

### **Rental Application for Residents and Occupants**

Each co-resident and each occupant over 18 must submit a separate Application.

ABOUT YOU	
Full name (exactly as it appears on driver license or govt. If	D card)
Former name (if applicable)	
	Social Security #
	State
	State (if applicable)
Home phone	Cell phone
Work phone	Email address
Marital status □ single □ married U.S. citize	n? ☐ yes ☐ no Do you or does any occupant smoke? ☐ yes ☐ no
I am applying for the apartment located at	
Is there another co-applicant? $\square$ yes $\square$ no	
Co-applicant name	Email
OTHER OCCUPANTS	
Full name	Relationship
	Social Security #
	State
	State (if applicable)
	Relationship
	Social Security #
	State
	State (if applicable)
dovernment ib #	State (II applicable)
	Relationship
	Social Security #
	State
Government ID #	State (if applicable)
Full name	Relationship
Birthdate	Social Security #
Driver license #	State
Government ID #	State (if applicable)
WHERE YOU LIVE	
Current home address (where you live now)	
,	State Zip
· · · · · · · · · · · · · · · · · · ·	Monthly payment \$
Apartment name	
Name of owner or manager	
Phone Reason for leaving .	
Previous home address (most recent)	
	State Zip
Apartment name	
,	
Phone Reason for leavi	
YOUR WORK	
, ,	
Address	
•	State Zip
work priorie Beginning date	of employment

Cross monthly income \$ Decition	
Gross monthly income \$ Position	
Supervisor Phone	
Previous employer (most recent)	
Address	
CityStateZip	p
Work phone Dates: From To	<del></del>
Gross monthly income \$ Position	
Supervisor Phone	
ADDITIONAL INCOME (Income must be verified to be considered.)	
Type Gross monthly am	nount \$
Type Gross monthly am	
source cross monthly an	
CREDIT HISTORY	
If applicable, please explain any past credit problem:	
RENTAL AND CRIMINAL HISTORY	
Check only if applicable.	
Have you or any occupant listed in this Application ever:	
☐ been evicted or asked to move out?	
moved out of a dwelling before the end of the lease term without the owner's consent?	
☐ declared bankruptcy? ☐ been sued for rent?	
□ been sued for property damage?	
<ul> <li>been convicted or received probation (other than deferred adjudication) for a felony, sex crime, or any crime agains</li> </ul>	st persons or property?
Please indicate below the year, location, and type of each felony, sex crime, or any crime against persons or property victed or received probation. We may need to discuss more facts before making a decision. You represent the answer i	for which you were con-
VICTED OF RECEIVED PROBATION. WE MAY NEED TO DISCUSS MORE FACTS DEFORE MAKING A DECISION. YOU REPRESENT THE ANSWER I	s "no" to any item not
checked above.	
checked above.	
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Checked above.  HOW DID YOU FIND US?  Online search (website address)	
Checked above.  HOW DID YOU FIND US?  Online search (website address)  Referral from a person or locator? Name	
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Checked above.  HOW DID YOU FIND US?  Online search (website address)  Referral from a person or locator? Name  Social media (please be specific)  Other  EMERGENCY CONTACT  Emergency contact person over 18 who will not be living with you:	
checked above	
Checked above.  HOW DID YOU FIND US?  Online search (website address)  Referral from a person or locator? Name  Social media (please be specific)  Other  EMERGENCY CONTACT  Emergency contact person over 18 who will not be living with you:	
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HOW DID YOU FIND US?  Online search (website address) Referral from a person or locator? Name Social media (please be specific) Other  EMERGENCY CONTACT Emergency contact person over 18 who will not be living with you:  Name Relationship Address	p
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HOW DID YOU FIND US?  Online search (website address)  Referral from a person or locator? Name  Social media (please be specific)  Other  Emergency contact person over 18 who will not be living with you:  Name  Relationship  Address  City  State  Zip  Home Phone  Work Phone  Email Address  If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more)   the above	person, \( \square \) your spouse,
HOW DID YOU FIND US?  Online search (website address)  Referral from a person or locator? Name  Social media (please be specific)  Other  EMERGENCY CONTACT  Emergency contact person over 18 who will not be living with you:  Name Relationship  Address  City State Zip  Home Phone Email Address  If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) In the above or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as y box, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you a	person,  your spouse, our property in the mail-
HOW DID YOU FIND US?  Online search (website address)  Referral from a person or locator? Name  Other  EMERGENCY CONTACT  Emergency contact person over 18 who will not be living with you:  Name  Relationship  Address  City  State  Cell Phone  Work Phone  Email Address  If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) or the above or or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as yellas yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such person(s) to enter your dwelling to remove all contents, as well as yellow such per	person,  your spouse, our property in the mail-
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HOW DID YOU FIND US?  Online search (website address) Referral from a person or locator? Name Social media (please be specific) Other  EMERGENCY CONTACT Emergency contact person over 18 who will not be living with you:  Name Relationship Address City State Zit Home Phone Cell Phone Work Phone Email Address If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) I the above or I your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as y box, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you a you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.  YOUR VEHICLES (If applicable)  List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc., Make Model Color	person,  your spouse, your property in the mail- re seriously ill or injured,
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Checked above.   Chec	person,  your spouse, our property in the mail-re seriously ill or injured,

