



RENTAL APPLICATION FOR AFFORDABLE HOUSING

Property Name: _____

(Please print clearly)

All person 18 years or older (unless deemed otherwise by local jurisdiction) must be complete a separate application.

FOR OFFICE USE ONLY				
<input type="checkbox"/> Approved		<input type="checkbox"/> Declined		Date Notified:
Leasing Consultant:				
Apartment Number:	Revised Apartment Number:	Apartment Size:	Move-in Date:	
Security Deposit:	Application Fee:	Lease Term:	Monthly Rent:	Revised Monthly Rent:
Concession				

APPLICANT INFORMATION	
Full Name (First, Middle, Last):	Social Security Number:
Date of Birth:	
Marital Status:	Vehicles: Make/Color/License Plate
Driver's License Number:	Telephone Number:
Pets:	Size of Pet:
Student Status: circle one Full time Part time not a student	Email address

OTHERS TO RESIDE IN THE APARTMENT AND/OR ANYONE WHO MAY BE JOINING THE HOUSEHOLD IN THE NEXT 12 MONTHS					
FULL LEGAL NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	SEX	STUDENT Yes or No	OCCUPATION

RENTAL – Minimum of 24 months of rental/mortgage history			
Name of Current Landlord:	Monthly Rent:	Date Moved In:	Date Moved Out:
Address/City/State/Zip:			Telephone Number:
Previous Landlord (Immediately prior to current landlord)			
Name:	Monthly Rent:	Date Moved In:	Date Moved Out:
Address/City/State/Zip:			Telephone Number:



EMPLOYMENT HISTORY ON APPLICANT

Name of Current Employer:		Hire Date:	
Employment Address:		Telephone Number:	
Email:	Current Position:	Gross Monthly Income:	
Supervisor's Name:		Supervisor's Telephone Number:	

If current employment is less than 6 months, please complete the below

Name of Previous Employer:			
Previous Employer's Address:		Telephone Number:	
Email:	Position held with Previous Employer:	Gross Monthly Income:	
Hire date/ End date:	Previous Supervisor's Name:	Telephone Number:	

ANNUAL INCOME

Do you have income from or expect to have income from:			
Employment	Yes	No	\$
Self-Employment	Yes	No	\$
Rental Income	Yes	No	\$
Social Security/Pensions	Yes	No	\$
Retirement/Annuity	Yes	No	\$
Contributions from Friends/family	Yes	No	\$
Scholarships/grants/work study	Yes	No	\$
Unemployment	Yes	No	\$
Worker's Compensation	Yes	No	\$
Court Ordered Child Support/Alimony	Yes	No	\$
Do you receive child support/Alimony	Yes	No	\$
TANF/AFDC	Yes	No	\$
Veteran's Administration	Yes	No	\$
Other	Yes	No	\$

ASSETS

List all assets for you and for anyone else in the household under the age of 18 that you hold account for					
Listing of All Assets			Cash Value	Annual interest or earnings from asset	Name of Financial Institution/Description of Asset
Checking Account(s)	Yes	No	\$	\$	
Savings Account(s)	Yes	No	\$	\$	
Stocks/Bonds	Yes	No	\$	\$	
CD/Money Market	Yes	No	\$	\$	
Mutual Funds	Yes	No	\$	\$	
IRA/401K Accounts	Yes	No	\$	\$	
Trust Fund	Yes	No	\$	\$	
Do you currently own a home or land or have you within the last two years?	Yes	No	\$	\$	
Debit/payment/direct express card	Yes	No	\$	\$	
Other	Yes	No	\$	\$	



BACKGROUND INFORMATION

Have you or any other prospective residents or occupants listed on this Application ever (check if applicable; you represent the answer is "NO" if you have not checked any item below):

been evicted or asked to move out? Y/N	broken a rental agreement or lease contract? Y/N
been or are currently delinquent to a previous landlord? Y/N	declared bankruptcy; if so, when? Y/N
been convicted for either a felony, a sex-related offense or a misdemeanor? Y/N If yes, please explain:	Received deferred adjudication for either a Felony, a sex related offense or a Misdemeanor? Y/N If yes please explain:
Been arrested for any crime which has/has not been fully adjudicated (by dismissal, acquittal deferred adjudication or conviction)? Y/N If yes please explain:	

