with everyone's name who will be living in the apartment.
2. Fill out a Dean of students form/ Housing reference form.
3. Fill out a Housing reference form. We will submit the forms to the dean.

****Please know that if anyone in your group is or has been on sanction; your group will be denied and cannot re-apply with different members. ****

Parent / Leaseholder:
APPLICATION PROCESS

There are 3 steps that ALL Parents / Guardians must complete to apply for an apartment:

1. Download the Financial application from our website: www.amherstlincolnrealty.com then fax or email it to our office. Each set of parents/guardians must make three times the annual rent for the apartment to qualify to be a leaseholder. Only 1 set of parents is required for a lease application, however they must agree in writing to be responsible for all occupants (you may have up to four). If a set of parents does not meet our financial criteria, you may still move forward with your lease application. However, we must have it in writing from all the other leaseholders that they will accept full responsibility for all occupants. If all leaseholders do not agree, your application will be denied.
2. Send one Certified Bank check OR Money Order to **Lincoln Real Estate** for first months rent of the apartment you would like to lease. Upon signing the lease; Last month's rent and Security deposit will be due and payable to the (LLC where the apartment is located) to complete the process.
3. Review the sample leases available on our website before submitting your certified check. The check should be made payable to the LLC that owns the building in which the apartment is located and mailed to Lincoln Real Estate. This check will be applied toward your first month's rent.
Please note: If you receive a lease packet and subsequently decide not to proceed with the rental, your certified check will be **non-refundable and forfeited**

There are 2 steps that ALL Parents must complete before SECURING an apartment:
(Please know: We don't hold apartments. They are all first come first serve. You may be applying for an apartment along with other groups. Please return all information ASAP to help ensure an apartment.)

1. All Lease holders must electronically sign and complete the lease and all forms included in the DocuSign lease packet. All leaseholders agree to use DocuSign for their digital signatures and leases.
2. Send in (3) Certified Bank checks or Money Orders for First month's rent, last month's rent and the security deposit (to the LLC that owns and manages the apartment building).