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YOUR ANIMALS	(if applicable)
You may not have any must sign a separate a	animal in your unit without management's prior authorization in writing. If we allow your requested animal, you animal addendum, which may require additional deposits, rents, fees or other charges.
Kind	Weight
Breed	Age
Kind	Weight
Breed	Age

#### **Application Agreement**

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. 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. In order to continue with this Application, you'll need to review the Application Agreement carefully and acknowledge that you accept the terms.

- 1. **Apartment Lease information.** The Lease contemplated by the parties will be the current TAA Lease. Special information and conditions must be explicitly noted on the Lease.
- 2. **Approval when Lease is signed in advance.** If you and all co-applicants have already signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease, and then credit the application deposit of all applicants toward the required security deposit.
- 3. **Approval when Lease isn't yet signed.** If you and all co-applicants have not signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 4. **If you fail to sign Lease after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease 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 **your Application will be deemed withdrawn**, and we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
- 5. **If you withdraw before approval.** If 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 deposits as liquidated damages, and the parties will then have no further obligation to each other.
- 6. **Approval/non-approval.** If we do not approve your Application within 7 days after the date we received a completed Application, your Application will be considered "disapproved." 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 7-day time period may be changed only by separate written agreement.
- 7. **Refund after non-approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. **Extension of deadlines.** If the deadline for approving or refunding under paragraphs 6 or 7 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 the Lease and other rental documents referred to in the Lease; and (2) all applicable rents and security deposits have been paid in full.
- 10. **Application submission.** Submission of an Application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease. Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding unit availability, unit characteristics, pricing or other questions, please call or visit our office.
- 11. **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-applicants is considered notice from all co-applicants.

### **Disclosures**

- 1. **Application fee (non-refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. Payment of the application fee does not guarantee that your Application will be accepted. The application fee offsets the cost of screening an applicant for acceptance.
- 2. Application deposit (may or may not be refundable). In addition to any application fees, you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease has been signed by all parties; OR, it will be refunded under paragraph 7 if the applicant is not approved; OR it will be retained by us as liquidated damages if you fail to sign or withdraw under paragraphs 4 and 5 of the Application Agreement.
- **3. Fees due.** Your Application will not be processed until we receive your completed Application (and the completed Application of all co-applicants, if applicable) and the following fees:

A. Application fee (non-refundable): \$ 19.00	
B. Application deposit (may or may not be refundable) \$	

- **4. Completed Application.** Your Application will not be considered "complete" and will not be processed until we receive the following documentation and fees:
  - A. Your completed Application;
  - B. Completed Applications for each co-applicant (if applicable);
  - C. Application fees for all applicants;
  - D. Application deposit.

#### **Authorization and Acknowledgment**

lauthorize Gateway Affordable, L.P.

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application. You agree the information provided may be used for business purposes.

