

## COUNTRY RIDGE APARTMENTS TENANT SELECTION CRITERIA

**Country Ridge** is operated in accordance with the Low-Income Housing Tax Credit (LIHTC) program of the Internal Revenue Service, Section 42. The information solicited within this Tenant Selection Criteria is requested by the owner in order to assure the Federal Government, that all Federal Laws are being met.

**NON-DISCRIMINATION.** The management agent, Oberer Management Services (OMS), shall comply with all federal, state and local fair housing and civil rights laws and with all equal opportunity requirements as required by law, without limitation.

Federal, state and local laws prohibit discrimination based on race, color, national origin, religion, sex, familial status, disability, ancestry, military status, age, marital status, sexual orientation and gender identity/expression. These requirements apply to all aspects of tenant relations including, without limitation: accepting and processing applications, selecting residents from among eligible applicants on the waiting list, assigning units, certifying and recertifying eligibility for assistance, and the termination of tenancies.

### Income Guidelines

Rent, utilities, and income figures are based on the limits currently in use. These figures are subject to change based on changes in the median income for Franklin County as provided by U.S. Department of Housing and Urban Development; changes in local utility rates, etc. The utility allowance used is only an estimate. It is not a level-billing figure. Actual utility costs will be the sole responsibility of the tenant and will vary according to individual household usage.

Income eligibility is based on size and composition of the family. If the applicant's annual income exceeds the applicable Franklin County area median income level, the applicant may not be admitted. A verifiable consistent monthly income must be verified through paycheck stubs, tax records and/or other source of written documentation. Proof of retirement benefits, disability income and full-time student status is required.

### GROSS INCOME LIMITS (Maximum Allowable Income per Family Size)

Number of Persons	1	2	3	4	5	6
60% Area Median Income	35,520	40,560	45,660	50,700	54,780	58,860
50% Area Median Income	29,600	33,800	38,050	42,250	45,650	49,050
40% Area Median Income	23,680	27,040	30,440	33,800	36,520	39,240
30% Area Median Income	17,760	20,280	22,830	25,350	27,390	29,430

### Occupancy Standards

Occupancy standards are set by a limitation on the number of individuals who may occupy a particular unit type, typically based on the size of unit and/or the size and number of bedrooms. They may be determined by local, state, and federal laws, or by the owner/manager. The standards must be reasonable and non-discriminatory, using criteria such as number and size of bedrooms, and overall space within the apartment. A recent HUD memo stated that any occupancy standard restricting occupants to fewer than two persons per bedroom would be presumed illegal.

No person, other than those listed as a household member on the original application may live in the apartment **without the prior written** consent of the management. Failure to obtain this approval will result in eviction. Applicants should keep in mind the LIHTC minimum and maximum occupancy standards for continuing occupancy and should understand that failure to meet this occupancy standard may require the family to seek housing elsewhere.

Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment and (6) persons in a three-bedroom apartment.

Note: A family may occupy a unit if the family does not exceed two (2) persons per bedroom plus a child who is less than twelve months old and who sleeps in the same bedroom with the child's parent(s), guardian, legal custodian, or person applying for that status.

### **Live-ins and Overnight Guests**

"Visitors" and overnight "guests" will be considered live-ins when an excessive amount of time (50% or more) is spent in the residence as follows: (1) when more than three (3) nights per week are spent in the residence on a recurring basis during a thirty (30) day period. (2) When fourteen (14) or more consecutive nights are spent in the residence. Children visiting a non-custodial parent will not be considered live-ins. Temporary waivers may be granted for visits exceeding the two (2) week limits at the discretion of the management for unusual, non-recurring, and temporary circumstances. (i.e., for temporary care of an ill parent, temporary visits from immediate family whose residence is more than sixty (60) miles from Country Ridge Apartments, etc.)

**IMPORTANT** Live-ins must have the **prior written consent** of management, and must meet the same LIHTC criteria as all tenants of Country Ridge Apartments. Live-ins may also affect the occupancy eligibility of the household.

### **Persons with Disabilities**

A person having a physical or mental impairment, which substantially limits one or more major life activity, is defined as having a disability. This can be a person who has a record of such impairment, or a person who is thought to have such impairment. Mentally ill persons, alcoholics, and persons with HIV/AIDS are considered disabled.

