

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

Applicant's 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) _____ / _____,
 City State City State City State City State

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

EMPLOYMENT INCOME

Present Employer _____ Position _____

Business Address _____
 Street City State Zip **Your Work Phone #** _____

Name of Supervisor _____ Phone # _____

Employed since _____ Gross **Monthly Salary** _____

Second Employer _____ Position _____

Business Address _____
 Street City State Zip **Your Work Phone #** _____

Name of Supervisor _____ Phone # _____

Employed since _____ Gross **Monthly Salary** _____

ADDITIONAL MONTHLY HOUSEHOLD INCOME

Recipient _____ Type/Source _____ Monthly Amount _____

Recipient _____ Type/Source _____ Monthly Amount _____

Recipient _____ Type/Source _____ Monthly Amount _____

Recipient _____ Type/Source _____ Monthly Amount _____

BANK ACCOUNT INFORMATION

Do you have a checking account? YES NO If Yes, give Bank Name _____ Account number _____

Do you have a savings account? YES NO If Yes, give Bank Name _____ Account number _____

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

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 _____

EMERGENCY CONTACT

Name _____ Relationship _____ Phone _____

Address _____
 Street Apt. # City State Zip

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.** 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.

Jefferson County Housing Authority Standard Rental Criteria

The Jefferson County Housing Authority (JCHA) 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.

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	

Credit and Criminal Review: In addition to the previously listed documents required to verify identity JCHA Apartment Communities conduct screenings on any person over the age of 18 applying to live at its communities. JCHA 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, JCHA 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 a residents’ 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.
- Felony and/or misdemeanor convictions are reviewed individually based on the severity of the conviction to determine eligibility. JCHA 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 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.

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

1. If an applicant’s credit recommendations come back as “Approved” the security deposit will be equal to one month’s rent or the applicant may pay the Optional “SureDeposit” fee of 17% of one month’s rent in Lieu of Security Deposit.
2. 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 or the applicant may pay the Optional “SureDeposit” fee of 17% of one and a half month’s rent in Lieu of Security Deposit.
3. 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 a and \$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: Maximum Three (3) Persons
- Two Bedrooms: Maximum Five (5) Persons
- Three Bedrooms: Maximum Seven (7) Persons
- Four Bedrooms: Maximum (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 JCHA 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 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, and a licensed physician establishes that benefit.

Automatic Rejection:

- Applicants with negative resident history-outstanding debt to an apartment community/landlord/JCHA or eviction from apartment community/landlord-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 controlled substance(s) will be denied. Guarantors/co-signers cannot substitute for this requirement.

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. JCHA 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 JCHA 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 JCHA. 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 a applicant’s application for housing, a copy of the revised selection criteria will be given to the applicant.

Applicant’s Signature	Date	Agent’s Signature	Date
		Agent’s Position	Community Name