EMERGENCY Not living with you (preferably a relative over the age of 18 years):

Name:	Relationship:	Address:
Home Phone Number:		Work Phone Number:

EMERGENCY Not living with you (preferably a relative over the age of 18 years):

Name:	Relationship:	Address:
Home Phone Number:		Work Phone Number:

By signing this application for residency I acknowledge the following:

In the event that the Applicant becomes a resident in Owner's apartment community, Applicant's execution of this Application shall authorize the Owner, in the event of the Applicant's death to; (i) grant to the person designated above access to the Applicant's unit at a reasonable time and in the presence of the Owner or the Owner's agent; (ii) allow this person to remove any of the Applicant's property or any other contents found in the Applicant's unit or any of the Applicant's property located in the mailbox, storerooms or common areas; and (iii) refund the applicant's security deposit, less lawful deductions, to this person. Applicant also authorizes the Owner to allow this person access to remove all contents of the unit as well as property in the mailbox, storerooms and common areas in the event that Applicant becomes seriously ill.

AUTHORIZATION: Applicant represents that all of the above information is true and complete and authorizes the verification of the same and the performance of a credit check on Applicant as appropriate by all available means. In the event that Applicant provides any false or misleading information in the Application, Owner shall have the right to automatically reject this Application and the investigative consumer report includes information as to character, general reputation, personal characteristics, and mode of living, whichever are applicable, of the Application may be made and that any person on which an investigation consumer report will be made has the right to request a complete and accurate disclosure of the nature and scope of the investigation requested and also has the right to request a written summary of the person's right under The Fair Credit Reporting Act.

Applicant hereby authorizes the Owner or the Owner's Agent to obtain and hereby instructs any consumer reporting agency designated by Owner or Owner's Agent to furnish a consumer report under The Fair Credit Reporting Act to Owner or Owner's Agent to use such consumer report in attempting to collect any amount due and owing under this Application, the Applicant's lease (to be executed after Application approval) or for any other permissible purpose.

OWNER REPRESENTATIVE:

APPLICANT:

Name Printed

Name Printed

Date

Date



Application Deposit and Non-Refundable Fees:

Simultaneously with the execution of the application, Applicant has paid an application fee in the amount of \$ _____, a non-refundable application fee of \$ _____, and an administrative fee \$ _____. Total amount paid & _____.

SECURITY DEPOSIT: If my application is accepted, I understand the application deposit (for the Premises) will become my refundable security deposit upon meeting the terms of the lease and the community rules and regulations. If for any reason management decides to decline my application, then management will refund this good faith deposit, excluding the application fee, to me in full. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for delay caused by construction or the holding over of a prior resident, I understand that management will assess damages against the deposit for the amount of rental loss of any expenses incurred due to my cancellation. As these costs are difficult to ascertain I agree to forfeit the premises security deposit as liquidated damages for the apartment I agree to occupy. A credit, eviction, and criminal background check will be done in order to qualify for residency. I have received, read, and understand the resident selection policy for the property at which I am applying. I hereby authorize the release of the information requested, including release of information by any bank or savings and loan, employer (present and former), and any lender. The application fee is not refundable at any time.

Application Deposit Credited to Security Deposit

In the event that this Application is approved by Owner and Applicant meets all other conditions of occupancy, executes an Apartment Lease Agreement with Owner as and when required by Owner, the Application Deposit shall be credited towards the security deposit identified in the Lease.

Application Deposit Refunded & Returned

If this Application is denied, the Application Deposit will be refunded to Applicant. If the Applicant is required to pay an additional Application Deposit in order to qualify for occupancy, the Applicant shall be deemed conditionally accepted prior to the payment of such additional Application Deposit. If the Applicant fails to pay the additional Application Deposit, the application will be considered as rejected and the original Application Deposit will be refunded to Applicant.

