

# AFFORDABLE HOUSING APPLICATION



The Partnership, Inc.  
Committed to Excellence in Affordable Housing

For Office-Use-Check all that apply  TAX CREDIT  \*BOND  \*HUD  \*OTHER \_\_\_\_\_ \*Requires Addendum  
 Property: \_\_\_\_\_ Marketing Source: \_\_\_\_\_  
 Apartment # \_\_\_\_\_ Unit Type: \_\_\_\_\_ Move-in Date \_\_\_\_\_ App Fee \_\_\_\_\_  
 Lease Term \_\_\_\_\_ Rental Rate \_\_\_\_\_ Security Deposit \_\_\_\_\_  
 Telephone# \_\_\_\_\_ Applicant E-Mail address \_\_\_\_\_

**NOTE: ADULT HOUSEHOLD MEMBERS NOT MARRIED TO EACH OTHER SHOULD COMPLETE THEIR OWN APPLICATION**

## I. HOUSEHOLD COMPOSITION (LIST ALL PERSONS WHO WILL OCCUPY THE UNIT)

**Marital Status:**  Never Married  Married  Separated \_\_\_\_\_  Divorced \_\_\_\_\_  Widowed  
 Date of Separation \_\_\_\_\_ Date divorce \_\_\_\_\_

| List all Persons who will occupy the Unit | Relationship | Date of Birth<br>MM/DD/YYYY | Age | Social Security # | Student<br>F/T = FULL TIME<br>P/T = PART TIME  |
|---|--------------|-----------------------------|-----|-------------------|--|
|   | Self         |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |
|   |              |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |
|   |              |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |
|   |              |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |
|   |              |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |
|   |              |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |
|   |              |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |
|   |              |                             |     |                   | <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> N/A |

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  Own  Rent  Other # Years \_\_\_\_\_ Tel# \_\_\_\_\_  
 \_\_\_\_\_ Landlord/Mort. Name \_\_\_\_\_  
 Current Rental Payment \$ \_\_\_\_\_  
 Former Street Address (if less than 2 yrs) City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  Own  Rent  Other # Years \_\_\_\_\_ Tel# \_\_\_\_\_  
 \_\_\_\_\_ Landlord/Mort. Name \_\_\_\_\_

- Yes  No Does anyone plan to live with you with in the next 12 months who is not indicated on the application? (Military Deployment, child away at school, working in another state, etc.)  
Explain: \_\_\_\_\_
- Yes  No Do you expect any changes to your household within the next 12 months? (Pregnancy, adoption, custody change, etc.)  
Explain: \_\_\_\_\_
- Yes  No Do you or any occupant who will be named on the lease require special accommodations?  
Explain: \_\_\_\_\_
- Yes  No Does anyone in your household plan to become a student within the next 12 months?  
If Yes, name of school \_\_\_\_\_
- Yes  No Are any adults in the household currently attending or attended school in the last 12 months?  
If Yes, Name of School \_\_\_\_\_
- Yes  No Are any occupants Self-Employed either part-time or full-time?  
If Yes, Occupant(s) Name \_\_\_\_\_
- Yes  No Are any occupants Farmworkers?  
If Yes, Occupant(s) Name \_\_\_\_\_
- Yes  No Have you or any member of your household ever been convicted of the illegal possession, distribution, trafficking or manufacturing of an illegal drug or other illegal controlled substance? If YES, explain: \_\_\_\_\_
- Yes  No Have you or anyone in your household been ARRESTED or CONVICTED of a felony or misdemeanor, other than traffic violations?  
If YES, list arrests or convictions and dates: \_\_\_\_\_
- Yes  No Does the household receive any Tenant Based Rental Assistance (such as a Section 8 Voucher).
- Yes  No Have you ever been evicted? Explain: \_\_\_\_\_
- Yes  No Will there be any pets living in the household? Type/Breed/Weight \_\_\_\_\_



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## II. HOUSEHOLD INCOME

Employment Income: List all Full-time, Self-employment and/or Part-time employment

### Applicant

**Employed**  Yes  No  Self Employed

Current Employer: \_\_\_\_\_  
 (Company Name or indicate SELF EMPLOYED) (Address) (Phone #)

\_\_\_\_\_  
 (Position/Title) (Annual Gross Income) (Supervisor's Name) (Start Date)

**Second Job**  Yes  No  Self Employed

Employer: \_\_\_\_\_  
 (Company Name) (Address) (Phone #)

\_\_\_\_\_  
 (Position/Title) (Annual Gross Income) (Supervisor Name) (Start Date)

**If more than 2 employers please complete an additional page 2.**

### Spouse

**Employed**  Yes  No  Self Employed

Current Employer: \_\_\_\_\_  
 (Company Name or indicate SELF EMPLOYED) (Address) (Phone #)

\_\_\_\_\_  
 (Position/Title) (Annual Gross Income) (Supervisor's Name) (Start Date)

**Second Job**  Yes  No  Self Employed

Employer: \_\_\_\_\_  
 (Company Name) (Address) (Phone #)

\_\_\_\_\_  
 (Position/Title) (Annual Gross Income) (Supervisor Name) (Start Date)

