

Phone: 706-312-2950

TDD:

Fax: 706-312-2951

RENTAL APPLICATION

<p>Name: _____</p> <p>Phone: _____</p>	<p style="font-size: small;"><i>For Office Use Only</i></p> <p>Date: ____ / ____ / ____ Time: ____ : ____</p> <p>Application No: _____</p>
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INSTRUCTIONS TO APPLICANT

- Each household member 18 years of age and older must complete a separate application.
- ALL lines must be filled in. You may write "NONE" or "NO" in a line, but DO NOT leave a line blank or write N/A.
- All information should be complete and correct. False, incomplete or misleading information will cause your application to be declined.
- If you need to make a correction, put one line through the incorrect information, write the correct information above, and initial the change.
- As long as your application is on file with us, it is your responsibility to contact us whenever your address, telephone number or income situation changes, or whenever you need to add or remove a household member from your application.
- After we receive your complete application, we will make a preliminary determination of eligibility. If your household appears to be eligible for housing, your application will be placed on a Waiting List. This does not mean that your household will be offered an apartment. If later processing establishes that your household is not actually eligible, or does not meet our Screening Criteria, your application will be declined.
- We will process your application according to our standard procedures which are summarized in the Resident Selection Plan, posted in the Management Office.

HOUSEHOLD INFORMATION

Full Name of Household Members as they appear on SS Card	Relation-ship	Sex	Age	Full-Time Student Y/N	Date of Birth	Birth-place City	Birth-place State	Social Security No. or Alien Registration No.	Drivers License	
									Number	St.
1.	Head									
2.										
3.										
4.										
5.										
6.										
7.										
8.										

- Are you currently receiving Section 8? _____
- Will any of the household members live anywhere except in your apartment? _____
- Are there any other persons who will live in your apartment on a less than full-time basis? _____
- Have you or any other member of your household ever used any name(s) or social security number(s) other than the one you are currently using? _____
- If you answered "YES" to any question above, please explain: _____
- _____
- _____
- _____

RESIDENCE HISTORY

You **must** report **ALL** places you have lived for the **past five (5) years**. Use an additional sheet if necessary.

Present Address	Street Address:				From: ____/____/____	Landlord Name:		
	City:	County:	State:	Zip:	To: ____/____/____	Landlord Phone:		
	Reason for Moving:					Street Address:		
	Was this Federally Assisted Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No				Amount of Rent: \$	City:	State:	Zip:
Previous Address	Street Address:				From: ____/____/____	Landlord Name:		
	City:	County:	State:	Zip:	To: ____/____/____	Landlord Phone:		
	Reason for Moving:					Street Address:		
	Was this Federally Assisted Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No				Amount of Rent: \$	City:	State:	Zip:
Previous Address	Street Address:				From: ____/____/____	Landlord Name:		
	City:	County:	State:	Zip:	To: ____/____/____	Landlord Phone:		
	Reason for Moving:					Street Address:		
	Was this Federally Assisted Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No				Amount of Rent: \$	City:	State:	Zip:
Previous Address	Street Address:				From: ____/____/____	Landlord Name:		
	City:	County:	State:	Zip:	To: ____/____/____	Landlord Phone:		
	Reason for Moving:					Street Address:		
	Was this Federally Assisted Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No				Amount of Rent: \$	City:	State:	Zip:
Previous Address	Street Address:				From: ____/____/____	Landlord Name:		
	City:	County:	State:	Zip:	To: ____/____/____	Landlord Phone:		
	Reason for Moving:					Street Address:		
	Was this Federally Assisted Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No				Amount of Rent: \$	City:	State:	Zip:

You **must** report **ALL** states you have resided in since the age of 18. All applicants 18 and older are required to report this information.

State:	From: ____/____/____	To: ____/____/____	Last Street Address in that State:	City:	County:
State:	From: ____/____/____	To: ____/____/____	Last Street Address in that State:	City:	County:
State:	From: ____/____/____	To: ____/____/____	Last Street Address in that State:	City:	County:
State:	From: ____/____/____	To: ____/____/____	Last Street Address in that State:	City:	County:
State:	From: ____/____/____	To: ____/____/____	Last Street Address in that State:	City:	County:

	<u>No</u>	<u>Yes</u>	<u>If 'Yes' you must answer the following:</u>
• Have you or any member of your household ever been evicted?	<input type="checkbox"/>	<input type="checkbox"/>	From Where? _____ When? _____ Why? _____
• Have you or any member of your household ever been evicted from federally assisted housing for drug-related criminal activity?	<input type="checkbox"/>	<input type="checkbox"/>	From Where? _____ When? _____
• Do you or any member of your household owe money to any Public Housing Authority, HUD, Apartment Community or Previous Landlord?	<input type="checkbox"/>	<input type="checkbox"/>	To Whom? _____ How Much? \$ _____
• Have you or any member of your household ever committed any fraud in a Federally Assisted Housing Program or been asked to repay money for knowingly misrepresenting information for such housing programs?	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____ _____ _____

ASSET INFORMATION

You **must** report **ALL** Assets below. Use an additional sheet if necessary.