Application Deposit Retained by Owner

Owner shall be entitled to retain the Application Deposit as liquidated damages; in which case, all further obligations to lease the premises to Applicant shall be terminated if: (i) the Application is withdrawn, for any reason, after signing the Application; or (ii) the Application is accepted, but Applicant does not sign an Apartment Lease Agreement as and when required by Owner, or (iii) if the Applicant has provided false or misleading information within the Application.



RESIDENT SCREENING POLICY FOR AFFORDABLE PROPERTIES

Thank you for your interest in our property. Before you apply to rent an apartment home in our property, please take the time to review the screening requirements. All persons 18 years of age or older, and not dependents, will be required to complete separate rental applications. Applicants with adult dependents and applying for residency will complete a joint application. The term "applicant(s)" under this policy means the person or persons that will be signing the Lease as "residents"; the term "occupant(s)" in this policy means the person or persons that are authorized occupants under the Lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the property have met these requirements. There may be residents and occupants that have resided in the property prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used.

In the applicant screening process, we will obtain a consumer credit report and/or an investigative consumer report which include, without limitation, accessing court records and information regarding the applicant's creditworthiness, income, employment, and rental history, and which may include information as to the applicant's reputation, characteristics, and mode of living. The name and address of the consumer reporting agency is:

RentGrow, Inc.
177 Huntington Ave, Suite 1703 #74213
Boston, MA 02155-3153
(800) 898-1351 www.rentgrow.com

You have a right to obtain a free copy of the consumer report from RentGrow and the right to dispute the accuracy of information appearing in the consumer report.

*We do not accept comprehensive reusable tenant screening reports as defined by and pursuant to RCW 59.18.257

Statement of Non-Discrimination and Fair Housing Policy

It is the policy of this property to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin, age, or disability. Housing shall be made available without regard to actual or perceived sexual orientation, gender identity, source of income, immigration status, or marital status.

This property will make reasonable accommodation(s) to persons with disabilities if such accommodation(s) will afford a prospect and/or applicant equal opportunity to use and enjoy a dwelling. Any person can make a request for reasonable accommodation to the property in which they wish to visit, apply and/or reside.

The applicant may include evidence that a debt has been paid in full, court documentation, and documentation regarding criminal history for our consideration to mitigate potentially negative screening results.

In accordance with section 607 of the Violence Against Women Act, this community will ensure confidentiality of any personally-identifying information regarding victims of domestic violence, and will maintain policies and practices that prohibit denial of a rental application for reasons related to incidences of domestic violence against the applicant and/or affiliated individuals. If the applicant is a victim of Domestic Violence, Dating Violence, sexual assault, stalking, or human trafficking a HUD Certification form (or other documentation as noted on the form) is asked to be completed and submitted within 14 business days in order to receive protection under VAWA.

Qualifying Rental Criteria

All visitors must present a valid driver's license or government issued photo ID in order to view the property.

All documentation submitted for review or verification during the rental application process must be unaltered. Any documentation that has been altered will not be accepted for consideration.

Occupancy Guidelines - The following occupancy standards apply based on 2 persons per bedroom, plus one per apartment.



Studio – Up to Two Persons
One Bedroom w/ Den – Up to Four Persons
Three Bedroom – Up to Seven Persons

One Bedroom – Up to Three Persons
Two Bedroom – Up to Five Persons
Four Bedroom – Up to Nine Persons

*The property may in some cases allow a more liberal occupancy standard depending on certain factors including, without limitation, the size and layout of the unit and bedrooms.

