

RENTAL APPLICATION

OFFICE USE		
Return Date: ___ / ___ / ___	Returned Time: _____	Lease: _____ Monthly rent amount \$ _____
Pro-rated Rent (___ days) \$ _____	Security Deposit \$ _____	Pet Deposit \$ _____
<input type="checkbox"/> APPLICATION WITHDRAWN	<input type="checkbox"/> APPROVED	Total Amount Due: \$ _____
<input type="checkbox"/> Called references; examined photo ID?	<input type="checkbox"/> APPROVED, w/co-signer	Amount Paid: \$ _____
<input type="checkbox"/> Contacted applicant after processing for?	<input type="checkbox"/> DENIED	Balance Owed: \$ _____

APPLICANT INFORMATION		
Name: _____		
Date of birth: _____	Phone: _____	Cell Phone: _____
Present Address: _____		
City: _____	State: _____	Zip code: _____
Email Address: _____		

HOUSEHOLD OCCUPANTS		
Head: _____	Date of Birth: _____	S.S.# _____
Co-Head: _____	Date of Birth: _____	S.S.# _____
1. _____	Date of Birth: _____	S.S.# _____
2. _____	Date of Birth: _____	S.S.# _____
3. _____	Date of Birth: _____	S.S.# _____
4. _____	Date of Birth: _____	S.S.# _____
Has anyone on the household occupant list ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list application and give details:		

PREVIOUS LANDLORD INFORMATION (minimum of three years rental history)		
Current Landlord:		Phone:
Address:		
City:	State:	ZIP Code:
Dates of Residency: From:		To:
Previous Landlord:		Phone:
Address:		
City:	State:	ZIP Code:
Your Address with this landlord:		
Dates of Residency: From:		To:
Previous Landlord:		Phone:
Address:		
City:	State:	ZIP Code:
Your Address with this landlord:		
Dates of Residency: From:		To:

INCOME INFORMATION

List the total amount of annual income anticipated to be received by all members of the household except for dependent minors, which includes a dependent person age 18 or older who is a full-time student, and foster children. Include social security payments received by adults on behalf of minors or by minors intended for their own support.

Applicant employer:		
Address:		
City	State:	ZIP Code:
Phone:	Years:	Months: Supervisor:
<input type="checkbox"/> Hourly \$	<input type="checkbox"/> Salary \$	Annual income: \$

OTHER HOUSEHOLD MONTHLY INCOME			
Source:		Amount: \$	
Source:		Amount: \$	
Source:		Amount: \$	
PERSONAL PROPERTY (vehicles and other)			
Make:	Yr:	LIC#	State:
Make:	Yr:	LIC#	State:
Make:	Yr:	LIC#	State:
Do you own: Waterbed? <input type="checkbox"/> Yes <input type="checkbox"/> No Aquarium? <input type="checkbox"/> Yes <input type="checkbox"/> No Musical Instrument? <input type="checkbox"/> Yes <input type="checkbox"/> No, Type:			

Information gathered will be used for the Fair Housing Program only and to assure the federal laws prohibiting discrimination on the basis of race, color, national origin, sex, family status, and age handicap are complied with.

<i>Please select both Ethnicity and Race: (select as many as apply)</i>		
Single Race: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	Multi-Race: <input type="checkbox"/> American Indian/Alaskan Native and White <input type="checkbox"/> Asian and White <input type="checkbox"/> Black or African American and White <input type="checkbox"/> Other multiple races	Ethnicity: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino

ATTACHMENTS

FOR EACH APPLICANT OVER 18 YEARS OLD PLEASE ATTACH A COPY OF:

___ **Proof of income** (such as copies of: pay stubs (60 days' worth); current SSI/TANF/child support award letters, etc.)

___ **Photo ID** (such as copies of: Valid driver's license, State ID or Passport)

FOR EACH OCCUPANT OVER 6 YEARS OLD PLEASE ATTACH A COPY OF:

___ **Social Security Card or Alien Registration Card** (Green Card)

AUTHORIZATION

I authorize NEDCO BuildingWorks staff or authorized representative to contact any agencies, offices, groups or organization to obtain and verify any information or materials, which are deemed necessary to complete my application for housing. I understand that a credit, character and criminal reports will be obtained. All information will be verified as needed.

WARNING: Section 1001 of Title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious statement or entry shall be fined not more than \$10,000 or imprisoned not more than five year, or both."

Federal housing laws forbid discrimination based on race, color, religion, sex, handicap, familial status, or national origin."

Applicant(s) – All household members over 18 years of age must sign:

Applicant's Signature	Date Signed
Co-Applicant's Signature	Date Signed
Signature	Date Signed
Signature	Date Signed

Which NEDCO program(s) are you participating in: _____

ATTENTION APPLICANT: PLEASE REMOVE THE TENANT SELECTION POLICY FROM THE APPLICATION. IT IS FOR YOUR INFORMATION

TENANT SELECTION POLICY

NEDCO receives project funding from various sources with specific requirements such as income restrictions, housing for those who have lost their homes due to foreclosure, and/or housing for young adults referred through participating agencies. NEDCO will list the restrictions when we list the vacancy.

