



# Foothills Regional Housing Rental Application



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

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) \_\_\_\_\_ / \_\_\_\_\_, State  
City State City State City State City State

In the past 7 years, 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

**INCOME INFORMATION** Income includes: Wages, salaries and tips, alimony, child support, military income, part-time income, temporary income, TANF, Social Security, other benefits, other income for all household members over age 18. List ALL household members and their incomes. Attach a separate sheet if you need more space or use the “Income Source” table provided immediately below:

Household Member Name	Source of Earned/ Employment Income (Include Employer Name)	Rate of Pay	Payment Basis (Hourly, Weekly, Monthly, Annually, etc.)

Income Source (Choose all that apply) Note: All Pay intervals must be calculated as monthly frequency	Frequency	Stated Income
<input type="checkbox"/> Earned / Employment Income	Monthly	
<input type="checkbox"/> Unemployment Insurance	Monthly	
<input type="checkbox"/> Supplemental Security Income (SSI)	Monthly	
<input type="checkbox"/> Social Security Disability Income (SSDI)	Monthly	
<input type="checkbox"/> Veteran’s Service-Connected Disability Compensation	Monthly	
<input type="checkbox"/> Veteran’s Non-Service-Connected Disability Pension	Monthly	
<input type="checkbox"/> Private Disability Insurance	Monthly	
<input type="checkbox"/> Workers Compensation	Monthly	
<input type="checkbox"/> Temporary Assistance for Needy Families (TANIF)	Monthly	
<input type="checkbox"/> General Assistance (GA)	Monthly	
<input type="checkbox"/> Retirement Income from Social Security	Monthly	
<input type="checkbox"/> Pension or Retirement Income from a Former Job	Monthly	
<input type="checkbox"/> Child Support	Monthly	
<input type="checkbox"/> Alimony / Other Support	Monthly	
<input type="checkbox"/> Declare No Income		

**Applicant Assets – Please read complete the following:**

- Have you disposed of or given away any asset in the past two years? Yes \_\_\_ No \_\_\_
- If YES did you dispose of or give it away for less than fair market value? Yes \_\_\_ No \_\_\_
- Are any of your assets held jointly with anyone else? Yes \_\_\_ No \_\_\_
- Have you received any lump sum payments? Yes \_\_\_ No \_\_\_

Asset Source	Yes	No	Amount	Income or Interest Rate	Contact Name, Address, Phone
Checking Account #1			\$		
Checking Account #2			\$		
Savings Account #1			\$		
Savings Account #2			\$		
Direct Express Debit Card for Benefits			\$		
Cash on Hand			\$		
Cash in a Safety Deposit Box			\$		
CD (Certificate Deposit)			\$		
Money Market Account(s)			\$		
Stocks/Bonds			\$		
Treasury Bills			\$		
Annuities			\$		
IRA/Keogh Account			\$		
401K			\$		
Whole or Universal Life Policies			\$		
Assets in a Foreign County			\$		
Trust Funds			\$		
Inheritances (Lump Sum)			\$		
Capital Gains (Lump Sum)			\$		



# Foothills Regional Housing Rental Application



### 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 \_\_\_\_\_

### EMERGENCY CONTACT

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

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

**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 \_\_\_\_\_

### 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 AND AGENT EXECUTES THE RENTAL AGREEMENT.** 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) \$ \_\_\_\_\_  
 Additional Pet Fee \$ \_\_\_\_\_  
 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.

## Foothills Regional Housing Standard Rental Criteria

Foothills Regional Housing (FRH) 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.

**Credit and Criminal Review:** In addition to the previously listed documents required to verify identity FRH Apartment Communities conduct screenings on any person over the age of 18 applying to live at its communities. FRH 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, JFRH 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 an applicant's 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 from the past 7 years.
- An open Chapter 7 or 13 bankruptcy will result in an automatic denial.
- If the applicant has a closed bankruptcy, court discharge paperwork must be provided to be approved.
- Felony and/or misdemeanor convictions are reviewed individually based on the severity of the conviction and date of the conviction to determine eligibility. FRH has tailored our criminal background 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.

- ScreeningWorksPro® 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 denial letter and “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.

**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	

**Security Deposit Requirements**

The following security deposit requirements will be applied in all circumstances at each JCHA rental community:

- If an applicant’s credit recommendations come back as “Approved” the security deposit will be equal to one month’s rent.
- If an applicant’s credit recommendations come back as “Accept with Conditions” the security deposit will be equal to one and a half month’s rent.
- In Lieu of the Security Deposit the applicant may pay the Optional “SureDeposit” fee that starts at \$87.50 for a \$500.00 bond. The bond limits start at \$500 and can go up in increments of \$250; the fee increases by 17.5% for every \$500.00 increments.
- 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 the first pet, a \$50.00 additional pet deposit for 2nd pet which is refundable, plus \$15.00 monthly pet rent for 1 pet and \$20.00 for 2 pets, in addition to the appropriate security deposit based on the applicant’s approval status.

**Occupancy Standards:**

One Bedroom	Two Bedrooms	Three Bedrooms	Four Bedrooms
Max – Three (3) Persons	Max – Five (5) Persons	Max – Seven (7) Persons	Max – Nine (9) Persons

**Income Qualifications:**

- All applicants applying for tax credit apartments must meet the minimum and not exceed the maximum income guidelines for Section 42 compliance if applicable to the community. Self-employed persons will be required to provide tax returns for the previous year or certified letter from his or her accountant certifying his or her income.
- All applicants applying for a unit must meet the income minimum of 2x the gross rent.
- Any interested applicant may request in advance of receiving housing or acceptance, a copy of the property’s lease, rules and regulations or other forms which contain requirements pertaining to unit inspections, annual re-certification reporting policies and potential resident charges.
- Application fees and security deposit requirements are established for each property.

**Income Sources:** Employment and all income sources are third party verified for all applicants. If there is no employment, a form declaring no income will be required. All household income and assets must be declared and verified within the annually published HUD income limits based upon family size if applicable to the community. Any refusal to supply information or give access will be a denial under programmatic regulations if applicable to the community.

