

Eastside Village Apartments

111 2nd Street SE

Stewartville, MN 55976

Phone 507.533.4953 or 507.288.9205

Fax 507.536.4685

INSTRUCTIONS FOR RETURNING APPLICATION BY MAIL

1. **Complete all sections of the application; N/A may be written if not applicable.**
 - Any application received with missing information will not be accepted and returned to the sender.
 - The name, address, apartment complex name (if applicable), and phone number for all previous landlords **must** be included on the application.
2. **The following items must be included and returned with your application:**
Please copy each person's information separately.
 - You must provide copies of all forms of identification that apply to your household.
Examples: Drivers License or State ID, Social Security Card, I-94 Document (front and back on the same page), Green Card, Permanent Resident Card and Birth Certificates, United States Passport, etc, for all members of the household.
3. **All applications are date/time stamped when received and put on the waiting list in the order received.**
4. **When you are near the top of the waiting list you will be called for an interview.**

Return all required forms/documents to address listed above

Please remember all questions on the application must be answered and all identification, landlord, and contact information must be included to process your application. If you have questions you may contact the Eastside Village Office at 507.533.4953 or 507.288.9205.

SCREENING CRITERIA

TO BE CONSIDERED FOR HOUSING, A HOUSEHOLD MUST MEET THE MINIMUM SCREENING CRITERIA WITH REGARD TO CREDIT, CRIMINAL HISTORY AND ACCEPTABLE PERSONAL AND LANDLORD REFERENCES. IF ANY OF THE FOLLOWING INFORMATION IS TRUE, THE APPLICANT(S) WILL BE DENIED RESIDENCY.

CREDIT

- ◆ Applicants with outstanding (unpaid) collections totaling \$500.00 or more.
- ◆ Applicants with judgments and credit grantor loss write-offs totaling \$500.00 or more.
- ◆ Applicants with any combination of the above two criteria totaling \$500.00 or more.
- ◆ Applicants with a bankruptcy on their record that is less than two years old.
- ◆ Applicants with a consistent history of late payments on their financial obligations.
- ◆ Applicants with outstanding financial obligations to current or previous landlords.
- ◆ Applicants with outstanding financial obligations to mortgage lenders.
- ◆ Applicants with a Beacon Score under 550.

Note: A valid explanation for any of the above listed criteria may be considered by the owner/agent if provided in writing by applicant(s).

LANDLORD REFERENCES

- ◆ Applicants that can not provide verifiable rental landlord references of at least one-year duration with a written contract.
- ◆ Applicants with an unlawful detainer on their record.
- ◆ Applicants with verified housekeeping problems or with a history of disturbing the peace.
- ◆ Applicants with a verified charge by local law enforcement for disorderly use pertaining to crime free/drug free housing.

Note: A valid explanation for any of the above listed criteria may be considered by the owner/agent if provided in writing by applicant(s).

CRIMINAL HISTORY

We do not reject applications based on arrests, dismissed charges, or expunged convictions.

We do not reject applications based on juvenile records unless the resulting adjudication or conviction is based on an adult charge or public juvenile adjudication.

We do not reject applications based on minor crimes (failure to pay transit fare, minor consumption of alcohol, loitering without intent, worthless check, etc.) or for minor and moderate driving offenses that do not involve criminal vehicular operation causing property damage or bodily injury.

DUIs/DWIs will not be considered unless the applicant has three or more such offenses in the past five years.

No matter the date of the conviction, we reject applications for criminal convictions such as homicide; arson; 1st, 2nd, and 3rd degree criminal sexual conduct; child pornography; illegal manufacture or distribution of controlled substances; terrorism; blackmail; extortion; and racketeering. We reject applicants who are currently subject to any sex-offender registration requirement under any jurisdiction.

