

## RENTAL APPLICATION



### 1. GENERAL INFORMATION

#### Applicant

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
SSN \_\_\_\_\_ Driver Lic.# \_\_\_\_\_ DOB \_\_\_\_\_  
Current Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
Landlord's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
How long have you lived at current address? \_\_\_\_\_

#### Spouse/Co-Applicant

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
SSN \_\_\_\_\_ Driver Lic.# \_\_\_\_\_ DOB \_\_\_\_\_  
Current Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
Landlord's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
How long have you lived at current address? \_\_\_\_\_

#### Family Composition Please list all of members of the household.

Full Name	DOB	Sex	Relationship
1. _____	_____	_____	Self
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

1. Yes No Do you, your spouse or co-applicant own a vehicle? If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_
2. Yes No Do you, your spouse or co-applicant own a pet? If yes, what kind \_\_\_\_\_  
\_\_\_\_\_
3. Yes No Have you, your spouse, or your co-applicant ever used different names from the names shown above? If yes, please list names used and dates when such names were used. \_\_\_\_\_  
\_\_\_\_\_
4. Yes No Have you, your spouse, or your co-applicant ever been evicted or otherwise removed from rental housing? If yes, please provide landlord name, address and dates: \_\_\_\_\_  
\_\_\_\_\_
5. Yes No Has any place where you, your spouse, or co-applicant lived been destroyed or damaged by fire or flood? If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_
6. Yes No Do you, your spouse or co-applicant require special accommodation based on handicap or disability?

**2. INCOME INFORMATION**

**Employment**

List all full time, part time, and/or seasonal employment for applicant, spouse or co-applicant including self-employment.

1. Company's Name \_\_\_\_\_  
 Complete Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 First Date of Employment \_\_\_\_\_ Total Yearly Income \$ \_\_\_\_\_

2. Company's Name \_\_\_\_\_  
 Complete Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 First Date of Employment \_\_\_\_\_ Total Yearly Income \$ \_\_\_\_\_

**Other Sources of Income**

List non-employment income for applicant, spouse/co-applicant. This includes from rental property, social security, SSI, public assistance, general relief (assistance), unemployment compensation, alimony, child support, workers compensation, disability compensation, VA benefits, retirement pension, insurance benefits, and all other income.

1. Agency's Name \_\_\_\_\_  
 Complete Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contact Person Name \_\_\_\_\_ Total Yearly Income \$ \_\_\_\_\_

2. Agency's Name \_\_\_\_\_  
 Complete Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contact Person Name \_\_\_\_\_ Total Yearly Income \$ \_\_\_\_\_

**3. ASSETS, INTEREST, DIVIDEND INCOME**

List assets of applicant, spouse or co-applicant, checking, savings, stocks, bonds, trust, money market, certificate of deposit, IRA and Keogh account, treasure bills, credit union shares, land and real estate.

1. Source's Name & Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Description of Asset \_\_\_\_\_ Current Value \_\_\_\_\_

2. Source's Name & Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Description of Asset \_\_\_\_\_ Current Value \_\_\_\_\_

3. Source's Name & Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Description of Asset \_\_\_\_\_ Current Value \_\_\_\_\_

**4. RACE AND ETHNICITY OF APPLICANT**

The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age, and handicap/disability are complied with. You are not required to furnish this information, but you are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.

- 1. Race of Head of Household. *(Please check one)*  
 White    Black    Native American/Alaskan/Hawaiian    Asian/Pacific Islander    Other
- 2. Ethnicity of Head of Household. *(Please check one)*  
 Hispanic    Non-Hispanic

**5. QUESTIONS FOR ALL**

The following questions pertain to applicant, spouse or co-applicant. Answer yes or no in response to each question and use the space provided to explain any yes answer.

