



# RENTAL APPLICATION

Date: \_\_\_\_\_

**WELCOME!**

Please read carefully each paragraph of this agreement. We respect your right for confidentiality in giving us this information and for privacy in living in your apartment home. We will do our best to make your residency an enjoyable and pleasant experience.

**Thank you for your application.**

(THIS APPLICATION AND THE CONTENTS THEREOF ARE CONSIDERED AS PART OF MY RENTAL AGREEMENT)

Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ DRIVER'S LICENSE NO.: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ DRIVER'S LICENSE NO.: \_\_\_\_\_

Name and Relationship of All Other Persons to Occupy Apartment Home:  
(Full Name) (Relationship) (Date of Birth) (Soc. Sec. No.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Present Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
How Long? \_\_\_\_\_

Present Rent or Mortgage Payment Amount: \_\_\_\_\_

Apartment Community Name or Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Move: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Have Eviction proceedings ever been started on your behalf? \_\_\_\_\_ If so, When? \_\_\_\_\_

Applicant Employed by: \_\_\_\_\_ How Long? \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Previous Employer (if less than two years at your present employer):  
How Long? \_\_\_\_\_ Phone: \_\_\_\_\_

Spouse Employed by: \_\_\_\_\_ How Long? \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Other Income: \_\_\_\_\_

Are you subject to transfer? \_\_\_\_\_ Reason: \_\_\_\_\_

Current Monthly Obligations (Department Stores, Bank Notes, Car Payments, Credit Cards, etc.):				
Owed To	Account Number	City and State	Balance Due	Monthly Pmts.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Personal References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

In Case of Emergency, Notify (Nearest Relative Not Living With You):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Automobile Information (List ALL Vehicles Owned including Motorcycles):**

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Color: \_\_\_\_\_

Do you own a Boat?  YES  NO Do you own a Camper?  YES  NO Do you own a Trailer?  YES  NO

If so, Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Will a Pet of any type live in your apartment?  YES  NO If "YES", please describe:

Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Spayed/Neutered? \_\_\_\_\_ License/Date: \_\_\_\_\_

**OTHER INFORMATION** — Have you ever been convicted of a felony?  YES  NO If "YES", please explain the circumstances of the conviction:How were you referred to us?  Apartment Guide  Drive By  Current Resident  Other: \_\_\_\_\_

Application Fee is a non-refundable Administrative Fee for a credit check and application verification.

**CORRECTION INFORMATION** — Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit records. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this State. Applicant agrees to the terms of the "Security Deposit Agreement" below.**SECURITY DEPOSIT AGREEMENT** — Applicant has deposited a "Security Deposit" (in the amount stated below) in consideration for owner's taking the dwelling apartment home off the market while considering approval of this application. If applicant is approved but fails to promptly enter into the contemplated lease, the security deposit shall be forfeited to owner as liquidated damages. The security deposit will be refunded only if applicant is not approved. Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises.

Applicant's Signature _____	Date _____	Apt. #: _____	Monthly Rate: _____
Spouse's Signature _____	Date _____	Address: _____	Lease Term: _____
Management Signature _____	Date _____	Apt. Type: _____	Security Deposit: _____
Application Approval _____	Date _____	Move-In Date: _____	Application Fee: _____
		Non-Refundable Pet Fee (If Applicable): _____	

# Resident Selection Criteria

**IT IS THE POLICY OF ROYAL AMERICAN MANAGEMENT TO PROVIDE HOUSING ON AN EQUAL OPPORTUNITY BASIS. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, FAMILIAL STATUS, NATIONAL ORIGIN, OR HANDICAP.**

## ELIGIBILITY CRITERIA

In the selection of applicants for admission, Eligibility Criteria have been established. All applicants will be screened carefully and the following eligibility standards will be applied:

1. **Income Limits:** Applicants must qualify under the income guidelines established. Minimum income guidelines are as follows: The combined gross annual household income of all applicants for each apartment must equal or exceed three times the annual rent under lease. Roommates must equal or exceed four times the annual rent. Affordable Housing program applicant's income must equal/exceed two times resident portion of the rent. Income must be verified.
2. **Occupancy Standards:** All applicants must meet the established occupancy standards. As a general policy, there should be no more than two persons per bedroom. Management shall take into consideration mitigating circumstances in cases where applicants or residents have a verifiable need for a unit that would not meet occupancy standards.