For convictions not described above, we consider the nature, severity, and age of the conviction in determining whether to approve or reject an application. For felony convictions, the range is between 2 and 15 years. For example, a less serious felony (like harboring a runaway child) must be at least 2 years old, or your application will be denied. A more serious felony (like assault with a deadly weapon) must be at least 15 years old, or your application will be denied. The age ranges for gross misdemeanors and misdemeanors is 2 years old to 10 years old. The age ranges for petty misdemeanors is 2 years old to 5 years old, unless an applicant has repeated convictions. Given the variety of convictions that exist and the need to review accurate records, we cannot make binding pre-application determinations about whether your criminal history may disqualify you from our housing. We make admissions decisions after we have ordered and reviewed screening reports.

Open charges: Unless the charge is for a crime that we disregard under our screening policy, we reject applicants with open charges. An applicant may re-apply upon resolution of the open charge, at which time the then-closed charge will be considered under our criteria. If the open charge was dismissed, the application will not be denied on the basis of that charge. If the open charge resulted in a conviction, it will be evaluated under our criteria to determine whether the conviction requires rejection of the application.

We have the discretion to evaluate criminal records to determine how to characterize them and apply our screening criteria. Our screening criteria are narrowly and proportionately tailored to comply with fair housing law, advance the property's interests, and not unduly limit an applicant's admission based on criminal background. We have and will continue to consider the interests of the property; various laws; and other relevant materials when determining how to treat criminal records under our criteria. We will reject applications when required to do so by federal, state, or local law. We have the discretion to modify our policy and criteria based on new information, new law, our experience in applying the policy and criteria, and other business justifications.



Date & Time Received
Site Manager Only

RENTAL APPLICATION

Eastside Village

(Property Name)

Does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its federally assisted programs and activities.

Please Print

List each person who will live in the apartment or townhouse (start with yourself).

Those who are over the age of 18 will need to fill out a separate application.

| NAME Last, First, Middle Initial | DATE OF BIRTH | RELATIONSHIP TO YOU | SOCIAL SECURITY NUMBER ** | DRIVER LICENSE NUMBER | ANNUAL INCOME |
|-------------------------------------|---------------------|------------------------|------------------------------|--------------------------|------------------|
| | | Head | | | |
| | | | | | |
| | | | | | |
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****Applicants must disclose provide verification of the complete and accurate SSN assigned to each household member. Failure to disclose and provide documentation and verification of SSNs will result in the applicant not being admitted. Please indicate if the member not proving a SSN meets one of the three exceptions to this rule listed. I do not contend eligible immigration status. I am age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010. Minor child under the age of 6 that has been added to this household within the last 6 months.**

- | | | |
|---|---------|--------|
| 1. Does your household have a need for an accessible unit? | Yes ___ | No ___ |
| 2. Have you been displaced due to gov't action or presidentially declared disaster? | Yes ___ | No ___ |
| 3. Does anyone live with you now who is not listed above? | Yes ___ | No ___ |
| 4. Do you expect any change in your household composition? | Yes ___ | No ___ |
| 5. Are you enrolled as a student at an institution of higher education? | Yes ___ | No ___ |
| 6. Does anyone outside of your household pay for any of your bills or give you money? | Yes ___ | No ___ |
| 7. Have you ever been convicted of a felony, misdemeanor, or crime? Or do you have any pending legal charges against you? | Yes ___ | No ___ |
| 8. Are you or any member of your household subject to a lifetime sex offender registration requirement in any state? | Yes ___ | No ___ |
| 9. Have you ever been evicted or had a judgement for an Unlawful Detainer? | Yes ___ | No ___ |
| 10. Have you or any member of your household ever resided in another state? Yes, please list state(s) below. | Yes ___ | No ___ |

If you answered Yes to any of the above question please explain:



Current Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____ Apt. No: _____

Daytime Phone: _____ Evening Phone: _____

Present Landlord: _____ Landlord's Phone Number: _____

Landlord's Address: _____

City: _____ State: _____ Zip Code: _____ Apt. No: _____

Rent Rate: \$ _____ From: _____ To: _____

Previous Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____ Apt. No: _____

Daytime Phone: _____ Evening Phone: _____

Present Landlord: _____ Landlord's Phone Number: _____

Landlord's Address: _____

City: _____ State: _____ Zip Code: _____ Apt. No: _____

Rent Rate: \$ _____ From: _____ To: _____

Current Employer: _____ **Position:** _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone Number: _____