- 1.    Yes    No    Does applicant, spouse or co-applicant receive regular cash contributions from agencies or from individuals not living with you? \_\_\_\_\_
- 2.    Yes    No    Does applicant, spouse or co-applicant currently use any illegal drug or other illegal controlled substance? If yes, describe. \_\_\_\_\_
- 3.    Yes    No    Has applicant, spouse or co-applicant ever engaged in drug-related criminal activity, such as use, possession, distribution, trafficking, or manufacture of an illegal drug? If yes explain circumstances, outcome and present status. \_\_\_\_\_
- 4.    Yes    No    Has applicant, spouse or co-applicant been involved in criminal activity that poses a threat to the health, safety or welfare of others? If yes, when and where? \_\_\_\_\_
- 5.    Yes    No    Has applicant, spouse or co-applicant ever been convicted of felony criminal activities? If yes, please explain. \_\_\_\_\_

6. Yes No Has applicant, spouse or co-applicant ever applied for a government subsidized apartment before? If yes, when and where? \_\_\_\_\_
7. Yes No Do you have a Section 8 Certificate? Courtyard Village accepts Section 8 subsidies as payment for housing charges. If yes, explain: \_\_\_\_\_

**6. WAITING LIST PRIORITIES**

If you answer yes to questions 1-7 you must provide the documentation described below:

1. Yes No Is applicant, spouse or co-applicant involuntarily displaced through no fault of anyone in the household?
2. Yes No Has an actual or threatened physical act of violence been directed against applicant, spouse or co-applicant by a spouse or other member of the household?
3. Yes No Has an actual or threatened physical acts of violence or intimidation been directed against a person or his or her property and that is based on the person’s race, color, religion, sex, national origin, handicap, or familial status? It must have occurred recently or is of a continuing nature.
4. Yes No Does the applicant, spouse or co-applicant requires a handicap accessible unit?
5. Yes No Does applicant, spouse or co-applicant pay more than 50% of monthly income for rent and utilities?
6. Yes No Is applicant, spouse or co-applicant currently living in substandard housing?
7. Yes No Is applicant, spouse or co-applicant household homeless?

**7. EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

**8. PREVIOUS RENTAL HISTORY**

Please enter the information requested for applicant, spouse or co-applicant’s current address. Include places where you were not listed and placed where you lived under a different name.

**Applicant**

Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Landlord Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Monthly Rent \$ \_\_\_\_\_ Paid Utilities \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_  
 Move in Date: \_\_\_\_\_ Move out Date: \_\_\_\_\_  
 Did you fulfill lease term? Yes No If no, explain. \_\_\_\_\_

**Spouse/Co-Applicant**

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Landlord Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Paid Utilities \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Move in Date: \_\_\_\_\_ Move out Date: \_\_\_\_\_

Did you fulfill lease term? Yes No If no, explain. \_\_\_\_\_

**9. STATEMENTS BY APPLICANT, SPOUSE OR CO-APPLICANT**

We certify that all information given in this application thereto 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 had 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 previous and current landlords or other sources for credit and verification confirmation which may be released to appropriate Federal, state or local agencies. We are also aware that a criminal-record check will be required of each household member 18 years and older. Applicants can be rejected for a criminal history that includes, but not limited to physical and or sexual violence that could affect the health, safety, or welfare of other residents.

If your applications is approved and move-in occurs, we certify that only those persons listed in the 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 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 applicant and we agree to comply with such information.

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 Deposit.

We authorize management to obtain one or more "consumer reports" as defined in the Fair Credit Reporting Act 15 U.S.C. Section 1681 a (d) seeking information on our credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Notice: you are hereby notified that a negative credit report reflecting on your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental/credit obligations or if you default in those obligations in any way.

**10. FAIR HOUSING REQUIRES US TO OBTAIN THIS INFORMATION**

How did you hear about us?

Community Org. (name): \_\_\_\_\_

Newspaper (name): \_\_\_\_\_

Referred by: \_\_\_\_\_  
Brochure/Post Card  
Employment  
Signs on Building  
Other: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

If this application is for an applicant of more than one person, we consider ourselves a stable household and all of our income is available for its needs.

**IMPORTANT**

**Everyone in household over 18 years of age must sign this application and submit a \$25 credit/background check fee.**

**I also understand that it is my responsibility to contact the Manager (in writing) at least every 6 months in order to keep my application on the waiting list.**

Signature of Applicant _____	Date _____
Signature of Co-Applicant _____	Date _____
Signature of Co-Applicant _____	Date _____
Signature of Co-Applicant _____	Date _____
Signature of Co-Applicant _____	Date _____

**FOR OFFICE USE ONLY**

ONE BEDROOM \_\_\_\_\_ 1FL 2FL       TWO BEDROOM \_\_\_\_\_ 1FL 2FL

Reviewed by \_\_\_\_\_      Decision \_\_\_\_\_

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