APPLICATION

Applications will be accepted from anyone who wishes to apply for residency. Based on the information submitted on the application, the applicant will be notified whether they appear eligible and will be placed on the waiting list, or they will be notified they are not eligible, the reason why and the steps necessary to appeal the decision.

Applicants will be selected for residency on a first-come, first-serve basis. An applicant will be offered an available unit or rejected before the unit is offered to the next applicant on the waiting list.

PLACEMENT FROM THE WAITING LIST

Households will be placed on the waiting list on a first-come, first-serve basis. Qualified households will be placed into the first available vacancy when their name comes to the top of the waiting list for that unit size. Different properties will have different criteria.

SCREENING CRITERIA

North Polk Apartments (for applicants referred through a participating agency):

1. Positive identification with a picture ID of all adult applicants is required.
2. Applicants must be able to enter into a legal and binding contract.
3. Each applicant will be required to qualify individually. Married couples can submit one rental application, single applicants should submit individual applications.
4. Incomplete, inaccurate or falsified information will be grounds for denial.
5. The total annual household income (gross income before taxes or deductions) cannot exceed the income limits as determined by HUD and the City of Eugene.
6. Upon approval, applicants will be required to provide a copy of a Social Security card or Alien Registration card for all applicants over the age of six.

All Other Rental Properties:

1. Positive identification with a picture ID of all adult applicants is required.
2. Applicants must be able to enter into a legal and binding contract.
3. Each applicant will be required to qualify individually. Married couples can submit one rental application, single applicants should submit individual applications.
4. Incomplete, inaccurate or falsified information will be grounds for denial.

5. Upon approval, applicants will be required to provide a copy of a Social Security card or Alien Registration card for all applicants over the age of six.
6. A complete and accurate application listing the **current rental reference with contact information including phone numbers** will be required (*incomplete applications will be denied*). **Three years** of rental history should be listed and verifiable. (Applicants who are losing their primary residence due to foreclosure proceedings are exempt from providing rental history if home ownership is more than three years.)
7. The minimum monthly household income should be equal to two (2) times the stated monthly rent.
8. The total annual household income (gross income before taxes or deductions) should not exceed the income guidelines which is based on household size as determined by HUD and the City in which the property is located.
9. Income from all sources received by the household shall be included in the annual income. Specific income sources are excluded by HUD regulations and/or federal statute. The household's income sources will be examined for these exclusions. All net income derived from assets for the 12-month period following the date of determination of income shall be included. NEDCO will follow HUD guidelines and the guidelines of the city in which the property is located in determining income.
10. Applicants with a current Section 8 voucher or other form of tenant-based assistance must have income equal to at least two (2) times the monthly rent they are required to pay (if any).
11. If employed, a copy of a current paycheck stub from applicant(s) employer(s) showing year to date income, employers name and employees name will be required.
12. Verifiable income will be required for unemployed applicants. (*Verifiable income may mean, but is not limited to; Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans, Bank Accounts, regular support from family, friends, etc.*)
13. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
14. All sources of income will be verified prior to placement in the unit. You will be denied if your source of income cannot be verified.

Credit history may be reviewed. Negative credit is defined in part as:

Eviction from a rental property that reports property damage or money owing previous landlord(s). (A homeowner being evicted from their home due to a foreclosure is not considered the same as an eviction from a rental property).

Criminal history will be reviewed.

A criminal background check will be done on all applicants being considered.

Pending charges or outstanding warrants for any criminal offense listed below will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed.

No unit will be held awaiting resolution of pending charges. The following negative criminal history shall be grounds for denial of the rental application:

1. Any applicant currently using illegal drugs (as defined by Federal Law); or
2. Any individual, who may constitute a direct threat to the health and safety of an individual, the complex; or
3. A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
4. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges; or
5. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
6. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty and/or prostitution.

REJECTION POLICY

Applicants may be rejected if:

1. They are ineligible as defined by the HOME program requirements.
2. Household size is not appropriate for the size of units available.
3. Applicant does not meet the screening criteria for property they are being considered for.
4. Applicant is unable or unwilling to disclose information necessary to establish eligibility.

If an application is rejected due to negative and adverse information being reported the applicant may:

1. Contact the company that supplied the information to discuss his/her application.
2. Contact the credit reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit report agent as per their policy.
4. Request the credit reporting agency to submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the correct information, the applicant may ask NEDCO to reevaluate his/her application for the next available unit.
6. If the application has been denied and the applicant feels that he/she qualifies as a resident despite the steps above, he/she *may* appeal by letter to management. The letter

should explain the reasons he/she believes his/her application should be approved and must request a review of his/her file. Within seven (7) working days of receipt of his/her letter, NEDCO will review and the applicant will be notified of the outcome.

OCCUPANCY STANDARDS

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing).
2. Two persons are allowed per bedroom.
3. Exceptions are made for children under age six. Children under age six are allowed as a third occupant when the child resides with the parent or other adult(s) who maintain proper legal custody.

Reasonable Accommodation: Applicants who due to a disability, require a unit not in compliance of these occupancy standards, may request to apply for the accommodation upon application.

FAIR HOUSING

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, familiar status or handicap. This applies to accepting and processing application, selecting tenants from among eligible applicants, assigning units and certifying and recertifying eligibility for assistance.

CONFLICT OF INTEREST

No NEDCO employee may occupy a NEDCO-owned HOME assisted unit.