From: _____ To: _____

Would you like a copy of this property's Tenant Selection Plan? Yes No

How did you hear about the property? Please circle

Newspaper Television Internet Site Sign Radio Telephone Book Friend / Relative

Other: _____

APPLICANT CERTIFICATION: I acknowledge that Paramark Corp. will be collecting information on me regarding housing eligibility. Verifications and inquiries that may be requested include, but are not limited to: employment, income and assets, credit and criminal activity, residences and rental activity. The resources that may be asked to release this information include but are not limited to: previous landlords, public housing agencies, past and present employers, utility companies, law enforcement agencies, banks and other financial institutions, credit providers and other credit bureaus.

I certify that the statements made on this application are true and complete to the best of my knowledge and belief. I understand that providing false statements or incomplete information may result in punishment under Federal Law.

ADULT HOUSEHOLD MEMBER SIGNATURE

DATE





Lease with Confidence

(FOR OFFICE USE ONLY)

SITE NAME: Eastside Village

RHR ACCT #: _____

General Consent Form

Personal Information:

I, _____ have made

Last Name

First

Middle

Maiden

application with Eastside Village for apartment rental

Company Name

State Purpose

Current Address _____ City _____ State _____ Zip Code _____

Previous Address _____ City _____ State _____ Zip Code _____

Date of Birth _____ Sex _____ Social Security Number _____ Driver's License _____ State _____ Home Phone _____

Release:

I/We authorize Rental History Reports (RHR) and/or the above named company to do a complete investigation of all information provided in my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: credit report, verification of employment and income, criminal record search, rental history references (including MPHA), unlawful detainer/eviction investigation, identity trace, sex offender search, terrorism search, check writing history and personal interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus, banks and other depository institutions, current and former employers, federal or state records including state employment security agency records, county or state criminal records, county agencies as it relates to the applicant's eligibility, non-eligibility and/or benefit amounts received by the tenant, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize RHR to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case, the authorization continues in effect for the maximum period not to exceed one (1) year. Notice to applications applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screen report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-days' notice. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Applicant Signature _____

Date _____

OUT-OF-STATE CRIMINAL RECORDS SEARCH

| | | | |
|---------------|-------|---------------|-------|
| _____ | _____ | _____ | _____ |
| City / County | State | City / County | State |
| _____ | _____ | _____ | _____ |
| City / County | State | City / County | State |

Rental Reference Request

*****PLEASE FAX BACK TO 507.536.4685*****

Applicant Only Sign Release On This Form.

| | | |
|---|---------------------|-------|
| I authorize <u>Eastside Village</u> to receive information regarding my rental history. | | |
| _____ | _____ | _____ |
| Applicant Signature | Applicant Signature | Date |

To: _____ Phone #: _____ Fax #: _____

Re: _____ Apartment Complex: _____

Address: _____

(approximate dates: _____ to _____ -information provided by applicant)

1. Dates of Residency: _____ to _____
2. Rental Amount: \$ _____ Did the resident pay their rent on time? _____
3. Late Payments (How many) _____
4. Proper Notice Given: _____
5. Did you receive a security deposit? _____
How much of it was returned to the resident? _____
6. Noise Complaints: _____ Please explain: _____
Any police call to his/her home? _____
7. NSF Checks (How many): _____
8. If the above applicant would re-apply to rent at your property, would you re-rent? _____
9. Did the applicant have any pest infestation in his / her home? (Please circle one) Yes or No
If yes, explain: _____
10. Was their housekeeping acceptable? (Please circle one) Yes or No

Comments: _____

Completed By (please sign) _____ Title _____ Date _____

Please fax or mail this rental reference back to:

| |
|---|
| Name: <u>Eastside Village</u> |
| Address: <u>111 2nd Street SE</u> <u>Stewartville, MN 55976</u> |
| Fax: <u>507.536.4685</u> |

Thank you for assisting us with our application process.