**Note:** Any family placed in a unit sized different than that defined in these Occupancy Standards shall agree to transfer to an appropriate size unit when one becomes available (in accordance with the Transfer Policy and Lease Addendum).

3. **Social Security Numbers:** *If Applicable*, all applicants must disclose and provide documentation of social security numbers for all household members.
4. **Identification/Birth Certificates:** Birth certificates and/or valid photo identification must be provided for all household members if applicable under affordable program.
5. **U.S. Citizenship:** Applicants must declare U.S. Citizenship, or submit evidence of eligible immigration status for each family member in accordance with Section 214 of the Housing and Community Development Act of 1980, as amended. Households that have no members with citizenship or eligible immigration status do not qualify.

## ACCEPTANCE CRITERIA

All applicants must cooperate in completing the rental application and providing information necessary to determine an acceptable credit, rental, and criminal history. For acceptance, the applicant and all members of the household must demonstrate:

1. **Good Rental History:** A willingness and ability to:
  - a. Conform to rules and regulations and a respect for the rights of others;
  - b. Abide by the lease and house rules; to include good housekeeping
  - c. Pay rent and utilities on time.
2. **Good Credit History:** A satisfactory history in meeting financial obligations on a timely basis; including rent, utility payments, loans, and credit.
3. **Good Criminal Record:** A history of the applicant or any household member, which does not include any unacceptable criminal activity.

## REJECTION CRITERIA

Management reserves the right to reject applicants for admission if it is determined that the applicant or any member of the household falls within one or more of the following categories:

1. **Misrepresentation:** Willful or serious misrepresentation in the application procedure for the apartment or certification process for any apartment home.
2. **Records of Disturbance of Neighbors, Destruction of property of Other Disruptive or Dangerous Behavior:** Includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility, which damages the equipment or premises in which the family resides, or which is disturbing or dangerous to neighbors or disrupts the quiet and peaceful enjoyment of their home and community life.
3. **Violent Behavior:** Includes evidence of acts of violence or of any other conduct, which would constitute a danger or disruption to the peaceful occupancy or neighbors.
4. **Non-compliance with Rental Agreement:** Includes evidence of any failure to comply with the terms of rental agreements at prior residences, such as failure to recertify as required, providing shelter to unauthorized persons, keeping pets, or other acts in violation of rules and regulations to include untimely payment of rent and/or previous evictions for any reason.
5. **Owing Prior Landlords:** Applicants who owe a balance to present or prior landlords will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the causes for non payment of rent or damages have changed sufficiently to enable the family to pay rent and other charges when due.

6. **Owing Utility Providers:** Applicants who owe a balance to present or prior utility providers for their residences will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contribution causes for failure to pay the utility bill have changed sufficiently to enable the family to pay and maintain utilities in the name of the head of the household.
7. **Unsanitary or Hazardous Housekeeping:** Includes generally creating any health or safety hazard through acts of neglect and causing or permitting any damage to or misuse of premises and equipment. If the family is responsible for such hazard, damage, or misuse, including but not limited to, causing or permitting infestation, foul odors, or other problems injurious to other persons' health, welfare, or enjoyment of the premises; depositing garbage improperly; failing to use in a reasonable and proper manner all utilities, facilities, services, appliances, and equipment within the dwelling unit or failing to maintain them in a clean condition; or any other conduct or neglect that could result health or safety problems or in damage to the premises.
8. **Credit History:** A consistent, severe, recent history of deficiencies in overall credit or rent payment which indicate the family will be unable or would otherwise fail to pay when due rent for the apartment and other expenses relating to occupancy of the apartment.
9. **Criminal Activity:** Management has established a policy to reject all applicants where the applicant or any household member has engaged in certain criminal activity. The activities that are grounds for rejection of an application include but are not limited to:
  - a. Any conviction or adjudication other than acquittal within the last 7 years which involved **injury to a person or property or theft of property.**
  - b. Any conviction or adjudication other than acquittal for the **sale, distribution, possession, illegal use, or manufacture of any controlled or illegal substance.**
  - c. Any conviction or adjudication other than acquittal, for **any sexual offense or terrorist related crimes.**

