

# RENTAL APPLICATION

Thank you for choosing us as your new home. Please complete all the information requested below. Incomplete information will delay the processing of your application.

**PLEASE PRINT CLEARLY**

## 1) APPLICANT

APPLICANT'S Last Name		First	Middle Initial.	Birthdate:	Sex	Social Security #:
						DL # / State:
EMAIL ADDRESS:					HOME PHONE:	
Do you need modifications or accommodations in the apartment? No Yes (If yes, submit your request on a separate paper.)					CELL PHONE:	
Other persons who will be living in the home	FULL NAME		RELATIONSHIP TO APPLICANT	DOB	PETS:	
	B)				Type of Pet:	Wt: Age:
	C)				Type of Pet:	Wt: Age:
	D)				Has your pet(s) ever been cited by a government agency for any animal violation? No Yes	
	E)				Picture of Pet and Property's Consent Required. Pets must have current shots. Please bring records.	
	F)					
	G)					

## 2) RESIDENCE HISTORY (Conventional Properties: minimum 2 years) (Tax Credit Properties: min 4 years - attach separate sheet if necessary)

APPLICANT'S Present Address	Apt.	City	State	Zip	OWN RENT	Monthly Payment \$
Name & Address of Present Landlord				City	State	Zip
				Dates Occupied? to	Landlord Day Phone ( )	
APPLICANT'S Prior Address	Apt.	City	State	Zip	OWN RENT	Monthly Payment \$
Name & Address of Prior Landlord				City	State	Zip
				Dates Occupied? to	Prior Landlord Day Phone ( )	

## 3) EMPLOYMENT HISTORY (Current Employer - attach separate sheet if more than 1 current employer)

APPLICANT Employed By	Supervisor's Name		Dates: to		
Address	City	State	Zip	Phone	
				Position Held / Occupation	Gross Monthly Income: \$
				( )	
ADDITIONAL INCOME (Additional income such as child support, alimony or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification and is verifiable)					
Source: Amount of \$ _____ per _____ Source _____					
Has Applicant ever filed bankruptcy? No Yes Date: _____ County: _____ State: _____ Status: _____					

## 4) VEHICLE INFORMATION (Attach separate sheet if you have more than 1 vehicle)

License Plate Number / State	Year	Make	Model	Color
Do you own any recreational vehicles? No Yes Boats _____ Campers _____ Other: _____				

## 5) EMERGENCY CONTACT (Please list someone who will not live in the apartment)

Applicant's Contact	Relationship	Address	City	State	Zip	Phone ( )
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Subject to approval by the Agent for the Owner, the undersigned prospective resident agrees to pay an apartment reservation deposit and a non-refundable application fee for the purpose of reserving an apartment. Monthly rent is due on the 1st of each month. Upon execution of the lease agreement (which is available upon request) this reservation deposit will be applied to the security deposit and additional fees as listed on the Welcome Home form will be due. It is understood that any changes hereto must be in writing and signed by all parties. If your application is cancelled or denied, any refund may take up to 30 days by mail.

FOR OFFICE USE		
\$ _____	Amount Received	
Check	Money Order	Cashier's Check
_____ Document Number		
_____ Agent Initials		

Apt #: \_\_\_\_\_ Reservation Deposit: \$ \_\_\_\_\_ Non-Refundable Application Fee: \$ \_\_\_\_\_

Lease Term: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_ Rental Rate: \$ \_\_\_\_\_



The following marketing information is requested to help present and future planning.

<b>How did you first learn of this community?</b>	Signs/Banner	Flyer	Returning Resident	
	Apt. Guide	For Rent Magazine	Preferred Employer	_____
	Resident Referral	(If so, by whom? _____)	Apt #	_____ )
	Internet	Which? _____	Other	_____
<b>Why did you choose this community?</b>	Amenities	Incentives	Life Style	Location
	Unit Transfer			
<b>Previous Residence:</b>	Rent	Own	Other	
<b>Employment:</b>				
Agriculture	Finance/Insurance/Real Estate	Law Enforcement	Professional	Student
Clerical	Food Service	Manufacturing	Retail	Transportation
Construction	Full Time Homemaker	Medical	Retired	Unemployed
Education	Gaming Employee	Military	Self Employed	Utilities
Entertainment	Hotel Employee	Mining	Service Industry	
<b>Annual Income:</b>				
\$0 - \$9,999	\$10,000 - \$19,999	\$20,000 - \$29,999	\$30,000 - \$39,999	\$40,000 - \$49,999
\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,999
\$100,000 and over	No Income			

This application is made for the purpose of procuring rental of the herein described premises, and for credit and criminal background clearance.

All information in this application is correct to the best of my knowledge; all of the above data and information set forth herein including, but not limited to the statement of my assets, income and financial condition as of the date of this application. I agree that if any information herein contained is false, the lease made on the strength of this application may, at the option of the landlord, be terminated at any time.

I understand that you will retain this application whether or not it is approved. It is further understood that a credit report, criminal background report and complete verification will be requested. Authorization is hereby given to verify my credit, employment history, residence history and criminal background.

I hereby agree to release and hold harmless ConAm Management Corporation, its agents, employees and \_\_\_\_\_ (community name) from any and all liability, legal proceedings and costs including attorney fees arising out of either the verification of information contained on this application form or the release of this information to other parties. I also agree to release from all liability any landlord, former landlord or credit grantors that may supply information to verify my credit history. Approval process may take up to 5 business days.