A person with a disability includes (1) Individuals with a physical or mental impairment that substantially limits one or more major life activities; (2) Individuals who are regarded as having such impairment; and (3) Individuals with a record of such impairment.

Any "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus Infection, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.

### **Tenant Selection Criteria**

Applicants must also meet the following criteria to be approved for residency:

1. Demonstrate ability to pay rent on time and to meet the requirements of tenancy.
2. Ability and willingness to care for the home will be assessed based on contact with past landlords, by the credit report, and/or home visits, and/or personal interviews to assess the applicant's demonstrative ability and willingness to care for housing. Also considered are comments from former landlords (ex. past rental history, including non-payment of rent, failure to cooperate with applicable recertification procedures, violations of community rules and regulations, violations of lease, history of disruptive behavior, or demonstrated disruptive behavior during application/leasing process, poor housekeeping habits, termination of assistance for fraud, previous evictions and outstanding utilities). Applicants that demonstrate unacceptable housekeeping practices as determined by the visit or report by landlord or other references will not be accepted for residency.
3. Ability and willingness to abide by the terms of the lease and all rules and guidelines, will be assessed by contacting the current and prior landlords, by the credit report, and by police records to provide applicant or other household member's history of conviction for crimes against persons or property. Applicants with history of a conviction for crime against persons or property will not be accepted for residency.
4. Applicants ability to live independently as determined by an applicant interview and/or home visit, by landlord reference, and/or by statement from qualified person such as a licensed physician or screening committee, if deemed necessary by management.
5. Applicant and spouse (or co-applicant), if any, having attained the minimum legal age for a contract to be enforceable. However, if legally emancipated, a co-signer will be required.
6. Applicants for admission whose household, in its entirety, consists of all full-time students any of whom do not meet one of the exemptions listed below, will not be considered eligible for admission. A full-time student is one who attends an educational organization that normally maintains a regular facility and curriculum for a minimum of five months per calendar year. Individuals pursuing a full-time source of institutional on going training under the supervision of an accredited agency are also deemed to be full-time students.

Exemptions:

- a). Students who are married and have already filed a joint federal income tax return. A copy of the joint federal tax return should be included in the file.
- b). Students who are single parents (with custody) and a school age child or children both of whom are not dependents of a third party.
- c). Students who receive assistance under Title IV of the Social Security Act.
- d). Students enrolled in a Federal/State Job Training Program.

**Application Processing Procedure**

The application processing procedure is written in such a manner so that each manager is familiar with exactly what must be accomplished from the time an applicant walks into the project office to the point that the applicant(s) becomes a resident of Country Ridge Apartments.

All persons interested in obtaining a home in a property managed by Oberer Management Services understands and agrees that their application will be processed based upon admissions criteria provided by any screening agency Oberer Management Services uses, such as a national tenant screening service, which conducts thorough background investigations. A non-refundable application fee of \$30 per individual and \$40 per married couple will be charged, at which time the following steps are performed:

- 1) Management accepts application
  - a. Management insists the application be complete and accurate. No white out should be on any application and/or third party verification. If a question does not apply to the applicant, fill in the blank with "N/A" Not applicable. No not leave items blank.
- 2) Management reviews applicant's eligibility
  - a. Family size
  - b. Income – Management will make an assessment of the information provided to determine if we feel that you will income qualify based on the information you provided. If both you and management believe that you income qualify, you will be asked to provide the non-refundable application fee to start the application screening process.
  - c. Informs prospect of security deposit upon approval of application screening process to hold the home and for move-out damages.
- 3) If no homes are available, management discusses waiting list procedures with applicant
  - a. When the appropriate bedroom size is unavailable, management places the applicant's name on a waiting list log in chronological order based on company's guidelines pertaining to family size and make-up.
  - b. Management informs the applicant(s) that the applicant is solely responsible to keep management informed of any change in address and telephone number etc. It is the applicant's responsibility to answer the waiting list update inquiry in the time prescribed. Failure to answer the above inquiries and notify the Leasing Office of address change in person, or by telephone, and/or mail will result in the applicant's name being removed from the waiting list.
  - c. For each application taken, management will do one of the following:
    1. Place the applicant(s) on a waiting list
    2. Reject the application, if unqualified or incomplete
    3. Process the application, if or when units are available
  - d. If applicant is placed on waiting list, applicant should contact the Leasing Office every three (3) months in order to stay on the waiting list.
  - e. The property records are indicative of the time and date the applicant was placed on the waiting list
  - f. Management may inform the applicant(s) that management has closed the waiting list if the waiting period has become excessive, (i.e. more than six (6) months)
  - g. Procedures for selection between applicants on the waiting list vs. current residents

