

LIHTC RENTAL APPLICATION

<input type="checkbox"/> CHECK PHOTO ID			<input type="checkbox"/> SOCIAL SECURITY NUMBER VERIFIED		
MANAGER USE ONLY:					
DATE RECEIVED	TIME RECEIVED	MANAGER INITIAL	APT #	# OF BEDROOMS	RENT AMOUNT
LEASE TERM		APPLICANT TYPE <input type="checkbox"/> APPLICANT <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> FOREIGN APPLICANT <input type="checkbox"/> TRANSFER <input type="checkbox"/> CO-SIGNER			
APPLICANT INFO					
IF BEING ADDED TO A CURRENT HOUSEHOLD, PLEASE LIST CURRENT RESIDENT'S NAME HERE					
APPLICANT FULL LEGAL NAME (Last, First, Middle Initial)			DRIVER'S LICENSE #		
PREVIOUS NAMES, ALIASES OR NICKNAMES USED					
E-MAIL			PHONE NUMBER		
CURRENT ADDRESS			CITY	STATE	ZIP
CURRENT LANDLORD NAME			CURRENT LANDLORD PHONE #		
DATES OF RESIDENCE?	CURRENT MONTHLY RENT AMOUNT?	REASON FOR MOVING			
CURRENTLY <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> ON RENTAL AGREEMENT?					
LIST ALL PERSONS WHO WISH TO RESIDE IN YOUR UNIT:					
PLEASE PRINT FULL LEGAL NAME (Last, First, Middle Initial) HOUSEHOLD MUST CHOOSE ONE ADULT AS HEAD OF HOUSEHOLD:					
HEAD OF HOUSEHOLD (Last, First, Middle Initial)	IS MEMBER A FULL OR PART TIME STUDENT?	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE #	BIRTHDATE	
SPOUSE OR CO-HEAD (Last, First, Middle Initial)	IS MEMBER A FULL OR PART TIME STUDENT?	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE #	BIRTHDATE	
NAME (Last, First, Middle Initial)	IS MEMBER A FULL OR PART TIME STUDENT?	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE #	BIRTHDATE	
NAME (Last, First, Middle Initial)	IS MEMBER A FULL OR PART TIME STUDENT?	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE #	BIRTHDATE	
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NAME (Last, First, Middle Initial)	IS MEMBER A FULL OR PART TIME STUDENT?	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE #	BIRTHDATE	
DOES ANYONE IN THE HOUSEHOLD REQUEST A SPECIAL HANDICAP ACCESSIBLE UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE SPECIFY UNIT TYPE REQUIRED					
MARKET SOURCE:					
<input type="checkbox"/> Rent.com <input type="checkbox"/> Mynewplace.com <input type="checkbox"/> Guide/Apartmentguide.com <input type="checkbox"/> Move.com <input type="checkbox"/> Rent/Forrent.com <input type="checkbox"/> Craigslist.org		<input type="checkbox"/> Housing Authority referral <input type="checkbox"/> Apartment <input type="checkbox"/> Property website <input type="checkbox"/> Locator service <input type="checkbox"/> For		<input type="checkbox"/> Newspaper <input type="checkbox"/> Apartment Finder/Apartmentfinder.com <input type="checkbox"/> Current Resident referral <input type="checkbox"/> Banners/Signs/Flyers <input type="checkbox"/> Apartments.com <input type="checkbox"/> Previous Resident referral <input type="checkbox"/> Drive by	
SOURCES OF INCOME:					
THIS INCLUDES, BUT IS NOT LIMITED TO, FULL AND/OR PART-TIME EMPLOYMENT, WELFARE ASSISTANCE, SOCIAL SECURITY, PENSIONS, SSI, DISABILITY, MILITARY PAY/BENEFITS, UNEMPLOYMENT, CHILD SUPPORT, ALIMONY, STUDENT GRANTS/LOANS, SELF-EMPLOYMENT, LOTTERY INCOME, INCOME FROM THE SALE OF PROPERTY, INCOME FROM TRUSTS AND ANY OTHER INCOME RECEIVED FROM PEOPLE NOT RESIDING WITH YOU.					
FAMILY MEMBER NAME (Last, First, Middle Initial)	EMPLOYER, AGENCY, ETC. THAT YOU RECEIVE INCOME FROM (List name and address)			ANNUAL GROSS INCOME	