CHECKING		Name of Bank:		Avg. 6 Month Balance:	Current Interest Rate:
Account No:		Address:			
		City:	State	Zip:	Bank Phone Number:
SAVINGS		Name of Bank:		Current Balance:	Current Interest Rate:
Account No:		Address:			
		City:	State	Zip:	Bank Phone Number:
Stocks, Bonds, C.D.'s, Life Insurance Policies, Etc.		Name of Institution:		Current Value	Annual Income:
Type of Asset:		Address:			
Account No:		City:	State	Zip:	Institution Phone Number:
Stocks, Bonds, C.D.'s, Life Insurance Policies, Etc.		Name of Institution:		Current Value	Annual Income:
Type of Asset:		Address:			
Account No:		City:	State	Zip:	Institution Phone Number:

	No	Yes	If 'Yes' you must answer the following:
<ul style="list-style-type: none"> Has any household member disposed of any assets for Less than Fair Market Value during the past two (2) years? 	<input type="checkbox"/>	<input type="checkbox"/>	Date Disposed of: ____/____/____ Description of Asset: _____
<ul style="list-style-type: none"> Has any household member sold any Real Estate in the last two years? 	<input type="checkbox"/>	<input type="checkbox"/>	Date Disposed of: ____/____/____ Description of Asset: _____ Sales Price: \$ _____
<ul style="list-style-type: none"> Does any household member have an interest in any Real Estate, Boat or Mobile Home? 	<input type="checkbox"/>	<input type="checkbox"/>	Description of Asset: _____ Value \$ _____ Annual Income from Asset: \$ _____

SOURCES OF INCOME

You **must** report income from **ALL** sources. This includes but is not limited to Employment, Public Assistance, Social Security, SSI Disability Compensation, Unemployment Compensation, Workers Compensation, Retirement Benefits, Veterans Benefits, Child Support, Alimony, Educational Grants, Scholarships, etc. **If anyone outside your household gives you money or pays your bills, you must report it as a source of income.** Use additional sheets if necessary.

Name of Employer, Agency or Person providing income:			Name of Supervisor or Agency Contact:		Average Annual Income from this Source:
Address:			Phone Number:		\$ _____
City:	State	Zip:	Income:		
			\$ _____ per _____ (hr/wk/mo/yr/etc)		
Name of Employer, Agency or Person providing income:			Name of Supervisor or Agency Contact:		Average Annual Income from this Source:
Address:			Phone Number:		\$ _____
City:	State	Zip:	Income:		
			\$ _____ per _____ (hr/wk/mo/yr/etc)		
Name of Employer, Agency or Person providing income:			Name of Supervisor or Agency Contact:		Average Annual Income from this Source:
Address:			Phone Number:		\$ _____
City:	State	Zip:	Income:		
			\$ _____ per _____ (hr/wk/mo/yr/etc)		

CHILD CARE EXPENSES

If you pay for Child Care, please list name of provider(s) below.

Name of Provider:	Street Address:			Does this expense allow you to work, seek employment or attend school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	City:	State: Zip:	Amount you pay: \$ _____ per _____	
Name of Provider:	Street Address:			Does this expense allow you to work, seek employment or attend school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	City:	State: Zip:	Amount you pay: \$ _____ per _____	

HANDICAP CARE EXPENSES

If you pay for care of Handicapped or Disabled household member, list name of provider(s) below.

Name of Provider:	Street Address:			Does this expense allow you to work or seek employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	City:	State: Zip:	Amount you pay: \$ _____ per _____	
Name of Provider:	Street Address:			Does this expense allow you to work or seek employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	City:	State: Zip:	Amount you pay: \$ _____ per _____	

AUTOMOBILES AND OTHER VEHICLES

List all motor vehicles, including motorcycles owned by or registered to household members. Use additional sheets if necessary.

Make and Model Number:	License Plate Number:	State:	Insurance Agent:	Phone:
Color:	Year:	License Expiration Date:	Street Address:	Policy No:
Name on Registration:	VIN #	City:	State: Zip:	Expiration Date:
Make and Model Number:	License Plate Number:	State:	Insurance Agent:	Phone:
Color:	Year:	License Expiration Date:	Street Address:	Policy No:
Name on Registration:	VIN #	City:	State: Zip:	Expiration Date:

RENTERS INSURANCE

We recommend that you carry Renters insurance **Your personal belongings are not covered by our insurance**. If you have coverage, please provide information below.