4) A current resident with the need and income to be eligible for the lower or higher rent unit will be given priority for such a unit prior to new applicant on waiting list.

Management screens application:

Within 24 to 48 hours, management will screen your application through the appropriate credit agency in order to approve or deny the application to determine the applicant's credit worthiness. Country Ridge Apartments will process the applications in four sections. If applicant does not pass Section A of the screening process, applicant will be automatically denied and immediately notified of the denial. If applicant passes Section A, of the screening process, management will move on to Section B, and so forth. If applicant passes Section A, B and C, then a security deposit will be required before proceeding to Section D of the screening process.

Screening Process/criteria:

A. A Credit report will be ordered.

1. Credit reports will be ordered by Country Ridge Apartments for each applicant. A score of 800+ will be approved with a \$250.00 security deposit, a score of 730 – 799+ will be an unconditional approval with a half months rent security deposit, a score of 700 – 729 will be approved with a half months rent security deposit and a unconditional approved co-signor.
2. The credit report will be reviewed to determine the applicant's history of meeting financial obligations, including payments for rents, utilities, loans, revolving credit, and other obligations over the past three (3) years. Credit will be evaluated with a focus on whether or not a positive or negative trend exists with more weight given to current good credit.
3. Demonstrated ability to meet financial obligations and to pay rent on time.
4. Must not owe any non-telecommunication utility company past due amounts and must show their ability to have utility services in their name.
5. Must not have any outstanding collections from any landlords, any judgments, or civil suits filed against them for nonpayment of rent or evictions.
6. Bankruptcy: Applicant must provide discharge papers.
7. Foreclosure: Anticipated rent must be less than monthly mortgage P&I.
8. No repossessions within 12 months.

B. A Criminal background check will be completed on all Applicant(s) and occupants over the age of 18 years of age. Applicants will be denied for the following reasons:

1. Felony conviction for illegal manufacture or distribution of a controlled substance.
2. Sex offender registration.
3. Any other felony conviction not listed above during the past seven (7) years.
4. Misdemeanor or gross misdemeanor conviction involving assault, intimidation, sex related, property damage, drug-related property damage, or weapons charges during the past seven (7) years.
5. Misdemeanor or gross misdemeanor conviction for any theft, dishonesty, or prostitution charges during the past three (3) years.
6. A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use of pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
7. Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.

Note: These requirements do not constitute a guarantee or representation that residents or occupants residing at this community have not been convicted of any of the offenses listed above, or are not subject to deferred adjudication for a crime.

C. Verifiable residential history in good standing (including past 3 years). Verifiable residential history means the verification must come from an established apartment community or a private owner that can prove ownership of the home/apartment the applicant is/was renting from. Verifiable residential history cannot be from a relative. (Please note that residential addresses must match addresses reported on credit report).

Lack of 3 years of residential history will be accepted with an approved co-signor if other criteria are met.  
Verification of ability to pay rent based on income and expenses, (minimum income).

D. Low Income Housing Tax Credit (LIHTC) Verification Process.

1. Management will accept the full month's security deposit.
  - a. Management collects security deposit within 48 hours of approval. Once collected, management proceeds with verifications. If deposit is not paid within 48 hours, the application will be cancelled.
2. Obtain other family income and composition information and other data needed to certify LIHTC (Low Income Housing Tax Credit) eligibility. Management requires copies of government issued photo ID's for members of the household over the age of 18 and copies of birth certificates and social security cards for all household members.
3. Management sends out income and asset verification forms pertaining to household. All income and asset information provided on application will be verified.
4. Upon household composition verification and completion of income and asset verifications, for households meeting LIHTC income eligibility, management will contact applicant to schedule move-in.
  - a. All utilities must be transferred prior to Move-in.
  - b. A Lease Agreement will be executed.
  - c. A Tenant Income Certification will be executed.
  - d. Resident Rules and Regulations must be executed along with any additional addendums to the Lease Agreement.
  - e. At Move-in management and resident must complete and execute a move-in inspection form.