1. **Age** - Financially responsible applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts.
2. **Student Status** – Pursuant to affordable housing programs, to the extent applicable, we cannot approve an application in which all occupants of a household will be students, unless they qualify under the affordable housing guidelines. Please see one of our leasing consultants for student qualifications.
3. **Non U.S. Citizen** – One of the following valid I-94, I-95, I-551, I-151, I688A, I-688B, I-766 form must be provided. The I-94 or I-95 must show entry date and authorized period of stay. Applicant must meet all other qualifying criteria as noted below.
4. **Application** – Applications for residency will be automatically denied for the following reasons:
 - i. Intentional falsification of information on the application and/or affordable housing qualifying paperwork
 - ii. Previously evicted or skipped from a prior rental dwelling or in the process of eviction
 - iii. Failed to meet the credit model requirements
 - iv. Failed the criminal background check
 - v. Failed to provide required documentation within three (3) business days of request from the Community
 - vi. Credit report contains an open bankruptcy
5. **Credit** - A credit report will be completed on all applicants to verify credit ratings. Income plus verified credit history will be entered into a credit scoring model to determine rental eligibility and security deposit levels. Unfavorable accounts which will negatively influence this score include, but are not limited to: collections, charge-off, repossession, and current recent delinquency. Open bankruptcies, or bankruptcies discharged and/or closed within the past 12 months, will result in an automatic denial of the application.
6. **Income** - Gross income for all applicants in one apartment home will be combined and entered into the credit scoring model for income eligibility. All applicants will be asked to produce consecutive and most recent pay stubs for the last 4 weeks from Application Date. If handwritten pay stubs are supplied, the documents must be validly notarized to be deemed sufficient. Applicants must have a minimum combined gross income of **1.5** times the **monthly rent**. Additional sources of verifiable income may be considered. These sources may include: child support, grants, pensions, GI benefits, disability, trust funds, social security, non-government rent assistance, monetary public benefits, and savings accounts. (The applicant must supply six current consecutive months of bank statements if any of the additional sources of income listed above cannot be provided directly from the supplier.) We may additionally consider verifiable friend or family assistance.
7. **Employment** - An Employment Verification must be sent to the employer to verify applicant's income. Applicant may be asked to produce 4-6 consecutive and most recent pay stubs. Pay stubs must reflect gross income, employer's name, and or social security number of employee and date. If handwritten pay stubs are supplied, the documents must be validly notarized to be deemed sufficient. Additional information may be requested. If employment is to begin work shortly, the applicant must provide a "letter of intent" to hire from the employer. If an employer uses The Work Number, applicants may be responsible for additional charges incurred.
8. **Unemployment** – All applicants who state they are unemployed but have income must sign an unemployment affidavit. If any unemployed individual has zero income, they will sign the zero income affidavit. Unemployment benefits must be annualized. If unemployed and anticipating employment, we may need a copy of the last year's tax return. If the income on the tax return would over qualify the applicant, then their application may be denied.
9. **Self-Employment, Retired or Unemployed** - Such applicants must provide the previous year's income tax return and the previous two month's bank statements, or twelve months of financial statements and must exhibit no negative references. Seasonal employment must be verified by providing the prior year's tax return.



10. Criminal History - A criminal background check will be conducted for each applicant and occupant age 18 years or more. A landlord is not required to rent to any person whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Any conviction for manufacture or distribution of any federally controlled substance and applicants who are required to register as sex offenders for life will result in an automatic denial of tenancy.

All other criminal convictions will require additional screening, which will require additional time for screening and an additional charge of **\$15.00**, which shall be paid in full prior to the additional criminal screening, within 10 days of the initial screening result.

When you apply, screening will be run on income, credit, other areas in the screening criteria and criminal history. If the screening passes the non-criminal requirements and you have no criminal convictions, then your application may be accepted immediately. If you do have criminal convictions, you may be given a conditional approval or may not be approved to rent, pending the outcome of the criminal screening if the convictions would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Determinations as to criminal screening will be made on a case by case basis, and will be based on the following factors and information, which will be required for every conviction, and we cannot complete the application screening without this information: 1) the facts of the crime you were convicted of; 2) the actual charge you were convicted of; 3) your age at the time of the conviction; 4) criminal convictions prior to the conviction; 5) criminal convictions and pending charges since the conviction; 6) how much time has passed since the conviction; and for drug possession charges 7) if you are in, or have completed recovery or treatment since the conviction.