FAMILY MEMBER NAME (Last, First, Middle Initial)	EMPLOYER, AGENCY, ETC. THAT YOU RECEIVE INCOME FROM (List name and address)	ANNUAL GROSS INCOME	
FAMILY MEMBER NAME (Last, First, Middle Initial)	EMPLOYER, AGENCY, ETC. THAT YOU RECEIVE INCOME FROM (List name and address)	ANNUAL GROSS INCOME	
FAMILY MEMBER NAME (Last, First, Middle Initial)	EMPLOYER, AGENCY, ETC. THAT YOU RECEIVE INCOME FROM (List name and address)	ANNUAL GROSS INCOME	
ASSETS:			
THIS INCLUDES, BUT IS NOT LIMITED TO, CHECKING/SAVINGS ACCOUNTS, 401K, MONEY MARKET ACCOUNTS, IRA, STOCKS/BONDS, CD'S, TRUSTS, WHOLE OR UNIVERSAL LIFE INSURANCE POLICIES, CASH HELD IN SAFETY DEPOSIT BOXES, ITEMS HELD AS INVESTMENTS, ETC.			
TYPE OF ASSET	CURRENT BALANCE/VALUE \$	IS THIS ASSET HELD JOINTLY? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, WITH WHICH FAMILY MEMBER(S)?
TYPE OF ASSET	CURRENT BALANCE/VALUE \$	IS THIS ASSET HELD JOINTLY? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, WITH WHICH FAMILY MEMBER(S)?
TYPE OF ASSET	CURRENT BALANCE/VALUE \$	IS THIS ASSET HELD JOINTLY? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, WITH WHICH FAMILY MEMBER(S)?
TYPE OF ASSET	CURRENT BALANCE/VALUE \$	IS THIS ASSET HELD JOINTLY? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, WITH WHICH FAMILY MEMBER(S)?
DO YOU OWN ANY REAL PROPERTY? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, TYPE OF PROPERTY	IF YES, ADDRESS OF PROPERTY	
HAVE YOU SOLD/DISPOSED OF ANY PROPERTY/ASSETS/CASH IN THE LAST 2 YEARS? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, TYPE OF ASSET	DATE SOLD/DISPOSED OF	
DO YOU HAVE ANY OTHER ASSETS NOT LISTED ABOVE (EXCLUDING) HOUSEHOLD GOODS? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, PLEASE LIST		
PERSONAL REFERENCES:			
3 PERSONS NOT RELATED OR LIVING WITH YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:			
NAME	ADDRESS	PHONE NUMBER	
NAME	ADDRESS	PHONE NUMBER	
NAME	ADDRESS	PHONE NUMBER	
NEAREST LIVING RELATIVE OR FRIEND WE CAN CONTACT IN EVENT OF AN EMERGENCY:			
NAME	ADDRESS	PHONE NUMBER	
AUTOMOBILES:			
MAKE/MODEL	YEAR	LICENSE #	
MAKE/MODEL	YEAR	LICENSE #	
EMERGENCY CONTACT			
WHO SHOULD BE CONTACTED IN CASE OF EMERGENCY?			
NAME	ADDRESS	PHONE NUMBER	
WHY ARE YOU LEAVING YOUR CURRENT RESIDENCE?			
ARE AND HOUSEHOLD MEMBERS STUDENTS? AND/OR WILL ANY HOUSEHOLD MEMBERS BECOME A STUDENT IN THE NEXT 12 MONTHS?			
HOW DID YOU FIND OUT ABOUT OUR BUILDING? <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> DRIVE BY <input type="checkbox"/> RENTAL MAGAZINE <input type="checkbox"/> ACQUAINTANCE <input type="checkbox"/> OTHER _____			
WHEN DO YOU DESIRE TO OCCUPY THE APARTMENT?	HAVE YOU GIVEN LEGAL NOTICE WHERE YOU LIVE NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU INTEND TO HAVE HOUSE PETS AT THIS RESIDENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND?		
DO YOU INTEND TO USE A WATER BED AT THIS RESIDENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF RENTER'S INSURANCE:		



CITIES, COUNTIES & STATES YOU HAVE LIVED IN THE PAST 7 YEARS		
HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHEN		
HAVE YOU OR ANY PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED, PLED GUILTY OR NO-CONTEST TO ANY CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO		
WHO?	WHEN?	COUNTY/STATE
DETAILS		
DO YOU HAVE A SECTION 8 VOUCHER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YOU ANSWERED "YES" WHAT IS THE DOLLAR AMOUNT OF THE VOUCHER?		

