

ORIGINAL CERTIFICATION ( )  
RE-CERTIFICATION ( )

I. CREDIT APPLICATION

Co-Applicants must complete a separate application  
PLEASE PRINT AND FILL OUT COMPLETELY

COMPLEX \_\_\_\_\_  
SIZE \_\_\_\_\_ UNIT NBR \_\_\_\_\_ RENT \_\_\_\_\_

APPLICANT:  
FULL NAME: \_\_\_\_\_ Yes No \_\_\_\_\_  
First M Last Social Security Birth date Student

OTHER OCCUPANTS:  
(1) Name Social Security Birth Date Relationship Yes No \_\_\_\_\_  
Student  
(2) Name Social Security Birth Date Relationship Yes No \_\_\_\_\_  
Student  
(3) Name Social Security Birth Date Relationship Yes No \_\_\_\_\_  
Student  
(4) Name Social Security Birth Date Relationship Yes No \_\_\_\_\_  
Student  
(5) Name Social Security Birth Date Relationship Yes No \_\_\_\_\_  
Student

STUDENT STATUS:  
Are all of the residents students? (If the answer is no, check no and skip to RENTAL HISTORY) ( ) Yes ( ) No  
If yes: is the household comprised of a single parent and child, neither of whom is a dependent of  
A third party? ( ) Yes ( ) No  
If yes: is Applicant & Co-Applicant married and file a joint tax return? ( ) Yes ( ) No  
If yes: does the household receive TANF or AFDC? ( ) Yes ( ) No

RENTAL HISTORY:  
CURRENT ADDRESS: \_\_\_\_\_  
Street Address Apt. # City State Zip Code Do you Own or Rent?  
( )  
Monthly Rent / Payment How Long? Owner / Manager Phone Reason for Moving

PREVIOUS ADDRESS: \_\_\_\_\_  
Street Address Apt # City State Zip Code Do you Own or Rent?  
( )  
Monthly Rent / Payment How Long? Owner / Manager Phone Reason for Moving

CREDIT REFERENCES:  
Bank Name Checking Account Number Savings Account Number Street Address City State Zip Code  
Driver's License Number State Expiration Date Vehicle Model Year License Plate #  
HAVE YOU EVER: Filed for Bankruptcy? ( ) Yes ( ) No Been Evicted from Tenancy? ( ) Yes ( ) No

EMERGENCY CONTACT: \_\_\_\_\_  
Name Street Address City State Zip Code Phone Relationship

EMPLOYMENT HISTORY:  
Circle all Applicable: EMPLOYED FULL-TIME EMPLOYED PART-TIME SELF-EMPLOYED NON-EMPLOYED UNEMPLOYED  
( )  
Current Employer Position How Long? Supervisor Phone  
Street Address City State Zip Code Current Salary: \$ \_\_\_\_\_ per: hour week month year (circle one)  
Avg. Hours Worked per Week: \_\_\_\_\_ Do you Receive Tips?: ( ) Yes ( ) No If yes, Avg. Amount of Tips per Week \$ \_\_\_\_\_  
Do you Receive Bonuses?: ( ) Yes ( ) No If yes, how much?: \$ \_\_\_\_\_ per: week month year (circle one)  
Do you Expect to Earn Substantial Overtime?: ( ) Yes ( ) No If yes, how much?: \$ \_\_\_\_\_ per: week month year (circle one)  
( )  
Previous Employer Position How Long? Supervisor Phone  
Street Address City State Zip Code Salary: \$ \_\_\_\_\_ per: hour week month year (circle one)