The undersigned, upon taking possession of the reserved apartment hereby authorizes the reservation deposit to be applied to the security deposit and/or non-refundable preparation fee. Upon execution of the Lease Agreement, the reservation deposit becomes part of a \$\_\_\_\_\_ refundable security deposit, a \$\_\_\_\_\_ non-refundable preparation fee and/or all other fees listed on the Welcome Home form.

In the event the present Lessee, if any, does not vacate the subject apartment voluntarily at the conclusion of said present Lessee's earliest possible time, and if said apartment is not available to the undersigned on the reservation date for any reason whatsoever (including delays in new construction where applicable), the undersigned reserves the right to elect to demand and receive a refund of all monies paid minus the application fee. The undersigned acknowledges and understands that in the event said apartment is available by the reservation date, and is not then accepted by the undersigned, additional costs will be incurred. Re-leasing the subject apartment will result in the loss of the rental money which would otherwise be received from the undersigned. The undersigned agrees that a sum equal to the reservation deposit shall be retained by the apartment community as a reasonable estimate of damages for reserving the apartment for the undersigned and for re-leasing said apartment. Cancellation of rental after 48 hours of applying will result in the forfeit of your reservation deposit.

Applicant has read and understands the above statements. False information may constitute grounds for rejection and/or forfeiture of deposits.

**THE APPLICATION FEE IS NON-REFUNDABLE.**

Accepted and Agreed to:

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Agent for Owner Date

\_\_\_\_\_  
Printed Name



## Rental and Occupancy Criteria Guidelines



This community uses a statistically sound credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics so all applicants are treated objectively. Your credit report contains information about you and your credit experiences including your bill-paying history, the number and type of accounts you have, late payments, collection actions, outstanding debt, rental history and the age of your accounts. Using a statistical program, your information is compared to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent on time. ConAm's credit service provider also checks related data sources which include the FBI and U.S. Treasury lists of individuals wanted for direct involvement or support of terrorist activities. Based on your credit score and related data source information, your application will be either accepted (pending program verifications) or be declined. If your application is denied, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information to us.

Occupancy Guidelines: Studio – maximum 2  
 One Bedroom – maximum 3  
 Two Bedroom – maximum 5  
 Three Bedroom – maximum 7  
 Four Bedroom – maximum 9

HCD/HUD communities also have minimum occupancy requirements as follows:

Studio – minimum 1  
 One Bedroom – minimum 1  
 Two Bedroom – minimum 2  
 Three Bedroom – minimum 3 (HUD) – minimum 4 (HCD)  
 Four Bedroom – minimum 4 (HUD) – minimum 6 (HCD)

All applicants must comply with the following income requirements:

*Interviewing and applying for rental, income must be verified by providing documents such as: Pay stubs covering 3 months, court ordered spousal or child support, prior year's W-2, Social Security, AFDC, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income and asset verification (if applicable).*

Income received annually will be averaged over 12 months. Gross earned annual income for all adult household members and unearned income for all household members is combined and entered into the credit-scoring model for each applicant. Gross monthly income of combined applicants must be a minimum of \_\_\_\_\_ times the scheduled rent of the unit being leased for the Sec 42 LIHTC program for those families not receiving government housing assistance. Those families receiving government assistance must meet a minimum of 2 times their rent portion, but not less than \$500 per month. There is no minimum income required for those receiving project based assistance. The gross income for the household cannot exceed the current allowable AMI percentage for the apartment they are applying for.

*Resident History will be checked for the past 24 months (36 months for RD, BMIR, Sec 236 & Project Based Units). Any negative history, outstanding balance, unlawful detainer action and/or eviction on record will result in a denial.*

*Applicants with no prior credit history, no social security number and those returned with a "Refer" Recommendation from ConAm's credit service provider must qualify for rental based on ConAm's Rental Criteria for "Refer" Applicants. copy of the alternate qualifying criteria will be provided to the applicant, when applicable.*

*If the result of the screening is returned with a Fraud warning for identity, Address or Social Security Number, additional documentation will be requested. This is required per the federal FACT Red Flag Regulation and to help protect your identity.*

A criminal background check will be conducted for each applicant. The criminal search will be processed for all addresses at which the applicant(s) has resided over the previous forty-eight (48) months including a national search. The application will be rejected for any of the following reported criminal related reasons:

- Any Felony Convictions within the seven (7) years prior to the application date.
- Any Drug related convictions, including Petty Offenses within seven (7) years prior to the application date.
- Any Prostitution related convictions (Felony/Misdemeanor) within the seven (7) years prior to the application date.

- Any of the above related changes resulting in “Adjudications Withheld” and/or “Deferred Adjudication”. Active Status on Probation or Parole resulting from any of the above within the seven (7) years prior to the application date.
- Any Terrorism Related convictions (Felony/Misdemeanor) – NO TIME LIMIT
- Any Sex related convictions (Felony/Misdemeanor) – NO TIME LIMIT

Reasons for not approving an application include, but are not limited to: bankruptcy, insufficient income, excessive income, unpaid judgments, eviction, outstanding rent debt, household size exceeding occupancy limits or underutilization for HUD/HCD program communities, and falsification of the application information. The application to rent will not be approved if the reservation deposit check is returned NSF, if applicable.

**Applicant Consent**

The undersigned applicant(s) hereby consent to allow the Apartment community, through its designated agents or associates, to obtain a consumer report and/or criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease a unit to me/us. We also agree and understand that owner and its agents and associates may obtain additional consumer reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date