



Property Name _____

Date Received: _____

APPLICATION FOR HOUSING – MARKET RATE

Bedroom Size Requested: 1 Bdrm ____ 2 Bdrm ____ 3 Bdrm ____ 4 Bdrm ____

THIS APPLICATION MUST BE COMPLETED AND RETURNED WITH A \$ _____ NON-REFUNDABLE APPLICATION-PROCESSING FEE. EACH APPLICANT, 18 YEARS AND OLDER, MUST COMPLETE A SEPARATE APPLICATION AND PROVIDE A PHOTO ID.

HOUSEHOLD COMPOSITION

List the Head of Household (applicant) and all other persons who will be living in your unit. Give the relationship of each family member to the head of household.

Full Name	Relationship	Date of Birth	Age	Social Security # Age 18 or older
	HEAD			

Current Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Email: _____ **Tel #:** _____

BACKGROUND QUESTIONS

Have you, or anyone named on this application ever been convicted, or has pending charges of, a crime? If yes, explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you or anyone in your household abuse alcohol or use illegal drugs, or have ever been convicted or has pending charges of the use, manufacture or distribution of illegal drugs? If yes, explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you or anyone in your household currently subject to a registration requirement under a state sex-offender registration program? If yes, please explain	<input type="checkbox"/> yes <input type="checkbox"/> no
Have your monthly rent obligations been paid on time? If no, explain:	<input type="checkbox"/> yes <input type="checkbox"/> no



Have you ever been evicted or violated your lease? If yes, please explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Have your security deposits always been refunded? If no, explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you paid in full all utilities for which you have been responsible? If no explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there anyone currently living with you that is not on this application? If yes, explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Does your household have a pet? If yes, explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you receive Housing Assistance?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you or any member of your household lived in any other state? If yes, please list here:	<input type="checkbox"/> yes <input type="checkbox"/> no

HOUSING INFORMATION:

Current Housing: _____

Landlord telephone number: _____ **Monthly rent or mortgage payment:** _____

Date of move-in: _____ **Date of move-out:** _____

Previous Housing: _____

Landlord telephone number: _____ **Monthly rent or mortgage payment:** _____

Date of move-in: _____ **Date of move-out:** _____

Previous Housing: _____

Landlord telephone number: _____ **Monthly rent or mortgage payment:** _____

Date of move-in: _____ **Date of move-out:** _____

PERSONAL REFERENCES:

Note: Personal references will only be contacted if you have little or no rental history and/or little or no credit history.

Name and Address of Reference (No Relatives)

_____ Reference's Telephone: _____

_____ Reference's email: _____

_____ How Long Have You Known This individual? _____

Name and Address of Reference (No Relatives)

_____ Reference's Telephone: _____
_____ Reference's email: _____
_____ How Long Have You Known This Individual? _____

HOUSEHOLD INCOME INFORMATION:

Employment:

Present Employer: _____ Years There _____ Telephone _____
Position or Title: _____ Name of Supervisor: _____

Present Employer: _____ Years There _____ Telephone _____
Position or Title: _____ Name of Supervisor: _____

Other sources of income (child support, alimony, rental, etc.):

Source of income: _____
Source of income: _____

Applicant(s) Acknowledgement:

- a) That this application is complete and contains all material facts.
- b) Applicant(s) hereby gives full authority and permission to verify the information herein.
- c) Applicant(s) represents the statements and information set forth herein is true, correct and complete and understands that MetroPlains Management LLC will rely on said information in order to make a decision to rent to the applicant(s).
- d) All applicants will be screened in accordance with the Resident Selection criteria. The selection criteria requirements, employment history, and income will be used as a basis to determine acceptance or denial of your application.
- e) Applicant agrees that if he/she rents a unit, such rental may be canceled by Metroplains Management LLC in the event that any statement or information furnished by the applicant(s) in this application is false.

Applicant Signature _____ Date _____

Management Signature _____ Date _____



RESIDENT SELECTION CRITERIA (Market Rate)

INTRODUCTION: Residents are to be impartially selected in accordance with applicable Federal and State laws. *METROPlains* reserves the right to deny anyone that may jeopardize the future stability of the property. To be eligible for occupancy, applicants must meet the following selection criteria:

- A. Appropriate Family Size** - The household size must be appropriate for the unit available (See Appendix).
- B. Legal age** - You must be 18 years or older if applying for occupancy as head of household or co-head of household. No exceptions.
- C. Income** - The household income must fall within the established income guidelines (See Appendix).
- D. Criminal History** - Only conviction history will be considered for denial; arrest history will not be considered.
 - 1. Conviction of crimes for the following offenses will result in a lifelong denial:
 - a. Murder, attempted murder, or manslaughter
 - b. Kidnapping or false imprisonment
 - c. Any felony involving great bodily injury with or without use of a firearm
 - d. Arson resulting in great bodily injury
 - e. Felony possession, use, or distribution of child pornography
 - f. Sexual offenses of any kind.

A felony conviction within seven (7) years of the date of application will result in denial.

