

## RENTAL APPLICATION

The rental application process and applicant rental application screening criteria listed below are used by Doneff Companies LLC (DCLLC) to uniformly evaluate the rental application of all prospective tenants and to help protect the safety, health, and welfare of all other tenants. It is provided to the applicant to help in understanding the application process and the reasons an application may be denied. Please acknowledge you reviewed this information by adding your signature to page 2.

### **The Rental Application Process**

1. Each adult eighteen (18) years or older must complete a separate rental application in its entirety.
2. Maximum occupancy limits are two unrelated adults per apartment unless otherwise specified by local ordinance. For the purpose of occupancy limits, all household members will be counted.
3. Age restrictions will apply at senior properties and verification of age is required.
4. The applicant's household monthly gross income must be equal to or greater than three (3) times the monthly rent.
5. All rental applications must be in writing or submitted through the online rental application portal.
6. Rental applications are processed based on the time and date the rental application is received.
7. Applicant screening criteria include a credit report, a criminal record report including state and federal sex offender registries, household income, report of prior evictions and references from prior landlord(s). If any household member's application is denied, all household members' application will be denied.
8. If any information on the rental application or otherwise is misrepresented, or if any information provided in the rental application or otherwise cannot be verified, the rental application will be denied.
9. All adult rental applicants including co-signers must pay a non-refundable \$20.00 processing fee. The rental application will not be accepted or processed prior to receipt of the processing fee from all adult applicants.
10. All adult applicants must provide a government-issued photo identification card and Social Security number.
11. All adult applicants must provide contact information for current and prior landlord. The rental application will be denied if, after making a good faith effort, applicant's current and prior landlord cannot be contacted to verify the rental applicant's rental history.

### **Rental Application Screening Criteria**

#### **Credit Reports & Co-Signer Requirements**

12. If your credit score is less than 650 your application will be denied.
13. If collection accounts are listed on your credit report that are not paid in full or otherwise closed, your application will be denied.
14. If your credit report shows an open bankruptcy the application will be held in abeyance until proof of dismissal is provided.
15. If you have an outstanding account balance for any utility paid by tenant that would prohibit you from transferring utilities into your name, your application will be denied.
16. If any applicant owes a landlord money within the last five (5) years, the application will be denied unless proof is provided the account has been paid in full. If the application is subsequently approved, a security deposit of two (2) times the monthly rent will be required prior to move-in.
17. If any applicant has one (1) stipulated dismissal/court-ordered payment plan within the last five (5) years, applicant would need to show proof of all terms being met and a security deposit equal to two (2) times the monthly rent would be required. If any applicant has more than one (1) stipulated dismissal/court-ordered payment plan in the last five (5) years, the application will be denied.
18. All applicants without at least a two (2) year rental history or prior home ownership are required to obtain one approved co-signer or pay the rent for the entire lease term in full.
19. All co-signers are required to meet the applicant screening criteria and have a monthly gross income equal to three (3) times the monthly rent. Only one co-signer is needed per household and will have liability for the entire household.

#### **Evictions**

20. If any applicant is in the process of a court eviction or is contesting a court eviction, the application will be held in abeyance until the final court disposition.
21. If any applicant has an eviction in the last three (3) years, the application will be denied. If any applicant has more

than one (1) eviction in the last five (5) years, the application will be denied.

**Criminal Report**

- 22. If you have been convicted of manufacturing or distributing a controlled substance as defined in Section 102 of the Controlled Substances Act, your application will be denied.
- 23. If you have been convicted of any other crime that shows a demonstrable risk to resident safety and/or property, your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case-by-case basis.
- 24. Arrest records, without subsequent conviction, will not be considered.
- 25. Along with your application you may provide any mitigating information or documentation that you would like to have considered regarding any prior conviction.
- 26. Registration on the state or federal Sex Offenders Registry will be a basis for denial of your application.

**Section 42 Income Qualified (IQ) Independent Living Senior Housing**

- 27. Section 42 IQ rental units are only available at certain independent living senior housing.
- 28. Number of available IQ units and LIHTC limits vary by senior property.
- 29. All applicants for Section 42 IQ units must conform to the LIHTC income limits for application to be processed. Other application requirements apply.
- 30. Adherence to LIHTC income limits does not guarantee that an available unit will be offered to the first qualified household. Some properties may have specific income limits at different percentages of County Median Income (CMI). The first household who qualifies for the unit with a lower CMI income limit will be offered said unit.
- 31. The household must be income qualified on the day of move-in. If any circumstances change between the original application, prior to or after move-in, the applicant must notify the property manager immediately as qualification to the Section 42 income limits may be affected.

