



RENTAL APPLICATION



All Applicants, eighteen (18) years of age or older, who will be residing in the premises, must fill out a separate application.

Applicant's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_
SS# \_\_\_\_\_ Phone or Cell# \_\_\_\_\_ Email Address: \_\_\_\_\_
Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

List All Additional Household Members:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS# \_\_\_\_\_
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS# \_\_\_\_\_
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS# \_\_\_\_\_
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS# \_\_\_\_\_
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS# \_\_\_\_\_
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS# \_\_\_\_\_

RESIDENT HISTORY since the age of 18:

Current Address Owned [ ] Rented [ ] Lived with Family [ ]
Street Apt. # City State Zip Dates: From/To Home phone #
Apt. Name/ If Home-Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #
Monthly Payment \$ Reason for Moving

Previous Address Owned [ ] Rented [ ] Lived with Family [ ]
Street Apt. # City State Zip Dates: From/To Home phone #
Apt. Name/ If Home-Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #
Monthly Payment \$ Reason for Moving

Previous Address Owned [ ] Rented [ ] Lived with Family [ ]
Street Apt. # City State Zip Dates: From/To Home phone #
Apt. Name/ If Home-Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #
Monthly Payment \$ Reason for Moving

List any additional cities and states you have lived in since the age of 18 if not listed above.

(1) \_\_\_\_\_/\_\_\_\_\_, (2) \_\_\_\_\_/\_\_\_\_\_, (3) \_\_\_\_\_/\_\_\_\_\_, (4) \_\_\_\_\_/\_\_\_\_\_,
City State City State City State City State

Have you ever been: Evicted from any leased premises? YES [ ] NO [ ]
Broken a rental agreement or lease contract? YES [ ] NO [ ] If yes, do you have a payment arrangement in place? YES [ ] NO [ ]

STUDENT STATUS

Are you a Student? YES [ ] NO [ ] If Yes, Full Time [ ] Part Time [ ]

EMPLOYMENT INCOME

Present Employer \_\_\_\_\_ Position \_\_\_\_\_
Business Address \_\_\_\_\_ Your Work Phone #
Street City State Zip
Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_
Employed since \_\_\_\_\_ Gross Monthly Salary \_\_\_\_\_



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**Second Employer** \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_  
 Street City State Zip **Your Work Phone #** \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Employed since \_\_\_\_\_ Gross **Monthly Salary** \_\_\_\_\_

**ADDITIONAL MONTHLY HOUSEHOLD INCOME**

Recipient \_\_\_\_\_ Type/Source \_\_\_\_\_ Monthly Amount \_\_\_\_\_

Recipient \_\_\_\_\_ Type/Source \_\_\_\_\_ Monthly Amount \_\_\_\_\_

Recipient \_\_\_\_\_ Type/Source \_\_\_\_\_ Monthly Amount \_\_\_\_\_

Recipient \_\_\_\_\_ Type/Source \_\_\_\_\_ Monthly Amount \_\_\_\_\_

**BANK ACCOUNT INFORMATION**

Do you have a checking account? YES  NO  If Yes, give Bank Name \_\_\_\_\_ Account number \_\_\_\_\_

Do you have a savings account? YES  NO  If Yes, give Bank Name \_\_\_\_\_ Account number \_\_\_\_\_

**VEHICLE**

Year and Make \_\_\_\_\_ Color \_\_\_\_\_ License # & State \_\_\_\_\_ / \_\_\_\_\_ Registered To \_\_\_\_\_

Year and Make \_\_\_\_\_ Color \_\_\_\_\_ License # & State \_\_\_\_\_ / \_\_\_\_\_ Registered To \_\_\_\_\_

**BACKGROUND**

Are you or anyone in your household a current registered sexual offender? YES  NO

Do you or anyone in your household use marijuana? YES  NO

If yes, pursuant to the U.S Department of Housing and Urban Development memo sent on 12/29/14 and The Controlled Substances Act (CSA), 21 U.S.C Section 801, your application is hereby denied.

**PETS** Do you own any pets? YES  NO  If so, how many? \_\_\_\_\_

Pet #1 Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_ Name \_\_\_\_\_

Pet #2 Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_ Name \_\_\_\_\_

**EMERGENCY CONTACT**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
 Street Apt. # City State Zip

**DEPOSITS AND FEES**

I understand the application fee is a non-refundable payment for a credit and criminal check and processing charge of this Application and such sum is not a rental payment or security deposit. This amount will be retained by Agent to cover the cost of processing application as furnished by the Applicant, regardless if the Applicant is approved or denied; any false or misleading information or intentional omission will constitute grounds for rejection of application. THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE AGENT TO EXECUTE A LEASE OR TO DELIVER POSSESSION OF THE DWELLING UNIT TO APPLICANT. THE RENTAL AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY AGENT. Applications will be reviewed on a first come first served basis.

