

**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 No: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

**LIST ALL ADDITIONAL HOUSEHOLD MEMBERS:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS No. \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS No. \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS No. \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M/F/O) \_\_\_\_\_ SS No. \_\_\_\_\_

**RESIDENT HISTORY SINCE THE AGE OF 18:**

**Current Address:**

Rented \_\_\_ Lived with Family \_\_\_ Owned \_\_\_

Street, Apt#, City, State and Zip \_\_\_\_\_ Dates: From/To \_\_\_\_\_

Property Name/Mortgage Co./Owner Name \_\_\_\_\_ Landlord Name \_\_\_\_\_ Landlord Phone No. \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

**Previous Address:**

Rented \_\_\_ Lived with Family \_\_\_ Owned \_\_\_

Street, Apt#, City, State and Zip \_\_\_\_\_ Dates: From/To \_\_\_\_\_

Property Name/Mortgage Co./Owner Name \_\_\_\_\_ Landlord Name \_\_\_\_\_ Landlord Phone No. \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

**Previous Address:**

Rented \_\_\_ Lived with Family \_\_\_ Owned \_\_\_

Street, Apt#, City, State and Zip \_\_\_\_\_ Dates: From/To \_\_\_\_\_

Property Name/Mortgage Co./Owner Name \_\_\_\_\_ Landlord Name \_\_\_\_\_ Landlord Phone No. \_\_\_\_\_

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) \_\_\_\_\_

**BACKGROUND**

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

In the past 7 years, have you ever been: Evicted from any leased premises? YES \_\_\_ NO \_\_\_

Have you 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:

INCOME SOURCE (CHOOSE ALL THAT APPLY) Note: All Pay intervals must be calculated as monthly frequency	FREQUENCY	INCOME AMOUNT
Earned / Employment Income	Monthly	\$
Unemployment Insurance	Monthly	\$
Supplemental Security Income (SSI)	Monthly	\$
Social Security Disability Income (SSDI)	Monthly	\$
Veteran's Service-Connected Disability Compensation	Monthly	\$
Veteran's Non-Service-Connected Disability Pension	Monthly	\$
Private Disability Insurance	Monthly	\$
Workers Compensation	Monthly	\$
Temporary Assistance for Needy Families (TANIF)	Monthly	\$
General Assistance (GA)	Monthly	\$
Retirement Income from Social Security	Monthly	\$
Pension or Retirement Income from a Former Job	Monthly	\$
Child Support	Monthly	\$
Alimony / Other Support	Monthly	\$
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 X	NO X	AMOUNT	INCOME OR INTEREST RATE	CONTACT NAME
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)			\$		



**VEHICLE:**

Year and Make: \_\_\_\_\_ Color: \_\_\_\_\_ License # & State: \_\_\_\_\_

Year and Make: \_\_\_\_\_ Color: \_\_\_\_\_ License # & State: \_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email or Phone Number: \_\_\_\_\_

**PETS:**

Do you own any pets? YES \_\_\_ NO \_\_\_

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

Pet #1: 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. Applications will be reviewed on a first come first served basis. 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.

I understand the deposits and fees to be:

Security Deposit	\$ _____
Sure Deposit	\$ _____
Pet Deposit(s)	\$ _____
Non-Refundable Application fee	\$ _____
Other	\$ _____
Total	\$ _____

**SECURITY DEPOSIT REQUIREMENTS:**

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

- If an applicant’s credit recommendations come back as “Approved” the security deposit will be \$600 for one bedroom, \$700 for two bedrooms; \$800 for three bedrooms; \$900 for four bedrooms. “SureDeposit” non-refundable fee increments by bedroom size. \$131.25 1 bedroom; \$175.00 2 bedrooms; \$218.75 for 3 bedrooms; \$262.50 for 4 bedrooms.
- The pet deposit is \$300.00(up to two pets), plus \$30.00 monthly pet rent per pet, in addition to the appropriate security deposit.

**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, FRH 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 5 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 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 to do so.

**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	

**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.



**RENTAL HISTORY:**

Anyone with an outstanding balance owed to another rental property or to FRH in the last 7 years must show proof of payment in full or sufficient proof of current payment arrangements in progress in order to be considered as a favorable part of his or her rental history. First time renters and Section 8 voucher holders are welcome.

A denial will result from negative rental history in the past 7 years for any of the following: Illegal activity, damages and/or improper care of property, noise and/or disturbances, allowing unauthorized persons to reside in the unit, applicant or household member presented a peril to the health, safety or welfare of other, or excessive late payments.

Pets in disabled households, hereby shall be named "assistance animals", and will be considered on an individual basis, and only authorized by management in the event the assistance animal will provide some benefit to the disabled person.

**Automatic Rejection:**

Applicants with negative resident history-outstanding debt to an apartment community/landlord/FRH or eviction from apartment community/landlord in the past 7 years will be denied. Guarantors/co-signers cannot be a substitute for this requirement.

All housing decisions will be based on criminal history as it specifically relates to protection of the residents, resident safety and/or property. Any applicants who have been determined to have a criminal conviction for illegal manufacture or distribution of methamphetamine or amphetamine will be denied. Guarantors/co-signers cannot substitute for this requirement.

Applicants who provide false statements or information on their applications are subject to review, pending automatic denial. Applicants who demonstrate unreasonably hostile conduct towards FRH staff may be reported to local law enforcement and subject to automatic denial of their applications.

**REASONABLE ACCOMMODATIONS:**

The American Disabilities Act (ADA) and Federal Section 504 of the Rehabilitation Act of 1973, as it relates to nondiscrimination based on handicap in Federally Assisted Programs and these regulations are strictly adhered to. FRH communities will adhere to the following 504 criteria:

1. Reasonable accommodations will be provided to any resident or person with a disability and there is a disability-related need for the reasonable accommodation, as long as they do not fall under the definition of structural impracticability, or if it would impose an undue financial and administrative burden, or it would fundamentally alter the nature of FRH or the property's operations. If the reasonable accommodation request falls under one of the aforementioned as unreasonable, and an alternative accommodation would effectively meet the requester's disability-related need(s), and that alternate is reasonable, JHCA will engage in an interactive dialogue process with the requestor to discuss how the requester's needs can be met.

Do you require any special accommodations? YES\_\_\_ NO\_\_\_

Revisions to the selection criteria may be implemented by FRH. A copy of the selection criteria currently in use at the property will be available in the rental office. In the event the selection criteria is revised since the date of an applicant's application for housing, a copy of the revised selection criteria will be given to the applicant.

**I HEREBY ACKNOWLEDGE RECEIPT OF THE ABOVE DISCLOSURES AND AGREE: (1) To receive an electronic receipt for any Fees (described above) that I pay to FRH; (2) If I am approved and I execute a lease with FRH, I agree to receive an electronic version of the fully executed lease; (3) If I am denied, I agree to receive an electronic version of the denial letter from FRH; and (4) I have received any statutory required pest disclosures regarding the unit, if applicable.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Owner Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Name