

RENTAL APPLICATION

PLEASE COMPLETE ALL SECTIONS.

If items do not apply, mark "N/A" for not applicable. People age 18+ must complete their own application.

1. PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

SSN _____ DOB _____ Age _____ Gender _____ Phone _____

Email _____ Drivers License # _____ State Issued _____

Marital Status Single Married Widowed Separated Divorced How many times? _____

Race (check all that apply) Asian Black or African American White American Indian or Alaskan Native
 Native Hawaiian or Other Pacific Islander Other Prefer not to answer

Ethnicity Hispanic or Latino Not Hispanic or Latino Prefer not to answer

Are you a student? No Yes Part-Time Full-Time School _____

2. OTHER OCCUPANTS

If no other occupants, complete N/A for Occupant #2 Full Name

OCCUPANT #2

Full Name _____ DOB _____

Gender _____ Relationship _____ SSN _____

OCCUPANT #3

Full Name _____ DOB _____

Gender _____ Relationship _____ SSN _____

OCCUPANT #4

Full Name _____ DOB _____

Gender _____ Relationship _____ SSN _____

OCCUPANT #5

Full Name _____ DOB _____

Gender _____ Relationship _____ SSN _____

OCCUPANT #6

Full Name _____ DOB _____

Gender _____ Relationship _____ SSN _____



3. ADDRESS HISTORY: 2 CONSECUTIVE YEARS REQUIRED For additional space, please attach a separate page

CURRENT ADDRESS Date of Residency (month/year) _____ to Present Monthly Amount \$ _____
Address / City / State / Zip _____
Residency Status I own a Home Apartment Lease Home Other _____
Landlord/Mortgage Company _____ Landlord/Mortgage Company Phone _____
Landlord/Mortgage Address / City / State / Zip _____
Reason for moving: _____ Is landlord a relative? No If yes, list relationship _____
Is your lease in any other name? No Yes Name & Reason _____

PREVIOUS ADDRESS Date of Residency (month/year) _____ to _____ Monthly Amount \$ _____
Address / City / State / Zip _____
Residency Status Owned Home Apartment Leased Home Other _____
Landlord/Mortgage Company _____ Landlord/Mortgage Company Phone _____
Landlord/Mortgage Address / City / State / Zip _____
Reason for moving _____ Was landlord a relative? No If yes, list relationship _____
Is your lease in any other name? No Yes Name & Reason _____

4. EMPLOYMENT INFORMATION _____ If not currently employed, complete N/A for Current Company

CURRENT COMPANY _____ Date of Employment _____ to Present
Job Title _____ Hourly Wage _____ Phone _____ Fax _____
Address/City/State/Zip _____
Supervisor's Name _____ Supervisor's Title _____
Supervisor's Email _____ Is this job seasonal or temporary Yes No

PREVIOUS COMPANY _____ Dates of Employment _____ to _____
Job Title _____ Hourly Wage _____ Phone _____ Fax _____
Address/City/State/Zip _____
Reason for leaving _____ Supervisor's Name _____
Supervisor's Title _____ Supervisor's Email _____

5. OCCUPANCY REQUIREMENTS / OTHER REQUIRED INFORMATION

of Bedrooms Needed _____ Date Needed _____ How did you hear about us? _____
Do you receive Section 8? No Yes Caseworker _____

COMPLETE EACH OF THE BELOW STATEMENTS

NO YES

- I expect additions to our household within the next 12 months. Details _____
- There are absent household members that would normally live with me. Details _____
- I have special needs. Details _____
- I have or anticipate having pets other than a service animal. Details _____
- I have primary physical custody of all children listed on the application. Details _____
- I have been evicted or asked to move from a rental unit of any type. Details _____
- I have broken a rental agreement or lease contract. Details _____
- I have filed for bankruptcy. Details _____
- I have been convicted of a felony. Details _____
- I have been arrested/convicted of a drug related crime. Details _____



6. ADDITIONAL INFORMATION

EMERGENCY CONTACT Name _____ Relationship _____ Phone _____

Address/City/State/Zip _____

In the event of a serious illness or death of resident, the above person **may** enter, remove and/or store all contents found in the dwelling, common areas or mailbox.

In the event of a serious illness or death of resident, the above person **may not** enter, remove and/or store all contents found in the dwelling, common areas or mailbox.