I understand the deposits and fees to be:

Security/Holding Deposit \$ \_\_\_\_\_

Pet Deposit(s) \$ \_\_\_\_\_

Pet Fee(s) \$ \_\_\_\_\_

Non Refundable Application fee \$ \_\_\_\_\_

Non Refundable fees \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

I hereby deposit \$ \_\_\_\_\_ with Agent. This amount (less application fee) will be refunded within 7 working days: 1) if the Application is denied, or 2) if the Application is accepted and the Applicant withdraws the Application in writing within 72 hours of the date of notification of preliminary acceptance. Agent will notify Applicant of denial or acceptance via phone and/or mail. If the Application is accepted and Applicant fails to occupy the premises on the agreed upon date (regardless if Applicant executes a lease or not), except for delay caused by Agent, the deposited amount will be retained by Agent as liquidated damages for holding the apartment off the market. In such instance, Agent will provide Applicant a written accounting within 30 days. If Agent cannot provide a specific apartment on the requested move in date, Agent reserves the right to provide a similar apartment. If the delay in providing Applicant with this specific apartment or a similar apartment is longer than seven (7) days, Applicant may terminate the lease by notifying Agent in writing.



### Adams County Housing Authority Standard Rental Criteria

The Adams County Housing Authority (ACHA) supports the fair housing act as amended, and we are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, national origin, or sexual identity/orientation. The following qualifications standards will be required from every prospective resident.

#### Occupancy Standard Criteria

##### Identification Documents:

All household members 18 years of age and older are requested to provide one document from Column A **or** one document from Column B **AND** one document from Column C as part of the rental application process.

One document from Column A below	Or One Document from each column below B and C	
Column A	Column B	Column C
U.S. Passport	Driver's License or ID card issued by a state or outlying possession of the United States if it contains a photograph or information such as name, date of birth, sex, height, eye color and address	U.S. Social Security Card or ITIN
Unexpired foreign passport with I-551 stamp or attached I-94 indicating unexpired employment authorization	ID card issued by federal, state or local government agencies, if it contains a photograph or information such as name, date of birth, sex, height, eye color and address	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	School ID with a photograph	Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States, bearing an official seal
Unexpired Temporary Resident Card (Form I-688)	Voter Registration Card	U.S. Citizen ID card (Form I-197)
Unexpired Employment Authorization Card (Form I-688A)	U.S. Military card or draft record	ID Card for use of a resident citizen in the United States (I-179)
Unexpired Employment Authorization Document issued by U.S. citizenship & Immigration Service (USCIS) (Form I-766 or I-688B)	Military dependent's ID card	Unexpired employment authorization document issued by the Department of Homeland Security (other than those listed above for which only one form is needed)
	U.S. Coast Guard Merchant Mariner Card	
	Native American tribal document	
	Canadian driver's license	

**Credit and Criminal Review:** In addition to the previously listed documents required to verify identity ACHA Apartment Communities conduct screenings on any person over the age of 18 applying to live at its communities. ACHA uses an applicant screening process to evaluate the probability that an applicant may or may not satisfactorily fulfill his/her lease obligations. Prior to acceptance of any applicant, ACHA will use a consumer reporting agency to obtain credit reports and public record information regarding the applicant. The information obtained may include the following consumer information:

- A risk score is derived from the consumer reporting agency's mathematical model that evaluates the probability that an applicant may or may not satisfactorily fulfill his/her lease obligations. The mathematical model was developed from various data including information regarding a residents' payment performance under prior leases(s) and other contractual obligations. The risk score represents a relative measure of the credit risk associated with a given applicant.
- Student loans and medical bills will be exempt from consideration.
- Consumer information such as credit history, landlord-tenant record, other public records, and/or previous inquires/addresses.
- Felony and/or misdemeanor convictions are reviewed individually based on the severity of the conviction to determine eligibility. ACHA has tailored our Criminal to ensure our substantial, legitimate, nondiscriminatory interest and to take into consideration such factors as the type of the crime and the length of the time since conviction. ACHA does not review or consider criminal charges as part of resident screening

CoreLogic® Rental Property Solutions will compare the information obtained from the consumer reporting agencies to our acceptance policies to determine whether or not the applicant meets such policies. If an application is declined or accepted with certain conditions, based on information that does not meet our acceptance policies, you will be provided with "A summary of Your Rights under the Fair Credit Reporting Act" and will be given the name, address and telephone number of the consumer reporting agency that provided the information to us. An applicant who is declined or accepted with certain conditions based on information provided by the consumer reporting agency may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the procedure that you should follow in order to do so.

**Security Deposit Requirements:** The following security deposit requirements will be applied in all circumstances at each ACHA rental community:

1. If an applicant's credit recommendations come back as "Approved" the security deposit will be equal to one month's rent or the applicant may pay the Optional "LeaseProtect" fee of \$125.00 in Lieu of Security Deposit.
2. If an applicant's decision is returned as an "accept with conditions" the security deposit will be equal to two month's rent or the applicant may pay the Optional "LeaseProtect" fee of \$ 199.00 in Lieu of Security Deposit.
3. If pets are accepted at a community, a \$150.00 pet deposit which is refundable, plus a \$ 150.00 non-refundable pet fee will be required for each pet, in addition to the appropriate security deposit based on the applicant's approval status.