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### **Payment Authorization** lauthorize Gateway Affordable, L.P. (name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures. Non-sufficient funds and dishonored payments. If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then: Applicant shall pay a charge of \$ 45.00 for each returned payment; and We reserve the right to refer the matter for criminal prosecution. **Acknowledgment** You declare that all your statements in this Application are true and complete. Applicant's submission of this Application, including payment of any fees and deposits, is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit. You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. You acknowledge that you had an opportunity to review our rental-selection criteria, which include reasons your Application may be denied, such as criminal history, credit history, current income and rental history. You understand that if you do not meet our rental-selection criteria or if you fail to answer any question or give false information, we may reject the Application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the Application or Lease, the prevailing party may recover from the non-prevailing party all attorney's fees and litigation costs. We may at any time furnish information to consumer-reporting agencies and other rental-housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease, the rules, and financial obligations. Fax or electronic signatures are legally binding. You acknowledge that our privacy policy is available to you. Right to review the Lease. Before you submit an Application or pay any fees or deposits, you have the right to review the Application and Lease, as well as any community rules or policies we have. You may also consult an attorney. These documents are binding legal documents when signed. We will not take a particular dwelling off the market until we receive a completed Application and any other required information or monies to rent that dwelling. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties. You are entitled to a copy of the Lease after it is fully signed. Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding availability, unit characteristics or other questions, please call or visit our office. This Application and the Lease are binding documents when signed. Before submitting an Application or signing a Lease, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties. Applicant's signature Date FOR OFFICE USE ONLY Apt. name or dwelling address (street, city): Unit # or type: Person accepting application: Phone: Person processing application: Person processing application: Prone: 4.

**Additional comments:** 



## **Supplemental Rental Application**

#### for Non-U.S. Citizens

Each co-resident and each occupant over 18 who is not a U.S. citizen  $must\ submit\ a\ separate\ application.$ 

We are requesting you to fill out this Supplemental Rental Application because you have indicated that you are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are asking all applicants are not a U.S. citizen. We are notwho are not U.S. citizens to fill out this form. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap or familial status. The purpose of this form is:

- 1. to give you the option to furnish information about an emergency contact person for you in your home country;
- 2. to verify that you are lawfully in the United States;
- 3. to determine whether your right to be in the U.S. expires during your Lease Contract term; and
- 4. to enable us to better cooperate with government officials in the performance of their duties, when requested.

We don't anticipate sharing this Supplemental Application with anyone except government officials who might inquire about you.

ABOUTYOU	Your full name (exactly as your name appears on any identi-	Please check the U.S. Citizenship and Immigration Services (USCIS)
fication card or	document issued by U.S. Citizenship and Immigration Services):	document that entitles you to be in the United States:
		☐ Form I-485 (Application to Register Permanent Residence or Adjust Status) Case number:
Country or cou	untries of which you are a citizen (list all):	☐ Form I-94 Arrival-Departure Record (form does not include photo or fin-
		gerprint). Expiration date:
		Form number:
		☐ Other official USCIS document (describe in detail):
Approximately	how long have you been in the United States?	
	Months:	☐ USCIS receipt for replacement of one of the above documents, with
icais	Months	verification by USCIS of your entitlement to the document.
Have you ever	r been found removable under the laws of the U.S. or any	verification by oscis of your entitlement to the document.
•	•	If you are relying on an immigration status document without a photograph,
,	? 🗆 Yes 🗖 No If yes, please state when and what country or	please present your passport or other form of identification, and answer the
countries (list o	all):	questions below relevant to the presented identification document.
		Country issuing your passport:
_		Your passport number:
· ·	home country whom we may contact in event of an emer-	Expiration date:
	al). Name:	☐ Driver's license or ID card issued by a state or possession of the
		United States with a photograph. Number:
Mailing addres	55:	
		☐ Identification card from the country where you are a citizen.
Email address:	·	
Phone:		
		ny of the USCIS documents checked above ur passport and visa.
Applicant's sig	gnature	
Date		_