VEHICLE (Car/Truck/SUV/Motorcycle) _____ Make/Model/Color _____

VEHICLE (Car/Truck/SUV/Motorcycle) _____ Make/Model/Color _____

PETS Do you have a pet? (Management Approval Required) No Yes Number of Pets _____

Description of Pets (Name/Type/Breed/Weight) _____

7. APPLICATION FEE AND SIGNATURE CLAUSE

Applicant has submitted the sum of \$ _____ which is non-refundable payment for a credit and processing charge, receipt of which is acknowledged by Management. Such sum is not a rental payment. In the event this application is disapproved by Management or canceled by the applicant, this sum will be retained by Management to cover the cost of processing the application as furnished by the applicant. This application, along with an applicant questionnaire completed by each adult in household, must be completed in total and signed before it will be processed by Management.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize verification or investigation of all statements contained in this application via consumer credit reports, rental history reports, criminal history reports and other means. Such authorization does not require the owner or its agents to make verifications or investigations. Failure to answer any of the above inquires shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(2) and deposit(s) as liquidated damages for owner's time and expenses of processing this application and (3) terminate resident's right of occupancy. Owner receives the right to regularly and routinely furnish information to consumer reporting agencies about performance of leasing obligations by residents. Such information may be reported at any time and may include both favorable and unfavorable information regarding a resident's compliance with the lease, rules and financial obligations. Owner and/or Property Manager have no duty to provide emergency care or give notice emergency to any person and shall not be liable to applicant, Resident, any occupant, or any guest for failure to do so.

You have applied to live in an apartment that is governed by the Low Income Housing Tax Credit program. This program requires us to certify all of your income, asset, and eligibility information as part of determining your household's eligibility. Program requirements state we must verify each income and asset source as well as other claims of eligibility. We must determine this prior to granting your eligibility, and if such eligibility is granted, each subsequent year you remain in the unit.

Management has reviewed documentation, including but not limited to: Driver's License, Social Security ID, etc. to form a reasonable belief that the identity of the applicant is the same to whom the credit report pertains to the best of management's knowledge.

Management Initials: _____



APPLICATION AGREEMENT:

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. To continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Lease Contract Information. The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
2. Approval When Lease Contract Is Signed in Advance. If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, and we will schedule lease signing.
3. Approval When Lease Contract Isn't Yet Signed. If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, and schedule a Lease signing, and collect the security deposit at the lease signing.
4. If you Fail to Sign Lease Contract After Approval. Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you, our approval. If you or any co-applicant fails to sign as required, we may terminate all further obligations under this Agreement.
5. If You Withdraw Before Approval. If, before signing the Lease Contract, you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application fees, and the parties will then have no further obligation to each other.
6. Approval/non-approval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day period may be changed only by separate written agreement.
7. If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, the application fee is non-refundable.
8. Extension of Deadlines. If the deadline for signing or approving under paragraphs 4 or 6, falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
9. Keys or Access Devices. We'll furnish keys and/or access devices only after:(1) all parties have signed Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
10. Application Submission. Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

1. Application Fee (Non-Refundable). You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 2. **Payment of the application fee does not guarantee that your application will be accepted.** The application fee partially defrays the cost of administrative paperwork. It is non-refundable.

2. Fees Due: Your Rental application will not be processed until we receive your completed application (and completed application of all co-applicants, if applicable), and the following fees:

1. Application Fee (non-refundable): \$ _____

3. Completed Application. Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:

1. Your completed Rental Application.
2. Completed Rental Application for each co-applicant (if applicable);
3. Application fees for all applicants.

4. Notice to or from Co-Applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

THIS APPLICATION IS NOT A RENTAL AGREEMENT, CONTRACT OR LEASE. ALL APPLICATIONS ARE SUBJECT TO THE APPROVAL OF THE OWNER OR MANAGING AGENT.

Signature of Applicant	Date	Signature of Management	Date



**PAPERWORK NEEDED TO PROCESS YOUR APPLICATION:
FOR EVERYONE IN THE HOUSEHOLD**

2 MONTHS PAYSTUBS = 4-6 CONSECUTIVE STUBS

SOCIAL SECURITY CARD

BIRTH CERTIFICATE

DRIVERS LICENSE

TAX RETURN – 2023 - IF NOT FILED 2022

ANY OTHER SOURCES OF INCOME – CHILD SUPPORT, SOCIAL SECURITY
(WILL NEED A RECENT LETTER)

\$16 APPLICATION FEE – MONEY ORDER ONLY
**(IF 2 OR MORE APPLYING ONLY ONE \$20 MONEY ORDER MAX FOR
APPLICATION FEE)**

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE FEE