**Management reserves the right to require criminal background checks at each recertification/renewal.**

10. Pets are not permitted on the property, permanently or temporarily, without written permission from management. We require a pet deposit and/or non-refundable pet fee to be paid. We limit two pets per apartment, which must not exceed 35 pounds each at full growth. (Depending on individual community, this policy may vary.) Birds larger than a cockatiel will require pet monies. No reptiles, pigs, rabbits, or ferrets are permitted. Violation of this policy will result in a daily fine and /or termination of lease.
11. If an applicant is unable to meet all acceptance requirements above, management may consider acceptance of guarantor, increased security deposit and/or deposit and and/or additional rent, if allowable.
12. All household members may not be full-time students under certain affordable programs.

**I have been given the opportunity to ask any questions that pertain to the Resident Selection Guidelines. Anyone who falsifies any information on their application will be denied acceptance. The deposit will automatically be forfeited. By signing below, certify that we have read and received a copy of these guidelines.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Head of Household

\_\_\_\_\_  
Date

# RELEASE OF INFORMATION CONSENT FORM

Note: This form must be signed by all members of the household 18 years of age or older in order for certification to be processed.

## CONSENT

I authorize and direct any federal, state, or local agency, organization, business, or individual to release information necessary to verify my application for the purpose of determining eligibility status for federally assisted housing programs. I understand and agree this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) and/or Rural Economic and Community Development (RECD) in administering and enforcing program rules and policies. I also consent for HUD, RECD or the Managing Agent to release information from my file to credit bureaus, collection agencies, or future landlords. This includes, but is not limited to, records on my payment history and any violations of my lease or occupancy policies.

## INFORMATION COVERED

I understand, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verification and inquiries that may be requested include, but are not limited to:

Identity and Marital Status                      Employment, Income & Assets                      Residences & Rental Activity  
Medical or Child Care Allowances              Credit and Criminal Activity

## GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked or who may ask us to release the above information (depending on the program requirements) include, but are not limited to:

GHFA (state Authorities w/Section 8)	Past and Present Employers
Courts and Post Offices	Welfare Agencies
State Unemployment Agencies	Schools and Colleges
Law Enforcement Agencies	Social Security Administration
Retirement Systems	Medical/Pharmaceutical Providers
Veterans Administration	Utility Companies
Banks and other Financial Institutions	Credit Providers & Credit Bureaus
Previous Landlords (including Public Housing Agencies)	Child Care Providers

## CONDITIONS

I agree a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file in the Management office and will stay in effect for a year and one month for the date signed.

\_\_\_\_\_  
Head of Household                      Print Name                      Date                      Social Security #

\_\_\_\_\_  
Adult Member #2                      Print Name                      Date                      Social Security #

\_\_\_\_\_  
Adult Member #3                      Print Name                      Date                      Social Security #

\_\_\_\_\_  
Adult Member #4                      Print Name                      Date                      Social Security #

## Student Status Statement

**I hereby certify one of the following:**

I am a full time student.

I am a part time student.

I am not a part time or a full time student.

Resident Name (Print): \_\_\_\_\_

Resident Signature: \_\_\_\_\_