# Supplemental Rental Application for Units Under Government Regulated

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											ble rental housing ur
<b>Emp</b> Add	<b>ployment Update.</b> Present em	nousing program. It is very important that you answer all questions fully and accurately.    ployer: City, State, ZIP:									
	/ork Phone: Position: Position:  ousehold Composition. List all persons, including yourself, who will be living in your household.										
nou	isenoid Composition. List an		i be living in yo				-	1			
	Number of Persons			Full Nam	ie		Re	elationship	Age		dent Status
	1 (Head of Household)										☐ Part-time ☐ N/A ☐ Part-time ☐ N/A
	2 3										☐ Part-time ☐ N/A
	4										☐ Part-time ☐ N/A
	5										□ Part-time □ N/A
	6									☐ Full-time	☐ Part-time ☐ N/A
Doe If yo	s anyone live with you now whou answered "Yes" to any questi	o is not list on, please	ed abovexplain:	re? □ Yes	□ No	. Does anyone p	lan to li	ve with you in	the future	who is not li	isted above? 🗖 Yes 1
Wer app	any of the household members e any of the names listed abov lication is completed?	e students I No. If you	in the y answer	ear this ap ed "Yes" to	plicati either	on was comple question, pleas	ted? 🗖 e explai		any of the	em plan to b	
the	age of 18 who are dependents	of another	houséh	old memb	er).	J				·	, ,,
	Gross Monthly Income Sou									r Household	
	your household receives in	come from t	he followi  Ves			Applicant		o-Applicant		lembers	Total
	Overtime Pay		☐ Yes		\$		\$		\$		\$
	Commissions and Fees		☐ Yes		\$		\$		\$		\$
	Tips and Bonuses		☐ Yes		\$		\$		\$		\$
	Interest and/or Dividends		☐ Yes	□ No	\$		\$		\$		\$
	Net Income from Business		☐ Yes	□ No	\$		\$		\$		\$
	Net Rental Income		☐ Yes	□ No	\$		\$		\$		\$
	Social Security, Supplemen Security Income	tal	☐ Yes	□ No \$			\$		\$		\$
	Pensions, Retirement Fund		☐ Yes		\$		\$		\$		\$
	Support from Parents or Re	latives	☐ Yes		\$		\$		\$		\$
	Unemployment Benefits		☐ Yes		\$		\$		\$		\$
	Workers' Compensation, et	c.	☐ Yes		\$		\$		\$		\$
Se	Alimony  Sources of Child Support:  Court-ordered (regardless in Voluntary payments	f paid)	☐ Yes	□ No	\$		\$		\$		\$
	Anticipated payments		☐ Yes	□ No	\$		\$		\$		\$
	AFDC/TANF		☐ Yes		\$		\$		\$		\$
	Student Financial Assistance Other:   Yes  No (explain		☐ Yes	□ No	\$		\$		\$		\$
	Other: D res D No (explain	(1)			7		,		,	TOT	1
Δςςς	ate List all assets of all adults a	nd nersons	in vour	household	d incli	ıdina those und	er the a	ge of 18		тоти	AL \$
Asse	Listing of All Assets		ır household, inc		Annual Interest, Dividends or Rent Name of I		Name of Fi	inancial Institution		Account Number	
					Trom A		ets	or Desc	ription of Asset		Account Number
	Checking Account(s)	☐ Yes ☐		\$ \$		\$ \$					
	Savings Account(s)	162 □	, NO	\$		\$					
	Credit Union Account(s)	☐ Yes ☐	] No	\$		\$					
	Stocks, Bonds or Mutual Funds	☐ Yes ☐	J No	\$		\$					
	Real Estate or Home	☐ Yes ☐	] No	\$		\$					
	IRA/Keough Account	☐ Yes ☐	] No	\$		\$					
	Retirement Fund (401(k), 457, 403(b), etc.)	☐ Yes ☐		\$		\$					
	Pension Fund	☐ Yes ☐		\$		\$					
	Trust Fund Mortgage Note Held	☐ Yes ☐		\$ \$ \$		\$					
	Whole Life Insurance	☐ Yes ☐				\$					
	Cash Value										
	Other:  Yes  No (explain	)		\$		\$					
Ren	tal Assistance. Do you receive	any type o	of federa	l, state, or	local a	overnment rent	al assist	ance? TYes [	No. If yes	, please expl	lain:
Asse Cert	et Verification. Have you disposification. By signing this Supp	sed of any olemental f	assets fo	or less that	n fair n	narket value in t s the applicant	he last t	wo years preceifying that all t	eding the o	late of this a nformation i	pplication?
	senting to disclosure of income	and financ	cial infor	mation fro	m you	r employer(s) a	nd any f	inancial institu	itions whei	e your asset	s are kept.
Rece	ertification. If this form is bein of the TAA Rental Application.	g used for	recertific	cation and	you ha	ave changed em	ployme	nt during the	past year, y	ou must con	nplete the "Your Worl