

APPLICATION TO RENT-RESIDENT QUALIFICATION CRITERIA

To insure compliance with the Federal Fair housing Acts, a separate application is required for each applicant over the age of eighteen (excluding dependent children) who will reside at the property. Applicants will NOT be accepted on a "first come, first served" basis.

We do not discriminate on the basis of age, race, color, creed, religion, sex, national origin, handicap or familial status.

The following are criteria used in qualifying an applicant as a resident and must be included with the application:

- a. Application must be fully completed, dated and signed.
- b. Application must be reviewed at the time of submission to ensure all required information to determine eligibility has been included.
- c. Applicant must provide proof of identity with legible photo (such as state driver's license).
- d. Applicants must provide a valid Social Security Number
- e. Landlord history, with a minimum of four years, to verify proven payment history and that the applicants have never been evicted.
- f. Family size must be in compliance with the available per unit HUD guidelines.

APPLICANTS MAY BE DENIED OCCUPANCY FOR THE FOLLOWING REASONS:

- a. Falsifying an application.
- b. Incomplete application.
- c. Poor rental history pattern as:
 1. Non-payment of rent.
 2. A filed eviction.
 3. A history of violence to persons or property, or being charged with a felony within the last 10 years by any member of applicant's household.
 4. A history of poor or unsanitary housekeeping.
 5. A history of drug related activity by any member of applicant's household.
 6. Poor credit history indicating a pattern of failure to pay debts on time.

We adhere to all federal, state, and local fair housing and equal opportunity laws. Criminal and eviction records will be verified by an independent company. All sources of income must be verified.

Applicant Signature _____ **Date** _____

Applicant Signature _____ **Date:** _____

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Property Desired: _____

TO APPLY, THE FOLLOWING IS REQUIRED:

1. All applications must be filled out and signed by the applicant on all pages.
2. A separate application must be filled out for each applicant 18 years old and older.
3. A processing fee in cash, money order or check must accompany this application.

NO APPLICATION WILL BE PROCESSED WITHOUT A \$_____ PROCESSING FEE.

4. Reliable documentation and telephone numbers for all income must be provided.
5. Photo documentation (driver's license, military ID or state ID) is required.
6. All intended applicants must be listed below.
7. You must disclose ALL pets, vehicles of any nature and water filled furniture.

YOU ARE HEREBY NOTIFIED OF THE FOLLOWING PROCEDURES & POLICIES:

1. The processing fee is NON-REFUNDABLE.
2. Pets must be approved by the landlord.
3. No properties are held for a long period, such as 30 days, unless it is not available.
4. If approved, a holding deposit must be paid within one (1) business day in order to hold the property and refuse other applicants. If the applicant defaults on renting the property AFTER APPROVAL, the holding deposit will be forfeited.
5. If approved, all monies owed must be paid in full with certified funds (cash, cashier's check or money order) PRIOR TO RENTING.

I, _____, (*the undersigned applicant*) affirm the information contained in this application is true and correct and authorize _____ (*the landlord*) to verify all information contained in this application including obtaining a credit report. Misstatements, either false or incorrect, can be deemed reason for denial of occupancy. I understand that due to the Fair Credit Reporting Act that I will not be furnished a copy of my credit report from _____ (*the landlord*). I may, however, obtain a free credit report from the appropriate credit reporting agency if my application is denied for credit reasons.

Applicant Signature _____ **Date** _____

Applicant Signature _____ **Date:** _____

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Applicant's Name: _____ **Soc. Security:** _____
Driver's Lic. #: _____ **DOB:** _____
Night Phone: _____ **Day Phone:** _____ **Cell:** _____

Residential History

Present address: _____ **City:** _____ **County:** _____ **St:** _____ **Zip:** _____
Landlord/Owner: _____ **Telephone:** _____
Rent Amount: _____ **Rent from:** _____ **to:** _____ **Was 30 day notice given? When?** _____
Reason _____ **for** _____ **Leaving:** _____

Former address: _____ **City:** _____ **County:** _____ **St:** _____ **Zip:** _____
Landlord/Owner: _____ **Telephone:** _____
Rent Amount: _____ **Rent from:** _____ **to:** _____ **Was 30 day notice given?** _____
Reason _____ **for** _____ **leaving:** _____

Employment

Current employment: _____ **Telephone:** _____
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Supervisor: _____ **Your position:** _____

Length Employed: _____ **to** _____ **Full-time** _____ **Part-time** _____ **Salary:** _____ **per** _____

Former Employment: _____ **Telephone:** _____

Supervisor: _____ **Your position:** _____

Length Employed: _____ **to** _____ **Full-time** _____ **Part-time** _____ **Salary:** _____
per _____

Vehicle Information: List Make & Model: _____ **License:** _____

License: _____

Do you have any RV, boats, trailers or motorcycles? If so, please list: _____

Please answer all of the following questions:

Will you have pets? _____ **If so, how many?** _____ **What type?** _____

Have you ever declared bankruptcy? _____ **If so, when?** _____

Have you ever had an eviction filed against you? _____ **If so, please specify** _____

Have you ever been charged with a felony? _____ **If so, please specify** _____

Have you ever been charged with a misdemeanor? _____ **If so, please specify** _____

Have you ever refused to pay rent/ broken a lease? _____ **If so, when and why** _____

Applicant's Signature: _____ **Date** _____

Please note an application for each prospective tenant must be submitted.