

For Office Use Only

APARTMENT COMMUNITY:

Apt # _____ Unit Type _____ Move In Date _____ Rent \$ _____ Photo I.D. Verified _____ % Qualified
Lease Term _____ Other \$ _____

RENTAL APPLICATION

RESIDENCY Please Print

Applicants Name: First Middle Last, Jr., Sr., I, II, III		Soc. Sec. #	Date of Birth	Drivers License #	State
How many will occupy apartment? _____		Name of all other occupants: 1. _____ Name _____ DOB _____			
2. _____ Name _____ DOB _____		3. _____ Name _____ DOB _____		4. _____ Name _____ DOB _____	
Applicant's Present Address		Apt. #	City	State	Zip
How Long at this address? YRS _____ MOS. _____		Own Rent	Monthly Payments \$	Name of Landlord/Mortgage Holder	
Why are you moving?					
Applicant's Previous Address		Apt. #	City	State	Zip
How Long at this address? YRS _____ MOS. _____		Own Rent	Monthly Payments \$	Name of Landlord/Mortgage Holder	

EMPLOYMENT Please Print

Current Employer	Position	Phone	How Long YRS _____ MOS. _____	Monthly Salary \$
Current Employer's Address	City	State	Zip Code	Supervisor
Previous Employer	Position	Phone	How Long YRS _____ MOS. _____	Monthly Salary \$
Previous Employer's Address	City	State	Zip Code	Supervisor
Additional Monthly Income – Describe source and how to verify – Please be specific				\$

FINANCIAL Please Print

Bank Name - Checking	Branch	City	State	Phone	Account #
Bank Name - Savings	Branch	City	State	Phone	Account #

PERSONAL Please Print

In Case of Emergency Notify: 1		Relationship	Address – City/State/Zip Code			Phone
In Case of Emergency Notify: 2		Relationship	Address – City/State/Zip Code			Phone
Vehicle Type	Year	Make	Model	Color	License #	State/Tag
Vehicle Type	Year	Make	Model	Color	License #	State/Tag
Boat Trailer Recreational Vehicle Motorcycle Other _____						

Do you have pets? Yes No How Many? _____ Type(s) _____

Do you have any water furniture? Yes No Explain _____

Have you ever been a defendant in an Unlawful Detainer (eviction) lawsuit or defaulted (failed to perform) on any obligation of a rental agreement or lease? Yes No If Yes, please explain:

How did you hear about our apartment community? _____

The information in this application is true and correct. I hereby authorize Owner or its Agent to verify the above information and to obtain either a consumer or investigative credit report. I further authorize the verification of all the above items, including, but not limited to, rental history, employment, and the obtaining of additional credit reports and references upon request.

Signature of Applicant _____ Date _____

Signature of Agent for Owner _____ Date _____



Rental and Occupancy Criteria Guidelines



This community uses a statistically sound credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics so all applicants are treated objectively. Your credit report contains information about you and your credit experiences including your bill-paying history, the number and type of accounts you have, late payments, collection actions, outstanding debt, rental history and the age of your accounts. Using a statistical program, your information is compared to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent on time. ConAm's credit service provider also checks related data sources which include the FBI and U.S. Treasury lists of individuals wanted for direct involvement or support of terrorist activities. Based on your credit score and related data source information, your application will either be accepted (pending program verifications) or declined. If your application is denied, you will be given the name, address, and telephone number of the consumer reporting agencies which provided your consumer information to us.

- Occupancy Guidelines: Studio – maximum 2
One Bedroom – maximum 3
Two Bedroom – maximum 5
Three Bedroom – maximum 7

- HCD/HUD communities also have minimum occupancy requirements as follows:
Studio – minimum 1
One Bedroom – minimum 1
Two Bedroom – minimum 2
Three Bedroom – minimum 3 (HUD) – minimum 4 (HCD)

All applicants must comply with the following income requirements:

Within 72 hours of interviewing and applying for rental, income must be verified by providing documents such as: Pay stubs covering 3 months, court ordered spousal or child support, prior year's W-2, Social Security, AFDC, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income and asset verification (if applicable).

Income received annually will be averaged over 12 months. Gross earned annual income for all adult household members and unearned income for all household members is combined and entered into the credit-scoring model for each applicant. Gross monthly income of combined applicants must be a minimum of **2.0** times the scheduled rent of the unit being leased for the Sec 42 LIHTC program. The gross income can not exceed the current allowable AMI percentage for the apartment they are applying for.

Resident History will be checked for the past 24 months. Any negative history, outstanding balance, unlawful detainer action and/or eviction on record will result in a denial.

Applicants with no prior credit history, no social security number and those returned with a "Refer" recommendation from ConAm's credit service provider must qualify for rental based on ComAm's Rental Criteria for "Refer" Applicants. Calling for verification required for qualifying under the "Refer" criteria is limited to calls within the United States and its territories. A copy of the alternate qualifying criteria will be provided to the applicant, when applicable.

Co-signers/Guarantors are permitted in specific instances, per apartment community/program policies. When a co-signer/guarantor is accepted, the co-signer/guarantor must apply and be qualified as a resident. Guarantors and co-signers have full financial responsibility under the lease.

A criminal background check will not be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided over the previous 48 months. The application will be rejected for any of the following reported criminal related reasons that have occurred within the ten (10) years prior to the application date:

- Any terrorist related conviction
- Any sale or manufacture of an illegal drug conviction
- Evidence of theft, felony, fraud, firearms violations, or crimes resulting in personal injury, including sexual offenses, per state regulation.

Reasons for not approving an application include, but are not limited to: bankruptcy, insufficient income, excessive income unpaid judgments, eviction, outstanding rent debt, household size exceeding occupancy limits or underutilization for HUD/HCD program communities, and falsification of the application information. The application to rent will not be approved if the reservation deposit check is returned NSF.

Applicant Consent

The undersigned applicant(s) and co-signer(s) hereby consent to allow the Apartment community, through its designated agents or associates, to obtain a consumer report and/or criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease a unit to me/us. We also agree and understand that owner and its agents and associates may obtain additional consumer reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provides such reports.

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date