Failure to provide any information is a basis for denial of tenancy.

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

11. Rental History - Rental history will also be included in the screening review, and applications for residency will automatically be denied for the following reasons:

- i. An outstanding debt to a previous landlord has not been paid in full (may result in a conditional approval)
- ii. A prior eviction or in the process of eviction of any applicant or occupant
- iii. More than 3 late payments in 12 months and/or more than 1 NSF within 2 years

12. Guarantors - Guarantors will be accepted for applicants who do not meet the required rent-to-income ratio. Only one guarantor per apartment is permissible. The guarantor will be required to complete an application and pay a full application fee. Guarantors must have a gross monthly income of **3** times the monthly rent and meet all other qualifying criteria identified in this screening policy. The guarantor will be asked to sign a Guaranty of Resident Obligations to support the application. Guarantors may be relatives, friends, or an employer.

13. Pets – Where pets are accepted at the property where the application is made, and where allowed by applicable laws and ordinances no more than two pets are allowed per apartment. Animals must be at least six (6) months of age. Aggressive breeds will not be allowed. See list below for animals not allowed. Animals not listed below, but which display substantially similar physical characteristics or traits to those animals listed below, shall be treated as though they had been listed below. A **\$300.00** non-refundable pet fee, a **\$300.00** pet deposit and prior approval from management via PetScreening.com will be required. All Aquariums will be allowed with a 5-gallon maximum on the first floor only with proof of insurance for the entire term of the lease.

RESTRICTED ANIMAL / BREED LIST: Restricted animals and breeds include, but are not limited to, the following:

(Note: Service animals and Assistance animals may not be subject to this list)

Breeds of Dogs:		
Pit Bull	Malamute	Akita
Rottweiler	Doberman	Staffordshire Terrier
Presa Canario	Chow Chow	American Bull Dog
German Shepherd	St. Bernard	Karelian Bear Dog
Husky	Great Dane	Any Hybrid or Mixed Breed of One of These Breeds
Exotic Animals:		
Reptiles	Squirrels	Arachnids
Ferrets	Rabbits	Piranhas
Skunks	Birds	Other Farm or Poisonous Animals
Raccoons	Pigs	

14. Vehicles – One vehicle per adult lease holder. Vehicles must be operational and have current registration and, if required under state law, inspection. Boats or trailers are not allowed at any time.

15. Water Furniture - Water furniture will only be allowed in first floor apartments with proof of fully paid insurance for the term of the lease.

16. Falsification of Application - Any falsification in applicant's application paperwork will result in the automatic denial of application. In the event that an applicant falsifies his/her application paperwork or provides misleading information in the application, owner has the right to deny the application and retain all application fees paid.

17. Application Fees - As allowable by State and Local legislation, a separate check for the application fee must be provided with the completed rental application with the completed rental application form. This check is deposited on the same business day, or the following business day following the weekend or a holiday.

18. Adding an occupant/roommate after move-in – Should an existing resident wish to add a roommate/family member to a lease, the household will need to re-qualify as if they were a new move-in. Unauthorized occupants are not permissible and may result in the termination of a lease agreement.

Income Limits and Verification of Eligibility Requirements

This affordable community has income limits for applicants and may continue to limit income for residents at recertification time. To determine income limits for affordable properties, HUD charts the incomes from persons living in the greater Metropolitan Service Area (MSA) to establish the median income, known as the Area Median Income (AMI). Limits are referred to as 35% of AMI, 40% of AMI etc. They can be as high as 140% of AMI.

