



## APPLICATION REQUIREMENTS

The following documentation is required within 72 hours of application submittal:

1. RHA Application
2. Credit Report
3. One month deposit
4. Employment verification – must be most recent paystub or offer letter
5. Landlord verification
6. Driver's license or Valid and Current Passport

If the applicant requires a Co-Signer, the Co-Signer must be the applicant's parent or legal guardian, who owns their own home in the United States.

- ActionVest Management Corporation's Co-Signer Form must be notarized.

### DEPOSITS / MOVE IN FUNDS

1. Separate checks must be provided (First Month's Rent, Last Month's Rent, Security Deposit)
2. All funds must be in the form of a broker or certified bank check
3. No personal checks are accepted

Payment to Renting Agent/Brokerage Firm: Submit an invoice to ActionVest and include all pertinent information. Payment is made within 30 days after the tenant has moved in.

**All lease documentation is provided by  
ActionVest Management Corporation**

ActionVest Management Corporation  
1667 Commonwealth Avenue  
Brighton, MA 02135  
617-783-8888

Office hours: Monday – Friday, 8:30 am to 4:30 pm