OTHER INCOME:  
Program regulations require that all income be disclosed in order to determine qualification. Please provide monthly amount, if applicable.  
Alimony / Child Support ( ) Yes ( ) No \$ \_\_\_\_\_  
AFDC / TANF ( ) Yes ( ) No \$ \_\_\_\_\_  
SSA ( ) Yes ( ) No \$ \_\_\_\_\_  
SSI ( ) Yes ( ) No \$ \_\_\_\_\_  
Retirement/Pensions Annuities ( ) Yes ( ) No \$ \_\_\_\_\_  
Unemployment ( ) Yes ( ) No \$ \_\_\_\_\_  
Worker's Compensation ( ) Yes ( ) No \$ \_\_\_\_\_  
Recurring Gifts from Family ( ) Yes ( ) No \$ \_\_\_\_\_  
Other Recurring Gifts ( ) Yes ( ) No \$ \_\_\_\_\_

ASSETS:  
Program regulations require that all assets be disclosed in order to determine qualification. Necessary personal property such as clothing, furniture, daily use autos, jewelry, dishes, etc. need not be disclosed.  
Checking Account ( ) Yes ( ) No \$ \_\_\_\_\_  
Savings Account ( ) Yes ( ) No \$ \_\_\_\_\_  
Money Market, CD's other ( ) Yes ( ) No \$ \_\_\_\_\_  
Stocks / Bonds ( ) Yes ( ) No \$ \_\_\_\_\_  
IRAs, 401(k), Keogh ( ) Yes ( ) No \$ \_\_\_\_\_  
Real Estate ( ) Yes ( ) No \$ \_\_\_\_\_  
Boat, Trailer, Rec. Vehicles ( ) Yes ( ) No \$ \_\_\_\_\_  
Life Insurance Policies ( ) Yes ( ) No \$ \_\_\_\_\_  
Other Assets ( ) Yes ( ) No \$ \_\_\_\_\_

Are the assets of the household more than \$5,000? ( ) Yes ( ) No Has any member of the household disposed of an asset for less than fair market value within the last 24 months? ( ) Yes ( ) No

If NO to both of the above, what is the expected earnings on all household assets for the next 12 months? \$ \_\_\_\_\_

APPLICANT STATES THAT THE ABOVE INFORMATION IS CORRECT AND HEREBY AUTHORIZED VERIFICATION.  
NOTE: A NON-REFUNDABLE APPLICATION FEE OF \$ \_\_\_\_\_ IS REQUIRED TO PROCESS THIS APPLICATION

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_ Date Received: \_\_\_\_\_  
CREDIT APPLICATION.42 Date Appv'd: \_\_\_\_\_



**RENTAL POLICY**  
**PLEASE READ CAREFULLY**

- I. A complete application will be necessary from each adult applicant.
- II. There will be a \$25 charge per adult applicant for a credit and criminal background check.
- III. Information will be verified in the following manner:
  - A. A credit check will be completed through one of our tenant screening companies using one of the three major credit bureaus.
  - B. Verification of employment and rental references:
    - 1. Must have verification of a minimum of TWO (2) years favorable rental reference (s).
    - 2. Must have verification of a minimum of ONE (1) year of income at or above TWO AND ONE HALF (2.5) times the monthly rent. If more than one adult per unit, then aggregate income of persons residing together must be at least TWO AND ONE HALF (2.5) times the monthly rent.
    - 3. Each household must meet the Section 42 Maximum Income Limits, Student Status requirements and Senior age limits, if applicable.
  - C. **A criminal background check will be completed through one of our tenant screening companies.** A conviction, guilty plea or deferred adjudication within the past 10 years for any crime involving drugs, weapons, gang activity, sexual crimes, injury – real or threatened – to a person or property, theft or passing bad or forged checks is grounds for immediate denial of an application.

***GSF Properties Inc. Supervisor must approve any exceptions to these policies.***

- IV. Please allow at least THIRTY (30) working days for the application to be processed. An incomplete application (i.e. missing telephone numbers, misspelling, etc.) will result in an additional delay after the missing or incomplete information has been provided. All income information must be verified in writing by a 3<sup>rd</sup> party source.
- V. Upon review and approval of rental application, the Rental Agreement and keys will be picked up at the rental office. The property representative and new residents will complete a checklist of the rental condition and inventory before any tenant property has been moved into the unit. A full month's rent must be collected at this time.

