

RENTAL APPLICATION (CONFIDENTIAL)

USDA Rural Development Properties

Name of Property _____

Address _____ Phone _____

This property could deny the application of any applicant who does not provide complete and accurate information on this form and the attachments. Please complete ALL of the areas below completely and accurately including EVERY Yes/No answer. If an item does not apply, please write "not applicable" or "none." EACH ADULT OVER 18 should complete a separate application/attachments listing all household members.

Tenant/Co-Tenant:

Name	Birth Date	Gender	Social Security Number

Other Household Members (Full or Part Time) Birth Date Gender Social Security Number

Other Household Members (Full or Part Time)	Birth Date	Gender	Social Security Number

Present Address - NAME OF PROPERTY _____

Street Address	City	State/Zip	Your Phone # and Alt Phone # (cell)	How Long lived there?

Is your current residence a federally financed or federally subsidized property? Yes No

Previous Addresses (Must fill in last two previous addresses - no less than last 12 months)

#1 Previous Address REQUIRED

Street Address	City	State/Zip	Phone Number	
How Long?	From:	To:	Amount of Rent	
			\$	
Previous Landlord Name	Street Address	City	State/Zip	Phone Number

#2 Previous Address REQUIRED

Street Address	City	State/Zip	Phone Number	
How Long?	From:	To:	Amount of Rent	
			\$	
Previous Landlord Name	Street Address	City	State/Zip	Phone Number

All Income Sources (Last 12 Months and Projected)

Income Source (Employer/Agency)	Phone #	Gross Monthly	Net Monthly
		\$	\$
		\$	\$

Credit Reference (Include all installment payments) Use additional pages if necessary

Name	Account Number	Monthly Payment	Balance Due
		\$	\$
		\$	\$

Automobiles:

Make/Model	Year	License Plate #	Driver's License #

Bank Accounts or other assets	Street Address	City/State/Zip	Type of Account	Approximate Balance/Value

Character References: (Please fill out at least 2. Do not list relatives. See manager for criteria)

Name	Address	City/State/Zip	Years	Phone Number

Have you, or anyone named on this application ever been charged, arrested or convicted of any crime including a drug-related crime or a crime involving violence against others? Yes No If yes, who? _____

Where? _____ (State) Explain (use additional pages if necessary): _____

Have you, or anyone named on this application ever been cited, evicted or termination of tenancy proceedings started for criminal activity (including drug-related activity), fraud, non-payment of rent, non-compliance with lease/rule provisions or failure to cooperate in recertification procedures?

Yes No If yes, explain: _____

Are you or anyone named on this application a registered or non-registered sex offender? Yes No

Do you or anyone named on this application have a history of using illegal drugs or abusing alcohol? Yes No

If yes, explain: _____

Is anyone named on this application a student (part or full time)? Yes No If yes, indicate whom and further verification is required. If yes, who and where attending _____

All applicants must disclose Social Security Numbers for all family members 6 years or older and provide acceptable proof of the numbers reported.

Are you able to meet this requirement for all household members? Yes No

Please list all states in which you or anyone listed on this application have lived, taken out credit or have held licenses to drive including DL#'s (use additional pages if necessary) _____

Have you or anyone named on this application ever been known by any other name or taken out credit under another name? Yes No

If yes, explain _____

Have you or anyone in your household been involuntarily displaced from a Federally-Declared natural disaster area?

Yes No If yes, explain _____

Do you or anyone in your household have a Letter of Priority Entitlement (LOPE) issued by the USDA Rural Development in accordance with

3560.660(c)? Yes No If no, were you or anyone in your household displaced from Agency-financed housing but not issued a LOPE letter?

Yes No If yes, explain _____

Do you, or anyone named on this application request adjustments or allowances (deductions) from income for elderly or disabled households such as medical expenses or handicap expenses? (Requests for allowances or adjustments to income must be verifiable)

Yes No If yes, explain _____

Which household members qualify for these allowances/adjustments? _____

Do you or anyone named on this application request the features of a wheelchair accessible or adapted unit, downstairs vs. upstairs apartment or site or policy accommodation or modification based on a medical condition or disability?

Yes No If yes, what is requested? _____

Are you currently residing at a USDA Rural Development financed property? Yes No

Do you understand that this property MUST be your primary place of residence and you cannot maintain another permanent residence or still lease another USDA Rural Development apartment at another location once a lease becomes effective at this property? Yes No

Do you own any of the following? (Some may be prohibited or require prior management written approval/agreement)

washer/dryer waterbed aquarium portable dishwasher freezer air conditioner space heater

Please Read: In compliance with the Fair Credit Reporting Act, we are informing you that information as to your household member's rental history, character references, public records, criminal history and credit history is being verified. I/We understand that any misrepresentation will be sufficient cause for rejection of the application. I/We understand that I/we must contact the rental office every six (6) months in order to remain on the waiting list. Failure to update will result in removal of my/our name(s) from the waiting list. I/we further understand that, upon acceptance of this application for tenancy, I/we must provide release and/or verification of ALL income and assets and household composition (including custody or guardianship of minor children) and consent to release for wage and/or income matching by RD or the owner/agent. I/we also agree to signify all terms of occupancy by signing the Lease Agreement, Rules and Regulations of the property and a Certification of Calculation of Rent form RD-3560-8. USDA Rural Development is authorized to collect this information by the U.S. Housing Act of 1937, Title VI of the Civil Rights Act of 1964, and the Fair Housing Act. The Housing and Community Development Act of 1987 requires applicants and participants to submit the social security numbers of each household member who is 6 years or older. Purpose: Your income and other information are being collected by USDA Rural Development to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: USDA Rural Development uses your family income and other information to assist in managing and monitoring RD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate federal, state, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of RD, except as permitted or required by law. Penalty: You must provide all of the information requested by the owner, including all social security numbers you, and all other household members age 6 years and older, have and use. Giving the social security numbers of all household member age 6 years and older is mandatory, and not providing the social security numbers will affect your eligibility. **Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.**

If you are rejected you have the right to appeal the decision within (10) days of the receipt of the rejection notice by contacting the management of this property in writing or requesting a meeting. A copy of the 7CFR3560.160 Tenant Grievance Procedures is posted in the site office. You may request a copy of this appeal procedure by contacting the site office below.

Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA program Discrimination Complaint Form, found online at www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7443 or email at program.intake@usda.gov.



How did you hear about our Property? _____

Signatures (Required): I certify the accuracy and completeness of information provided:

Applicant Signature _____

Date _____

Co-Tenant Signature _____

Each adult should complete a separate application but sign each other's application as Co-Tenant

Attachments:

1. Application Cover Letter - Explains eligibility, application process, wait list process and selecting applicants
2. Income/Asset Statement - to be completed by each adult of the household
3. Authorization to Release Employment and Information (required for all adult household members)
4. Race/Ethnicity Form(s) OMB HUD-27601-H attached for each household member (required - see note) This information attached to this application is requested in order to assure the Federal Government, acting through HUD that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.
5. Other Attachment(s) _____

Manager's Use: (OFFICE USE ONLY)

DATE OF RETURNED APPLICATION _____ TIME _____ MGR INITIALS _____