The application will be automatically denied based on the following:

1. Over or under income.
2. If it is determined that any fraudulent information was provided.
3. Poor Credit.
4. Failure to be able to obtain utilities in the applicants' name.
5. Poor Residential References or any Eviction within the past 3 years.
6. Must not have any outstanding collections from any landlords, any judgments, or civil suits filed against them for non-payment of rent or evictions.
7. Repossession within 12 months.
8. Failure to pass the Criminal Background check.

Conditional approval:

1. Property management record with a balance or past due within 36 months.
2. Non-telecommunication utility collection. (must show proof of payment).
3. Bankruptcy: Applicant must provide discharge papers and acceptable proof of residential history.
4. Foreclosure: Rent must be less than monthly mortgage P&I.

If applicant fails to pass Sections A or B, as mentioned above, applicant will be denied. A denial letter will be sent directly from the Leasing Office. The letter of denial will state the reason(s) of denial, at which time the applicant can request a copy of the credit report from the reporting agency or obtain a police report if denied due to a criminal record. If applicant fails to pass Sections C or D, management will contact the applicant directly.

If denied due to the criminal background search, the applicant has 14 calendar days from the date the denial letter is sent to submit an appeal regarding the reasons stated for the denied application by providing additional written documentation for consideration by the Appeals Officer.

**Note:** Approved applications will remain in good standing for a period of one hundred and twenty (120) days from the signature date of the application. If the lease is not signed or the applicant fails to occupy the home within the specified time period, the application must be resubmitted for verification and approval and a new non-refundable application fee will be required.

### **Conditions to Occupancy and Continuing Occupancy**

As a condition to occupancy, each person who is intended to be a Qualifying Tenant and/or 18 years of age will be required to sign and deliver to management a Tenant Sworn Income and Asset Statement, in which the prospective resident certifies that the household qualifies according to the income and other guidelines in effect on that date.

In addition, such persons shall be required to provide whatever other information, documentation, or certifications are deemed necessary to substantiate the income and other qualifications necessary to meet the LIHTC program guidelines.

Applicant understands and agrees that management must verify all income, and assets, household characteristics, and circumstances that effect eligibility. Applicant authorizes the release of this information by third parties contracted by management to obtain this information.

Any unit occupied by a family who is a qualifying resident at the beginning of occupancy shall continue to be treated as a qualifying tenant during their original one (1) year lease term, even though such family ceases to be of low or moderate income.

The determination of whether a family meets the income and family size requirements will be made at least annually on the basis of current income, student status and family composition. In the event the tenant is determined ineligible for the LIHTC program due to student status or family composition, the tenant must move when the current lease expires.

Tenant agrees to cooperate with management in providing all information required for recertification in the LIHTC program in a timely manner. Failure to provide required information and to cooperate in the recertification process will result in the household being required to vacate upon receipt of a written thirty-day (30) notice from management.

Tenants are required to immediately report the following changes:

1. Any household member moves out of a unit
2. Any individual not listed on the original application that is intending to move into the unit, or new members to the household, such as birth of a baby, adoption, or marriage.
3. Any adult member having a change in employment status, becoming employed or unemployed, or change in employment since last recertification.
4. Any adult member having a change in student status, (i.e., anticipates enrolling from part-time to full-time, anticipate enrolling in school full-time, graduating or quitting school.

### **VAWA ACT (Violence Against Women Act)**

The Violence against Women Act (VAWA) (42 U.S.C. 1437f and 42 U.S.C. 1437d) provides statutory protections for victims of domestic violence, dating violence, sexual assault, and stalking.

Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a resident's household or any guest or other person under the resident's control, shall not be cause for termination of assistance, or occupancy rights if the resident or an immediate member of the resident's family is the victim or the threatened victim of that abuse. An incident(s) of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim (or threatened victim), and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

Management may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking form (Form HUD-91066), or other documentation as noted on the certification form, be completed and submitted within 14-days, or and agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in denial of the application/eviction of the tenant.

Management is prepared to implement the Model Emergency Transfer Plan, which is the current Letter of Priority Entitlement process.

### **Eviction Procedures**

The following procedures will be followed for procedures:

- a. A three-day (3) Notice to leave the premises will be sent to the tenant by regular mail and hand delivered for non-payment of rent and/or noncompliance of the lease.
- b. A thirty-day (30) Notice to leave the premises will be sent to the tenant for "other good cause". This notice will also be delivered by regular mail and hand delivered.
- c. Notices will contain the following:
  1. Date to vacate the premises
  2. Stated grounds for termination with enough detail for tenant to prepare for defense.
  3. Advisement to tenant that if he/she remains in leased unit on date specified for termination, that an eviction action may be initiated, at which time the tenant may seek legal assistance to present a defense.
  4. Notice will state tenant's right for legal counsel
  5. If tenancy is terminated for non-payment of rent, the notice will state the dollar amount of the balance of the rent account and the date of such composition
- d. An eviction Notice will be filed with the court and proceedings implemented if tenant should fail to comply with grounds stated.

### **APPLICANT/TENANT'S AUTHORIZATION**

I/WE have been provided with a copy of **Country Ridge Apartments** Tenant Selection Criteria. I/WE have read or have been given the opportunity to read the Tenant Selection Criteria and understand and agree to the information contained herein. **IF YOU DON'T UNDERSTAND, STOP!** The Property Management Team will be happy to explain anything you do not understand.

### **ASK QUESTIONS AND BE SURE YOU UNDERSTAND BEFORE SIGNING!**

I/WE authorize the investigation of statements and information provided on the application, income computations, certifications, and otherwise made or provided to qualify for a home at **Country Ridge Apartments**. I/WE understand and agree that misrepresentation or omission of facts called for will be just cause for immediate eviction.

APPLICANT:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

CO-APPLICANT:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Leasing Agent: \_\_\_\_\_

## RENTAL APPLICATION

Community Name/Address: Country Ridge Apartments, 5656 Farmhouse Lane, Hilliard, OH 43026

Name of Applicant: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Name of Co-Applicant: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Desired Bedroom Size: \_\_\_\_\_

### OFFICE USE ONLY

Received Date: _____	Time: _____
Anticipated Move-In Date: _____	Price of Unit: _____
Move-In Special: _____	Offer Expires: _____
Size of Unit Needed: _____	How they heard about us? _____

### Instructions for Applicant

**Please print all sections in ink. Do not leave any sections blank, even those which do not apply to you.** For instance, if a section asks for a driver's license and you do not have a driver's license, enter "None" or "N/A" (not applicable). If you need to make a correction, draw one line through the incorrect information, then print the correct information above and initial the change.

Each adult applicant of the household (18 years of age or older) who are not related by marriage must complete a separate application form. Include all members who you anticipate will occupy the unit at least 50% of the time during the next 12 months.

All household members 18 years of age or older must complete a separate Sworn Income & Assets Statement.

It is important that all information on this application and the Sworn Income & Asset Statement be complete and correct. False, incomplete, or misleading information will cause your household's application to be rejected.

For financial information, please provide the names and addresses of people who can verify the information you provide. Use the backs of the pages to record any additional information.

As long as your application is on file with us, it is your responsibility to contact us whenever your address, telephone number, income situation, or family size changes.

After we accept your application, we will make a preliminary determination of eligibility. If your household appears to be eligible for housing, your application will be placed on a Waiting List, but this does not guarantee that your household will be offered an apartment. If later processing establishes that your household is not actually eligible or not actually qualified for housing, your application will be rejected. We will process your application according to our standard procedures, which are summarized in the Resident Selection Plan posted in the management office.

**Warning: "Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful, false statements or misrepresentation of any material fact involving the use of or obtaining federal funds.**





## Household Occupants

List all household members, including yourself, who will live in the unit.

