

Application Process



Galvin Company

21 Totman Street
Quincy, MA 02169
t: 617-773-9131
p: 617-471-6140

Step #1

- Return the application with non-refundable \$100.00 deposit, landlord authorization form, employment authorization form, and 3 most recent consecutive pay stubs. _____
- Provide acceptable proof of identification (any government issued ID; license, passport, etc.) to be copied. _____
- Provide copy of your credit report, and anyone else who will be signing the lease, not more than 30 days old. You can get a report, at no charge, on-line or by mail from any of the three major credit reporting agencies like equifax.com). ***A credit score of 680 or better is required.*** _____
- We will call you upon approval, usually within 3 business days. _____

Step #2

- Upon approval you must come in person to sign the following:
 - The lease
 - The building rules and regulations
 - Credit card authorization
- Payments must be made for:
 - First month's rent
 - Last month's rent
 - Move in fee (\$100.00 credited to your second month provided there is no damage during move in to common areas).
- Schedule move in.
- You will receive a Statement as to Apartment Condition Form which must be returned within 15 days.

Step #3

Enjoy! We hope your tenancy is enjoyable. Please contact us with any concerns and let us know if anything needs our attention.