# **APPLICANT INFORMATION FORM**

Property address, phone and fax

\_\_\_\_\_\_does not discriminate against any person because of race, color, religion, sex, national origin, familial status, or handicap/disability. Management will assist any applicant who requests assistance in filling out this application. If you are handicapped or disabled, or have difficulty completing this application, please advise us of your needs when you receive the application or call us to schedule assistance. Our telephone number is \_\_\_\_\_\_. Please call between the hours of \_\_\_\_\_\_\_Monday through Friday. Management will treat information you provide on income, handicap, or disability status as confidential. In accordance with program regulations, information may be released to appropriate Federal, State or local agencies. Any misrepresentation of information related to eligibility, preference for admission, allowance, rent, family composition, or prior tenant history will affect approval for residence. It is understood by the undersigned that this is an application only and does not insure occupancy.

#### **PERSONAL INFORMATION**

Applicant's Full Name:				D.O.B
Have you ever used another nam	ue(s)	If yes, name(s)		
Social Security Number:		<del>-</del>	Current Phone #:	
Email Address:	Dr#:			
List any other persons who will reside with you below (Include relationship, date of birth, SSN and annual income)				
Name	Relationship	Date of Birth	Social Security Number	Annual Income
Do you anticipate a change in fa	mily composition	? Yes No	If yes, please explain:	
Do you have full custody of you	r child(ren)?	Yes No If no, p	blease explain:	
Present Address			How long at this address? From	1To
City	State	Zip	Rent/Mort. Amount: \$	
Present Landlord or Mortgage H	esent Landlord or Mortgage HolderTelephone			
Reason for moving				
Is your lease expired? Y / N (p	lease circle one) I	f not, when is your	lease expiration date?	

Are you a student? Y / N (please circle one) If yes, are your full or part time?

### RACE AND ETHNICITY OF THE HEAD OF HOUSEHOLD:

Check one box each in "A"& "B" (This section is optional)

A. Is the head of your household?

 $\Box$  American Indian or Alaskan Native  $\ \Box$  Asian  $\ \Box$  Black or African American  $\ \Box$  White

□ Native Hawaiian or other Pacific Islander

B. Ethnicity of Head of household:

 $\Box$  Hispanic or Latino  $\Box$  Not-Hispanic or Latino

### **RESIDENCE HISTORY:**

Previous Address			How long	at this address? From	To
City	State	Zip	Rent/Mo	rt. Amount: \$	
Previous Landlord or Mortgage	Holder			Telephone	
Reason for moving					
Name of nearest living relative_			Phone	Relationship	
Who should we contact in case	of emergency?				
Relationship:	Phone	A	ddress		
Do you have pets?If ye	s what kind				
Do you need language assistance	e in completing t	his application?			
Do you have any special needs If yes, please describe					

### CRIMINAL & RENTAL HISTORY (ANY UNANSWERED QUESTION WILL BE CONSIDERED A "YES")

- 1. Have you or any member of your household ever been convicted of or pleaded guilty or "no contest" to a felony or sexrelated crime? Yes \_\_\_\_\_ No \_\_\_\_
- Are you or any member of your household Subject to a lifetime registration requirement under a state sex offender registration program? Yes No\_\_\_\_\_
- Have you, your spouse or any applicant on the application ever been charged with a felony or sex-related crime that was
  resolved by probation, deferred adjudication, court-ordered community supervision or pre-trial diversion?
  Yes\_\_\_\_\_No\_\_\_\_\_
- 4. Have you ever been evicted or been asked to move out of an apartment? Yes No
- 5. Have you in the past had a pattern of abuse of alcohol that has disrupted the peaceful enjoyment of your neighbors? Yes \_\_\_\_\_

No \_\_\_\_

- 6. Have you ever broken a rental agreement? Yes\_\_\_\_\_No\_\_\_\_
- 7. Have you ever been sued for rent? Yes\_\_\_\_ No\_\_\_\_
- 8. Have you ever been sued for property damage? Yes\_\_\_\_\_No\_\_\_\_

Failure to respond to the above questions may jeopardize the approval of your application. If you answered YES to any of the questions above, please explain further in the space provided immediately below:

Employed By

Employers Address

Rental Application 2

How Long? Yrs Mos.

Telephone

Position		Monthly Income		Supervisor		
Previously Em	ployed By			How long?	Yrs	Mos.
Employers Add	dress			Telephone		
Position		Monthly Income		Supervisor		
	· ·	nclude financial aid, soc enting each source of inco		urity, loans, mutual fu	unds, stocks, bonds, et	c.)
Income Source	2	Amount of yearly income \$	Inc	come Source	Amount of yearly in \$	come
		\$ \$			\$	
		MATION:				
Address Bank Contact/ Have you ever	Loan Officer	Y / N When?and collections:		Checking Acct. # Savings Acct # Are there any	judgments against you? Y	/ N
1) 2) 3) 4) 5)		student loans, credit cards, au \$\$\$\$\$		/ Mo / Mo / Mo / Mo	etc.)	
		n for each vehicle				
		i for each vehicle	Year	Color	Plate No/State:	
Make						
	learn about this co	<u>mmunity?</u>				
□ Friends	□ Resident of th	is community.		□ Advocacy Group, if yo	es please indicate which or	ne?
□ Relatives	□ Newspaper, i	f yes please indicate which on	ne.	$\Box$ Other, please specify		
with Cancelled by	y the lesser in th	ent I enter into a lease e event any information y inaccurate or incomple				ocument

for the benefit of all residents and proper operation of the property, and I agree that the residency will be subject to them. I furthermore acknowledge that I have received, read and understand the *Residents' Rights and Responsibilities," Is Fraud Worth It?", RHIIP Information Sheet for Tenants, EIV and you Brochure, HUD consent forms 9887 & 9887/a* and the HUD Fact Sheet *"How your Rent is Determined".* 

Applicant	Signature:
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\_\_Date: \_\_\_\_\_

## Credit and Criminal Background Check:

The verification of an acceptable credit history and criminal back ground search are required as part of the application process to determine resident eligibility. I understand my authorization is necessary for \_\_\_\_\_\_\_ to obtain these and other verifications in order to process my application. I further understand that an acceptable credit rating, criminal background check, and landlord history is necessary part of the resident selection criteria.

By signing below I am **authorizing** \_\_\_\_\_\_\_ to obtain the criminal and credit background checks to process my application.

Applicant's signature

Date

**Updating** \*If the application is over 90 days old at move-in, applicants must sign new HUD 9887/9887-A and complete the following:

Updated on \_\_\_\_\_\_ Applicant's initials \_\_\_\_\_\_ Has there been changes in the information? \_\_\_Yes \_\_\_No \* *If the applicant marked yes, they need to complete a new application and income asset checklist. All changes need to be verified by third party verification.* 



**This application is not a lease agreement.** THE SPIRIT AND INTENT OF THE SECTION 504 REGULATION OF THE REHABILITATION ACT OF 1973, WE WILL NOT DISCRIMINATE ON THE BASIS OF DISABILITY.

Office Use Only
Date Received:
Time Received:
Received by:

All applicants are to be given an income and asset checklist to complete when they fill out or pick up a rental application. Once completed, please staple it to this application.

**PENALTIES FOR MISUSING THIS CONSENT**: "Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the \*\*Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).\*\*