Name (First, Middle, and Last)	Relation to Head of Household	Gender	Age	Date of Birth	Social Security Number	Driver's License #	Student Yes/NO Full-Time Part-Time?
	<b>HEAD</b>	M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>
		M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>
		M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>
		M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>
		M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>
		M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>
		M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>
		M <input type="checkbox"/> F <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>

Is any household member enrolled as a student at an institution of Higher Education? Yes ☐ No ☐

If all of the occupants of the unit are full-time students, has any student formerly received foster care assistance?

Yes ☐ No ☐

Applicant's Current Marital Status: Never Married ☐ Divorced ☐ Separated ☐ Married ☐ Widowed ☐

Co-Applicant's Current Marital Status: Never Married ☐ Divorced ☐ Separated ☐ Married ☐ Widowed ☐

1. Yes ☐ No ☐ Do you or any member of your family have a condition that will require special housing needs?

**SPECIAL UNIT:**

- ☐ Physical modification to a typical apartment      ☐ One level unit  
☐ A separate bedroom      ☐ A unit for vision impaired  
☐ A unit for hearing impaired

2. Yes ☐ No ☐ Please indicate whether you are requesting a need for a handicap/disability adjustment to income:

\_\_\_\_\_

3. Yes ☐ No ☐ Have you or your spouse/co-applicant ever used different names from the names shown above? If yes, please list names used and date when such names were in use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Yes ☐ No ☐ Are any of the dependents listed above going to be living in the household for less than **50%** of the time? If yes, who: \_\_\_\_\_

: \_\_\_\_\_

5. Yes ☐ No ☐ Are any household members, who would normally live with you, temporarily or permanently absent? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

6. Yes ☐ No ☐ Do you own any pets? If yes, list the breed: \_\_\_\_\_

7. Please list all vehicles below:

Vehicle 1 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate#: \_\_\_\_\_  
Vehicle 2 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate#: \_\_\_\_\_

8. In case of emergency, please notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Doctor: \_\_\_\_\_ Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

9. How did you hear about this community? \_\_\_\_\_

### **Employment History**

Please enter the information requested for your present employer and/or Military including Reserves, and previous employer.

A. Applicant Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Salary\* \$ \_\_\_\_\_ per ☐ hour ☐ week ☐ month ☐ year  
☐ other \_\_\_\_\_

Do you have a second Job? ☐ Yes ☐ No If yes, where: \_\_\_\_\_

Salary \* \$ \_\_\_\_\_ per \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Salary\* \$ \_\_\_\_\_ per ☐ hour ☐ week ☐ month ☐ year  
☐ other \_\_\_\_\_

B. Spouse/Co-Applicant Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Salary\* \$ \_\_\_\_\_ per ☐ hour ☐ week ☐ month ☐ year  
☐ other \_\_\_\_\_

Do you have a second Job? ☐ Yes ☐ No If yes, where: \_\_\_\_\_  
Salary \* \$ \_\_\_\_\_ per \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Salary\* \$ \_\_\_\_\_ per ☐ hour ☐ week ☐ month ☐ year  
☐ other \_\_\_\_\_

### **Rental History**

Please enter the information requested for your current address and the two most recent prior addresses. Include places where you were not listed on the lease and places where you lived under a different name.

#### **Applicant:**

**Current Address:** \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you: ☐ Rent ☐ Own your home? Month and year moved in: \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Landlord/Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you: ☐ Rent ☐ Own your home? Month and year moved in: \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Landlord/Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you: ☐ Rent ☐ Own your home? Month and year moved in: \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Landlord/Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Current Address:**

Do you: ☐ Rent ☐ Own your home? Month and year moved in: \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you: ☐ Rent ☐ Own your home? Month and year moved in: \_\_\_\_\_ Monthly Rent/Mortgage:\$ \_\_\_\_\_

Landlord/Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Income

List all full-time, part-time and/or seasonal employment for head, spouse/co-applicant and other household members age 18 or older, including self-employment and military reservist pay. List non-employment income for all household members. This includes but is not limited to income from student financial assistance, interest, dividends, income from rental property, social security, pensions, public assistance, SSI, unemployment compensation, alimony, child support, workers compensation and disability compensation.