Prospective tenants will be screened by processing a rental application in accordance with the community's qualifying rental criteria. Upon approval of credit and criminal background screening, the property will begin assessing whether the applicant qualifies for an affordable unit. The following factors will be considered in determining whether an applicant is eligible for the property's affordable housing program:

- i. Income eligibility is defined as the households' annual income at the date of admission into the program, as well as the anticipated income for the next twelve months. The date of admission is the move in date, also known as the effective date. The household income cannot exceed the income limits for occupancy as set forth by the agency which has jurisdiction over the property's affordable housing program.
- ii. In order for an applicant to be considered for admission, the property must have a unit type available that would meet the needs of the applicant and that match the affordable program for the property.
- iii. In order to be eligible, the Head of Household must be of age to enter into a legal, binding contract.
- iv. Each Head of Household and spouse/co-head (regardless of age), and every person over the age of 18 shall sign one or more forms giving the property consent to check the applicant/resident information against the requirements for the property's affordable program. Verification of the following will occur:
 - a. Income of each household member
 - b. Other references as appropriate



Income eligibility will be verified prior to move in, and if required by the housing program, the property will verify the gross income of residents on an annual basis.

Waiting List

Please inquire with the property staff if a wait list option is available for this property, and what preferences exist, if any. If a wait list option is available, applicants are added in chronological order. The applicant will receive an email and/or phone call when a vacant unit becomes available. If listed on a wait list, it is the responsibility of the applicant to keep their contact information current.

Rejection of applicants/review process

Upon receipt of unfavorable information about an applicant for housing or any information which could result in a denial of the applicant's application, a letter will be sent to the applicant that will accomplish the following:

- i. Notify the applicant of the receipt of unfavorable information
- ii. Briefly describe the nature of the unfavorable information
- iii. Advise the applicant of his or her rights to inspect the information
- iv. Inform the applicant of the opportunity to submit to the property staff of written explanations or evidence of current fitness as a resident within 10 days of receipt of the letter
- v. Advise that if no information is submitted within the 10 days the decision on the application will be based on available information and the denial becomes final

If the applicant does not respond within the 10 days the application will be cancelled and a letter to that effect will be sent to the applicant

If the applicant does respond the written information will be presented to a panel whose mandate is to make an individual assessment based on the totality of the circumstances.

APPLICATION FEES:

Simultaneously with the execution of this application, applicant has paid:

Non-Refundable Application Fee	\$	25.00
Holding Deposit	\$	125.00
Total	\$	150.00

*Upon your submission of this application, Owner will remove this units from its availability for leasing. The execution of this Resident Screening Policy is an offer of the unit to Applicant, conditional upon satisfying the current rental criteria and other requirements set forth in this Application and receipt of an executed Apartment Lease Agreement from Applicant. In the event any of these conditions have not been met, Owner shall have no obligation to lease to Applicant.

The holding deposit shall be retained or returned pursuant to the following terms and conditions: So long as each applicant lawfully occupies the unit within 90 days after the last applicant/guarantor signs this resident screening policy (the 'Lease Execution Deadline'), Owner will apply the holding deposit towards the security deposit or the first month's rent (whichever Owner chooses). If Applicant fails to lawfully occupy the unit by the Deadline, without further notice Owner shall cease holding the apartment for Applicant and shall retain the entirety of the holding deposit. If an inspection required by a tenant-based assistance program does not occur before the scheduled move-in date, Owner shall notify Applicant that the apartment will no longer be held and shall return Applicant's holding deposit via first class mail or via in person delivery absent Applicant's consent to retain the holding deposit. If Applicant fails to execute the Lease by the Deadline for reasons attributable solely to Owner (including the unit failing a tenant-based rental assistance program inspection), unless the parties mutually agree to extend the Deadline, Owner shall promptly return Applicant's holding deposit via first class mail or in person delivery, and the return of the holding deposit shall be Applicant's sole remedy for failure to execute a Lease. If Owner returns the holding deposit by first class mailing, it shall be sent to one of the following addresses: 1) If the holding deposit was paid by check, to the person named on the check at the address reflected thereon; or 2) To any mailing address provided by any Applicant named above on their application.



Meadow Park
1001 W 4th Avenue
Kennewick, WA 99336



Application will not be considered until the Application and all supporting documentation has been fully executed and returned, and all applicable Application fees have been paid. I have read and understand the entire resident screening policy of this property.

Applicant Date

Applicant Date

Applicant Date

Applicant Date

Applicant Date

Applicant Date

Guarantor Date

Guarantor Date

