

# SAMPLE RENTAL APPLICATION FORM



<b>MANAGER USE ONLY:</b>	
Property Name: _____	
Date Received: _____	Time Received: _____
Received by: _____	

Use a separate sheet of paper for additional information

**1) Household Information:** Complete the following information for each household member that will occupy the unit at least 50% of the time in the next 12 months:

Name (Last, First, MI)	Relationship to the Head of Household	Birth Date (mm/dd/yyyy)	Student (Y/N)	Social Security Number
	Head of Household			

Do you need any forms in a language other than English? YES  NO

If yes explain: \_\_\_\_\_

Primary Phone: ( ) \_\_\_\_\_ Alternate Phone ( ) \_\_\_\_\_

How long at present address: \_\_\_\_\_

Bedroom Size (check all you are willing to accept)  
 1BR  2BR  3BR  4BR  5BR  Other

1. Do you or anyone in your household require the features of an accessible unit (Mobility, vision, or hearing impairment)? YES  NO

a. If yes, please describe: \_\_\_\_\_

2. Will you or anyone in your household require a live-in care attendant? YES  NO

Name of Live-In Care Attendant: \_\_\_\_\_

Relationship (If any): \_\_\_\_\_

3. Does anyone in the household require a reasonable accommodation and/or modification to the unit? YES  NO

a. If yes. Please describe: \_\_\_\_\_

4. Will anyone else live in the unit on either a full-time or part-time basis, such as children temporarily absent, children in a joint custody arrangement, children away at school, unborn children, children in the process of being adopted, or temporarily absent family members. YES  NO

a. If yes, please describe: \_\_\_\_\_

**2) Rental History:**

Provide three years of rental history:

Current Address		Own		Rent	
City, State, Zip		Date Moved In			
Landlord Name/ Mortgage Company		Rent/Mortgage Amount			
Reason for leaving					

Previous Address		Own		Rent	
City, State, Zip		Date Moved In			
Landlord Name/ Mortgage Company		Rent/Mortgage Amount			
Reason for leaving					

Previous Address		Own		Rent	
City, State, Zip		Date Moved In			
Landlord Name/ Mortgage Company		Rent/Mortgage Amount			
Reason for leaving					

Have you or any other household members ever been evicted or otherwise involuntarily removed from rental housing?

YES  NO

If yes, please explain: \_\_\_\_\_

**3) Background History**

1. Have you or any member of your household ever been convicted of any crime?

YES  NO

If yes, please explain: \_\_\_\_\_

2. Are any of the above convictions a felony?

YES  NO

If yes, please explain: \_\_\_\_\_

3. Are there any criminal charges pending now?

YES  NO

If yes, please explain: \_\_\_\_\_

**4) Current Employment Information**

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

**5) Additional Employment Information**

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

**6) Current Income**

Identify each source of Income currently received and/or anticipated to be received in the next 12 months

	YES	NO	Annual Gross Income
Not Employed .....			
Wages, salaries (include overtime, Tips, bonuses, commissions, etc.) .....			
Self-employed or works for someone who pays in cash.....			
Public Assistance (AFDC / TANF) .....			
Disability benefits including social security disability .....			
Unemployment Compensation .....			
Worker's Compensation / Severance Pay .....			
Social Security / SSI Benefits (including unearned income of minor children) .....			
Regular payments from pensions (railroad, etc.) .....			
Income from annuities or life insurance dividends .....			
Income from inheritance, insurance settlements, lottery winnings .....			
Military Pay .....			
Child Support / Alimony .....			
Student financial assistance (public, private, not including student loans) .....			
Recurring Gift Contributions .....			
Rental Income .....			
Death Benefits .....			
Adoption Assistance .....			
Trust Income .....			
Other Income (Inheritance, insurance policies, required minimum distribution) .....			
Zero Income (No income from any source) .....			

**7) Assets**

List all assets for all household members. Complete one for each household member.

	YES	NO	Cash Value
Checking .....			
Savings.....			
Cash cards used to receive government benefits or other income .....			
Cash on hand .....			
Stocks .....			
Certificate of Deposits .....			
Money Markets or Mutual Funds .....			
Treasury Bills .....			
US Savings Bonds .....			
IRA / Keogh .....			
401K .....			
Pension / Retirement / Annuity .....			
Whole Life Insurance .....			
Universal Life Insurance .....			
Land Contract / Deed of Trust .....			
Real Estate .....			
Safety Deposit Box .....			
Personal Property held as an Investment .....			
Trusts .....			
Online donation accounts (i.e. GoFundMe, Kickstarter, Fundly, local bank, etc.) .....			
Lump Sum payments (i.e. inheritance, insurance settlements, lottery winnings, capital gains) .....			
Other (Describe) _____ .....			

Do all combined assets of the entire household total less than \$5000?

YES  NO

In the past 2 years have you sold or given away any assets in excess of \$1000 or less than Fair Market Value?

YES  NO

The information provided above is true and complete to the best of my/our knowledge and belief. I/we consent to the disclosure of income and financial information from my/our employer and financial references for purposes of income and asset verification related to my/our application for tenancy as well as credit and criminal background checks.

ALL ADULT HOUSEHOLD MEMBERS MUST SIGN

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government, HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty Provisions for misusing the social security number are contained in the Social Security Act at \*\* 208 (a) (6), (7) and (8).\*\* Violation of these provisions are cited as violations of 42 U.S.C. Section \*\* 408 (a) (6), (7) and (8).\*\*

4/2019