**If more than 2 employers please complete an additional page 2.**

### OTHER INCOME

| Income Source- <b>If Yes, Check all that apply and complete Household member and Monthly income amount information</b>         | Household Member Name | Monthly Income Amount |
|--|-----------------------|-----------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Child Support, Other Non-Court Ordered Payments for Child or Spouse   |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Alimony/Spousal support   |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Social Security or SSI  |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Pensions, Retirement Benefits, Disability                             |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No VA Benefits, GI Bill or National Guard/Military Benefits income       |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No AFDC, TANF ( <b>EXCLUDING FOOD STAMPS</b> )                           |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Unemployment Compensation, Worker's Compensation, Severance Pay       |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Annuities, Trust, Inheritance, Insurance Policies or Lottery Winnings |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Student Financial Assistance (Loans, Grants, Scholarships, etc)       |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Recurring Monetary Gifts  |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Income from Real Property (Are you renting/leasing a home you own?)   |                       |                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Other Income-Source _____   |                       |                       |



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### III. ASSETS

Listed below for each occupant is a true list of the value of all assets (if necessary use an additional worksheet):

| Type of Asset  | Bank or other Financial Institution | Approximate Balance | Interest Rate | Income |
|--|-------------------------------------|---------------------|---------------|--------|
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE Checking Account          |                                     |                     |               |        |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE Savings Account           |                                     |                     |               |        |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE Revocable Trust           |                                     |                     |               |        |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE 401(K), IRA accounts      |                                     |                     |               |        |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE CD's, Money Market        |                                     |                     |               |        |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE Real Estate               |                                     |                     |               |        |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE Cash on Hand/Payroll Card | NONE                                |                     | NONE          | NONE   |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE Whole Life Insurance      |                                     |                     |               |        |
| <input type="checkbox"/> Yes <input type="checkbox"/> NONE Other Assets not Listed   |                                     |                     |               |        |

Have you disposed of any assets within the last 24 months?  Yes  No If yes, Explain:

\_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(Name) (Relationship) (City/State) (Phone)

I/We certify that the facts set forth in this Application for Rental are true, complete and correct to the best of my knowledge and belief and are made in good faith. I/We understand that a false statement and/or change(s) in eligibility status of my application are grounds for rejection and I/We cannot reapply for days from the date of this application. (Please initial) \_\_\_\_\_

I/We agree that the Security Deposit may not be applied as rent and that the full monthly rent will be paid on or before the first day of every month including the last day of occupancy. If this application for rental is accepted, I/We further agree that the deposit will not be refunded if I/We decided not to move in.

By execution of this application, I/We hereby authorize the management to make such investigations into my history as they may deem appropriate. I/We understand that such investigations typically include (but are not limited to) verification of employment and salary, criminal background check, rental history, student status and consumer credit reports.

**Warning: Section of Title 18 U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of Federal Agency.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Spouse: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Management Agent: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**WE ENCOURAGE AND SUPPORT THE NATION'S AFFIRMATIVE HOUSING PROGRAM IN WHICH THERE ARE NO BARRIERS TO OBTAINING HOUSING BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP OR FAMILIAL STATUS.**

\_\_\_\_\_ (Apartment Community) does not discriminate on the basis of disability status in the admission or access to, treatment or employment in, federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Name: The Partnership, Inc.  
Address: 2001 West Blue Heron Blvd  
Riviera Beach FL 33404  
Tel: (561) 655-6775



## RESIDENT SELECTION CRITERIA

IT IS OUR POLICY TO RENT TO QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, OR FAMILIAL STATUS IN COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL LAWS.

- 1. Identity Verification.** Government issued photo identification will need to be presented by all household members 18 years and older and birth certificates for all household members under 18. Social Security Cards?
- 2. Application.** All adult household members and 17 year old members turning 18 within 120 days of the application must complete an application. 17 year old household members in the state of Mississippi must complete the application process.
- 3. Occupancy Background.** If your application is rejected because of negative previous occupancy history, you will be given the name, address, and telephone number of the consumer-reporting agency where you can obtain a copy of this information. We authorize the property 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, and to contact previous and current landlords or other sources for credit screening services, and to contact previous and current landlords or other sources for credit and verification confirmation which may be released to appropriate Federal, state or local agencies.
- 4. Scoring of your Consumer Credit Report.** TPI uses an empirically derived, statistically sound credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare the information to the credit performance of other applicants with similar profiles which allow us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. Based upon your credit score, your application will be accepted, rejected or accepted on the condition that an additional security deposit is paid. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.
- 5. Criminal Background Search (for use with Criminal Recommendation Product).** If your application is accepted and accepted with conditions, we will conduct a criminal background search. It is our policy not to lease to applicants who have been arrested or convicted of certain felonies and misdemeanors. We have a pre-defined selection configuration, which has been provided to our Criminal Search vendor. Prior to final acceptance of any applicant, our Criminal Search vendor will search for criminal background information on each applicant. If a report is found, it will be compared to our pre-selected criteria and a determination regarding whether and applicant meets our criteria will be made. If your application is rejected based upon pre-selection criteria, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your criminal information to us.

**Warning: Section 1001 of Title U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of Federal Agency.**

I/We have read and understand the Occupancy Standards, I hereby authorize management to make such investigations into my history as they may deem appropriate. I understand that such investigations typically include (but are not limited to) verification of employment and salary, criminal background check, rental history, student status and consumer credit reports.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Spouse: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