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**Applicant Acknowledgement**

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I have received, read, understand and agree to the Rental Application Process and the Applicant Screening Criteria listed above.

_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Landlord/Landlord's Agent Signature	_____ Printed Name	_____ Date



**APPLICANT INFORMATION**

Each adult over 18 years of age must complete an application for tenancy. All requested information must be completed before the application will be processed. The purpose of this application is to obtain information necessary to determine whether you qualify for tenancy. This is NOT a lease. Application fee of \$20.00 is to be paid at the time the rental application is submitted (fee does not apply to senior properties).

The undersigned hereby makes application to rent apartment # \_\_\_\_\_ located at: (check property below)

- Big Hill Regency *(Senior property)*
- Custer Village
- Forest Glen Apartments
- Ledgeview Estates
- Plank Trail Apartments
- River Shores Regency *(Senior property)*
- Schuette Building
- Skyline Estates
- Southbrook Apartments
- Southbrook Manor *(Senior property)*
- Tall Pines Estates
- Two Rivers River House *(Senior property)*
- Wildwood Regency House *(Senior property)*

Desired Move-In Date \_\_\_\_\_ Lease Term (months) \_\_\_\_\_ Promotion offered  YES  NO

Do you have renter's insurance?  YES  NO

Full Name (exactly as it appears on your driver's license or government-issued identification card):

\_\_\_\_\_

Current Address:

Street \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ Email Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number and State \_\_\_\_\_ **OR**

Government-Issued Identification Card \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If current address is a rental property, please provide the following information:

Current Monthly Rent \$ \_\_\_\_\_ Name of Rental Property \_\_\_\_\_

Owner/Manager Name \_\_\_\_\_ Owner/Manager Phone Number \_\_\_\_\_

Date Moved In \_\_\_\_\_ Why are you moving? \_\_\_\_\_

**Your Previous Address:**

Street \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**If previous address is a rental property, please provide the following information:**

Monthly Rent \$ \_\_\_\_\_ Name of Rental Property \_\_\_\_\_

Owner/Manager Name \_\_\_\_\_ Owner/Manager Phone Number \_\_\_\_\_

Date Moved In \_\_\_\_\_ Date Moved Out \_\_\_\_\_ Why are you moving? \_\_\_\_\_

\_\_\_\_\_



**Name Present Employer** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date of Employment from \_\_\_\_\_ until \_\_\_\_\_

Occupation \_\_\_\_\_

Monthly Gross Income \$ \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

**Name Previous Employer** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date of Employment from \_\_\_\_\_ until \_\_\_\_\_

Occupation \_\_\_\_\_

Monthly Gross Income \$ \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Have you ever refused to pay rent?  YES  NO

Have you ever been evicted from a rental apartment or asked to leave?  YES  NO

Have you ever filed for bankruptcy protection?  YES  NO

If you answered yes to any of the above questions, please explain:

\_\_\_\_\_  
\_\_\_\_\_

List below any other income that you want considered with this application (e.g. SSI, public assistance, alimony, child support, trust funds, scholarships or other type of income):

Additional Source of Income \_\_\_\_\_ Amount per Month \$ \_\_\_\_\_

Will you be adding a co-signer/guarantor to the application?  YES  NO

The **TOTAL** number of people occupying the apartment: 1  2  3  4  Other:

**Other Occupants:** Names of all persons under age 18 who will occupy the apartment unit.

Name of Occupants	Relationship	Birthdate (mm/dd/yy)



**Vehicle List**

<b>Vehicle Make</b>	<b>Model</b>	<b>Year</b>	<b>Color</b>	<b>License Plate</b>

**Pets**

Will you or any occupant have a pet?  YES  NO If pet is a cat, is the cat declawed?  YES  NO

*Note: Some properties may prohibit pets, prohibit certain type and breed of pets and may also limit weight and size of pets.*

<b>Type of Pet</b>	<b>Breed</b>	<b>Weight</b>	<b>Color</b>	<b>Spayed/Neutered (Y/N)</b>