A felony conviction relating to possession of illegal drugs and/or drug paraphernalia within five (5) years of the date of application will result in denial. No exceptions.

- 2. A gross misdemeanor conviction within five (5) years from the date of application will result in denial. Gross misdemeanor convictions involving operation of a motor vehicle will not result in denial.
- 3. Incarceration (more than 12 consecutive months) will result in denial for 3 years from date of release.
- 4. Misdemeanors or petty crimes will result in denial if there are two or more within three years.



E. Good Rental History – For three years from the date of application, applicant shall have good rental history. Good rental history includes, but is not limited to: honoring the obligations of your lease, making payments on time, no lease or rule violations, no record or pattern of disruptive behavior, no record of destruction of property or poor housekeeping habits. Negative rental history can result in denial.

1. Evictions filed within one year, or two within five years, from date of application will result in denial of rental application. If the eviction is filed in connection with a foreclosure of the primary residence, it will not result in denial.

F. Credit History – Credit history that indicates an applicant would be unable to pay rent or other expenses related to occupancy of the rental unit will result in denial. The following criteria will be applied on an individual basis.

1. A negative credit item is defined as a collection, judgement, repossession, bad debt, or a late account over 90-days past due.
2. At least five negative credit items or \$5,000.00 within the previous 12 months will result in a denial.
3. Any money owed to a previous landlord or an essential utility company within three (3) years of the date of application, will result in denial. An essential utility is defined as gas, electric, water/sewer. If the resident pays the debt in full, they will not be denied on this basis; however, payment plans will not be accepted.

Exceptions: Bankruptcy filings, which have been discharged, past due medical bills, student loans, or a foreclosure of your primary residence will not be considered a negative credit item.

G. No Demonstration of Negative Behavior - If applicant exhibits any of the following, Management has the right to deny their application for housing: Display of uncooperative, abusive or belligerent attitude towards Management and/or members of an interviewing committee during the application process; providing information on application or in interview which is false, misrepresented, incomplete or non-verifiable.

H. State and Federal Laws - Applicants shall meet the eligibility requirements imposed by applicable State and Federal laws and any regulations or requirements promulgated there under.

I. Denial of Application: In the event any application is not approved, the applicant shall be notified, in writing, by first class mail as to the reasons for non-selection and whom to contact for additional information.

J. Holding a Unit: Upon submission of the application for occupancy, applicant must pay the necessary holding fee. Any holding fee paid at this time will be applied to the security deposit when the applicant occupies the unit. Unless the holding fee is paid, there is no guarantee of rental and Management will continue to process other applications for the unit. If applicant fails to occupy unit upon approval of the application, the holding fee will be forfeited. Prior to move-in, the security deposit and first months' rent must be paid in full.

K. Verification: Information provided on your application will be verified. For required verification purposes, applicants must sign a written authorization and release of information. Applications are not considered complete until all required verifications have been obtained

Signature

Date

Signature

Date

Signature

Date

APPENDIX
MARKET RATE PROPERTIES ONLY

I. **MINIMUM INCOME GUIDELINES:** Based upon needs of the property

Must have verifiable income equal to three (3) times the monthly rent.

II. DEFINITION OF GROSS ANNUAL INCOME

Annual income is the gross amount of income anticipated to be received by the family during the twelve months following the effective date of occupancy.

III. UNIT SIZE

<u>Number of Bedrooms</u>	<u>Minimum</u>	<u>Number of Persons</u>	
		<u>Maximum</u>	
Efficiency	1	2	
1 Bedroom	1	2	
2 Bedroom	2	4	
3 Bedroom	4	6	
4 Bedroom	4	8	

IV. APPLICANT SCREENING

Each applicant for occupancy will be screened through the following consumer credit reporting agency:

First Advantage, Consumer Center
P.O. Box 105108
Atlanta GA 30348

For a free copy of your report: 888-517-8324
Questions about your report: 888-497-8616



GENERAL CONSENT RELEASE

The following named individual has made application with:

_____ Property

Please PRINT complete Legal Name:

_____ Last First Middle
Date of Birth

_____ Maiden/Former Name Month/Day/Year

Drivers License _____ State _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Previous Address _____ City _____ State _____ Zip _____

Employment _____

Current job _____ (years) Current Job Income _____ (monthly)

I authorize RENTBUREAU and MetroPlains to investigate my criminal history, residential, employment and income history, and bank and credit history for the purpose of housing and/or employment. The source of the information may come from, but is not limited to: Credit Bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records, county or state criminal records as follows, or other sources required. It is understood that a photocopy or facsimile copy of this form will serve as authorization.

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

_____ Applicant's Signature Date

ADDITIONAL SEARCH REQUESTED

Out of state search , County (If you lived in any other state, please list city, state & county)

1. _____
City County State

2. _____
City County State



This institution is an equal opportunity provider and employer. We do not discriminate against any person because of race, color, sex, religion, national origin, handicap, familial status, age, marital status, or receipt of 1973 public assistance as provided under applicable State laws and Section 504 of the Rehabilitation Act of coordinator available. TDD 800.366.6888