Insurance Agent:	Phone:
Street Address:	Policy No:
City:	State: Zip: Expiration Date:

PERSONAL REFERENCES

List three (3) references (Not related to you).

Name:	Address:		
Phone No:	City:	State:	Zip:
Name:	Address:		
Phone No:	City:	State:	Zip:
Name:	Address:		
Phone No:	City:	State:	Zip:

EMERGENCY CONTACT

Provide the name of the person and an alternate; we should contact in case of an emergency.

Name:		Address:		
Phone No:	Relationship to you:	City:	State:	Zip:
Name:		Address:		
Phone No:	Relationship to you:	City:	State:	Zip:

ELDERLY/HANDICAPPED/DISABLED STATUS

We are required by HUD to request the following information for the purpose of determining eligibility for admission to our Section 8 Program addition to giving special considerations with regards to allowances in determining rent we also will make reasonable accommodations or modifications based on disability. Please check any box that applies to you:

Head of Household and/or Spouse is: 62 years of age or older Handicapped Disablec

If you checked one of the boxes above, complete this section. List payments made on outstanding medical bills; medical insurance premiums; medical and dental costs that are NOT covered by insurance. Use a separate sheet if necessary.

Name of Provider:		Street Address:		Description of Expense: _____	
Phone:	Policy No:	City:	State:	Zip:	Amount you pay: \$ _____ per _____
Name of Provider:		Street Address:		Description of Expense: _____	
Phone:	Policy No:	City:	State:	Zip:	Amount you pay: \$ _____ per _____
Name of Provider:		Street Address:		Description of Expense: _____	
Phone:	Policy No:	City:	State:	Zip:	Amount you pay: \$ _____ per _____
Name of Provider:		Street Address:		Description of Expense: _____	
Phone:	Policy No:	City:	State:	Zip:	Amount you pay: \$ _____ per _____

CRIMINAL HISTORY

This property's eligibility criteria excludes housing to individuals and households with specific types of criminal activity in their history. **must** answer the following questions completely and truthfully. If any of the answers are false, misleading or incomplete your application may be rejected, OR, if move-in has occurred, you may be evicted.

	No	Yes	<u>If 'Yes' you must answer the following:</u>
• Have you or any member of your household ever been convicted of drug-related criminal activity?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____ When? _____ Details: _____
• Have you or any member of your household ever been convicted of violent criminal activity?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____ When? _____ Details: _____
• Are you or any member of your household a current, illegal user of or addicted to a controlled substance?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____ Details: _____
• Have you or any member of your household ever been convicted of the illegal manufacture or distribution of a controlled substance?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____ When? _____ Details: _____
• Have you or any member of your household ever been evicted from federally assisted housing for drug-related criminal activity?	<input type="checkbox"/>	<input type="checkbox"/>	From Where? _____ When? _____
• Have you or any member of your household ever been on parole or are now on parole?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____ When? _____ Details: _____
• Have you or any member of your household currently or in the past used illegal drugs?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____ Details: _____
• Are you or any member of your household subject to registration under a State sex offender registration program?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____ When? _____ Where? _____

APPLICANT CERTIFICATION

Read each statement below and initial that you understand and agree

(Initial) I have read and understand the information in this application, in particular the Instructions to Applicant, and agree to comply with all information and instructions.

(Initial) I have read and understand the Resident Selection Plan, that is posted in the Management Office and summarizes the procedures for processing applications.

(Initial) I certify that all information given in this application is true, complete and accurate. I understand that if any of this information is false, misleading or incomplete, Management may decline my application, OR, if move-in has occurred, terminate my lease and evict me and my household.

(Initial) I understand that **ALL CHANGES in the income** of any member of the household, as well as any **changes in the household members** must be reported to Management **in writing immediately**.

(Initial) I understand that if I or any household member needs a reasonable accommodation or reasonable modification must inform management of our needs.

(Initial) If my application is approved and move-in occurs, I certify that only those persons listed in this application will occupy the apartment, and that they will maintain no other place of residence.

(Initial) If this application is approved and move-in occurs, I certify that all household members will accept and comply with all conditions of occupancy as set forth therein, including rules regarding pets, rent, damages, and security deposits.

(Initial) I authorize Management to make any and all inquiries to verify this information either directly or through information exchanged now or later with rental and credit screening services, previous and current landlords, law enforcement agencies or other sources for verification confirmation which may be released to appropriate Federal, State or local agencies.

(Initial) I understand that it is a crime to knowingly provide false information for the purpose of obtaining or maintaining occupancy and/or for the purposes of securing a lower rent in a subsidized housing development.

(Initial) I understand that the penalty for knowingly providing false information is up to five (5) years in prison and/or up to a \$10,000 fine upon conviction.

APPLICANT SIGNATURE

DATE

For marketing purposes, how did you hear about Happy Homes?

It is the policy of this company 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.

404-331-5001 ext 2061

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