[illegible]

### Assets

List assets of all household members, including but not limited to Bank Accounts, Stocks, Bonds, Treasury Bills, Certificates of Deposit, IRA, Keogh Accounts and Real Estate:

Type of Asset	Name on Account	Name and Address of Financial Institution	Account Number

### General Information

1. Yes ☐ No ☐ Have you or your spouse/co-applicant ever been evicted? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
2. Yes ☐ No ☐ Have you or your spouse/co-applicant ever filed for bankruptcy? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
3. Yes ☐ No ☐ Have you or your spouse/co-applicant ever received rental assistance? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
a) Yes ☐ No ☐ Has your rental assistance ever been terminated for fraud, non-payment of rent or failure to recertify?  
\_\_\_\_\_
4. Yes ☐ No ☐ Will you or any member of your household live anywhere except the apartment? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
5. Yes ☐ No ☐ Have you or your spouse/co-applicant ever been evicted or otherwise involuntarily removed from rental housing due to fraud, nonpayment of rent, failure to cooperate with recertification procedures, or for any other reason? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
6. Yes ☐ No ☐ Have you or any member of your household ever been convicted of the illegal possession, distribution, trafficking or manufacturing of an illegal drug or other illegal controlled substance? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
7. Yes ☐ No ☐ Have you or any member of your household ever been convicted of a felony? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Yes ☐ No ☐ Do you live or have you or your spouse/co-applicant ever lived in government subsidized housing? If yes, when and where? \_\_\_\_\_  
\_\_\_\_\_
9. Yes ☐ No ☐ Is your household involuntarily displaced through no fault of anyone in the household? \_\_\_\_\_  
\_\_\_\_\_
10. Yes ☐ No ☐ Is your household currently homeless or living at a shelter?
11. What is the condition of your current housing? (Check all that apply)
- Standard ☐ Unsafe or Unhealthy ☐ Living with Parents ☐  
No Indoor Plumbing/Kitchen ☐ Currently without Housing ☐

### **Statements by All Adult Household Members**

We certify that all information given in this application is true, complete and accurate. We understand that if any of this information is false, misleading or incomplete, management may decline our application or, if move-in has occurred, terminate our Rental Agreement.

We authorize the Property to make any and all inquiries to verify this information either directly or through information exchanged now or later with rental and credit screening services, and to contact previous and current landlords or other sources for credit and verification confirmation which may be released to appropriate Federal, state or local agencies.

If our application is approved and move-in occurs, we certify that only those persons listed in this application will occupy the apartment; that they will maintain no other place of residence, and that there are no other persons for whom we have or expect to have, responsibility to provide housing.

We agree to notify management in writing regarding any changes in household address, telephone numbers, income, and household composition.

We have read, and understand, the information in this application, in particular the information contained in the instructions for Head of Household and we agree to comply with such information.

We have been notified that the Resident Selection Plan which summarizes the procedures for processing applications is posted in the management office.

We understand that if this application is placed on a Waiting List, we may request sample copies of the Rental Agreement and House Rules. If this application is approved, and move-in occurs, we certify that we will accept and comply with all conditions of occupancy as set forth therein, including specifically all conditions regarding pets, rent, damages and Security Deposits.

We authorize management to obtain one or more "consumer reports" as defined in the Fair Credit Reporting Act, 15 U.S. C. Section 1681a(d), seeking information on our creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Head of Household

\_\_\_\_\_  
Signature of Spouse or Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Spouse or Co-Applicant

### **Acceptance of completed application by Management**

\_\_\_\_\_  
Signature of Managing Agent

\_\_\_\_\_  
Date

#### Race and Ethnicity of Head of Household

HUD requires us to report the race and ethnicity of the Head of Household for all applicants. We request your cooperation in completing the following questions. This response is optional and your entry will have no bearing on your eligibility for housing. However, if you choose not to furnish it, the owner is required to note the race/ethnicity of individual applicants on the basis of visual observation or surname.

#### Race of Household Head, please check one:

☐ White/Caucasian    ☐ African-American    ☐ American Indian    ☐ Alaskan Native    ☐ Asian  
☐ Pacific-Islander    ☐ Other    ☐ Hispanic