PARAMARK

 Real Estate Services

NOTICE TO TENANT

The U.S. Department of Housing and Urban Development (HUD) now requires the use of the Enterprise Income Verification system (EIV) for all HUD assisted housing projects. As a result, the following reports will be pulled as listed for your HUD assisted property:

| Report Title | Report Description | Report to be run: |
|--|--|--|
| <i>Project Summary Income Report</i> | Shows statistical data on all verified HH members for the selected recertification month that have an Income Report, Income Discrepancy Report, No Income Report, or New Hires Report available. | Reports instructions are detailed below in the individual report sections. |
| <i>Household Summary Report</i> | Shows any HH members who have either a "failed", "not verified", or "verified" status. | *Within 90 days post-Move In TRACS submission AND until all members show a "Verified" Status. |
| <i>Income Report (Detail)</i> | Shows income information on all verified HH members. Would show who currently receives or has received SS/SSI, displays Medicare data/status, approximately 2 years of wage, unemployment, and New Hire (W-4) information. | *Within 90 days post-Move In or IC TRACS submission *For all ARs: The first week of every month for those households that are due in 120 days (ex. report 8/1 for recertifications due 1/1). *For all IRs: At the time the HH reports change. |
| <i>Income Discrepancy Report</i> | Shows verified HH members with actual income in EIV that is \$2,400+ more than the projected income reported on the most recent 50059 in TRACS. | *Within 90 days post-Move In or IC TRACS submission *For all ARs: The first week of every month for those households that are due for in 120 days (ex. report 8/1 for recertifications due 1/1). *For all IRs: At the time the HH reports change. |
| <i>No Income Report</i> | Shows verified HH members who are not currently receiving and have never received SSA income and who have no current wages/unemployment/New Hires data. | *During the first week of the following months: October, January, April, and July for ALL certification months. |
| <i>New Hires Report</i> **Detail Summary" report references the multi-resident detail printout provided in EIV* | Provides a list of HH members who have a new hire record (W-4 <u>filed</u>) w/in the last 180 days. | *During the first week of the following months: October, January, April, & July for ALL certification months (Quarterly). *Retain Detail Summary report in master file for 3 years & Individual Detail report in tenant file for term of tenancy plus 3 years. |
| <i>Existing Tenant Search</i> | Shows if an individual applicant is receiving assistance in any PIH or MF housing program. | *At time of application for each household member. |
| <i>Multiple Subsidy Report</i> | Provides a list of current HH members who may be receiving assistance in multiple MF projects or both PIH and MF projects. | *During the first week of the following months: October, January, April, and July for ALL certification months. |
| <i>Failed EIV Pre-Screening Report</i> | Shows HH members in a family who have missing or invalid personal identifiers (last name, DOB, SSN) in TRACS. | *During the first week of every month for ALL certification months. |
| <i>Failed Verification Report</i> | Shows HH members in a family where the SSA was unable to match all tenant identifiers that were successfully submitted via TRACS – SSN, last name and DOB information from the 50059. | *During the first week of every month for ALL certification months. |
| <i>Deceased Tenant Report</i> | Shows basic information on current households in TRACS who also contain a member who is deceased according to the SSA. | *During the first week of the following months: October, January, April, and July for ALL certification months. |

Please sign below acknowledging receipt of this letter and the *EIV and You* brochure.

Head of Household Signature

Date

Co-Head of Household Signature

Date



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

| | |
|--|--|
| Applicant Name: | |
| Mailing Address: | |
| Telephone No: | Cell Phone No: |
| Name of Additional Contact Person or Organization: | |
| Address: | |
| Telephone No: | Cell Phone No: |
| E-Mail Address (if applicable): | |
| Relationship to Applicant: | |
| Reason for Contact: (Check all that apply) | |
| <input type="checkbox"/> Emergency | <input type="checkbox"/> Assist with Recertification Process |
| <input type="checkbox"/> Unable to contact you | <input type="checkbox"/> Change in lease terms |
| <input type="checkbox"/> Termination of rental assistance | <input type="checkbox"/> Change in house rules |
| <input type="checkbox"/> Eviction from unit | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Late payment of rent | |
| Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you. | |
| Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law. | |
| Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975. | |

Check this box if you choose not to provide the contact information.

| | |
|--|--|
| | |
|--|--|

Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.