The undersigned authorize **L.B. Hunt Management Group** or any screening service to contact my present and previous landlords, my credit references and employers (as listed above) and any credit reporting agency. It is understood and agreed that the sum paid at the time of application will be used as follows: A screening fee will be retained by the landlord as payment for the cost of application screening. Applicant screening entails the checking of your credit, income and other criteria for residency. As part of the application process, Landlord may obtain an Investigative Consumer Report which may include information of your character, general reputation, personal characteristics and mode of living. You have a right to request a written summary of your rights under the Federal Fair Credit Act as well as a complete and accurate disclosure of the nature and scope of the investigation requested. The request should be made to the Landlord or the credit reporting firm listed on the Criteria for Residency. You have the right to dispute the accuracy of any information provided to the landlord by the screening service or credit reporting agency. The name and address of the screening company can be obtained from either the Criteria for Residency form or the manager. Applicant's copy of this application shall be the receipt for the screening fee. If this application is approved, applicants will have 72 hours from the time of notification to return to execute a Rental Agreement and to pay the amount identified below as "Due upon Acceptance." If applicants fail to execute a rental agreement and to pay the amount identified below as "Due Upon Acceptance" within that time, they will be deemed to have refused the unit and the next application for the unit will be processed. Landlord shall have no liability to applicant until such time as a rental agreement is signed by both parties. I/We understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this will be grounds for termination of tenancy. Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete.

 (Applicant's Signature)

 Date

 (Co-Applicant's Signature)

 Date



TAX CREDIT CRITERIA FOR RESIDENCY

Property Name Kensington Place	RESIDENT SCREENING & SELECTION PROCESS
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Thank you for applying to live within our community. **L.B. Hunt Management Group** is an Equal Housing Opportunity provider and seeks to process all applicants in a fair and consistent manner.

BE ADVISED:

- **Incomplete, inaccurate or falsified information will be grounds for a decline response regarding your rental application or termination of your tenancy if discovered after the tenancy commences.**
- **Any applicant that is a current illegal drug user, addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be declined.**
- **Any individual whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy would result in physical damage to the property of others will be declined.**

OCCUPANCY POLICY

- Occupancy is 4 person maximum in a Two Bedroom unit and 6 person maximum in a Three Bedroom.

APPLICATION PROCESS

- Select your apartment, complete the LIHTC application (one for each adult), Certification of Tenant Eligibility and Section 42 Certification entirely and pay your non-refundable screening fee of **\$40.00per adult**. Be prepared to wait 2-3 days for your application to be processed - longer if the application is incomplete or if information provided is difficult to verify.
- All verification forms including, but not limited to, Income Verifications, Employment Verifications and Asset Verifications must be completed by qualified third parties before your application can be approved.

GENERAL REQUIREMENTS

- a. Applicants must be at least 18 years of age or emancipated by the Court.
- To initiate the application process, two forms of identification will be required. These are: Picture identification plus another form of positive identification. Acceptable forms of picture identification include: A valid, state-issued driver's license, identification card or a passport. Acceptable forms of positive identification (other than picture ID), include: An Individual Tax payer Identification Number (ITIN), valid Social Security number, visa or legal alien documentation. Copies of identification may be required. Information from such identification will be required to appear on the application and will be used to complete the screening process.
 - Student Status: Households comprised entirely of full-time students are not eligible for tax credit apartments. There are five exceptions to this rule. They are:
 1. At least one adult in the unit is married, not necessarily to another adult living in the unit, and they have filed a joint federal tax return the previous year.
 2. The household consists of one single parent and at least one child, neither of who is listed as a dependent on another person's (outside of the household) most recent tax return.
 3. A household member is a recipient of Aid to Families with Dependent Children (AFDC) or Temporary Assistance for Needy Families (TANF).
 4. A household member if a participant in a federal, state or local job training program comparable to those funded by the Job Training Partnership Act (JTPA).
 5. The full-time student who is a student who previously received Foster Care assistance under Title IV of the Social Security Act (under parts B or E).

SCREENING CRITERIA

IDENTITY VERIFICATION: Government issued photo identification will need to be presented by all applicants and co-signers.

CONSENT TO VERIFY CREDIT AND CRIMINAL BACKGROUND

All applicants and co-signers must agree to the following by executing a rental application form:

I hereby consent to allow **Kensington Apartment Communities**, through its designated agent and its employees, to obtain and verify my credit information (*including a criminal background search*) for the purpose of determining whether or not to lease an apartment to me. I



understand that should I lease an apartment, **Kensington Apt. Communities** and its agent shall have a continuing right to review my credit information, rental application, and criminal background, payment history and occupancy history for account review purposes and for improving application methods.

SCORING OF YOUR CONSUMER CREDIT REPORT

Kensington Apt. Communities uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. If you would like information regarding how to improve your credit score, please let us know, and we will provide you with more detailed information regarding this process. Based upon your credit score, your application will either be accepted, rejected or accepted with conditions - possibly resulting in an elevated security deposit. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

CRIMINAL BACKGROUND SEARCH

If your application is accepted or accepted with conditions, we will conduct a criminal background search.

- A conviction, guilty plea or no-contest plea for any Felony shall be grounds for denial of the rental application.
- Any offense that requires the Applicant register as a sex offender will result in denial of the application.
- One or more Misdemeanors (not including **traffic and driving, tobacco, and licensing related offenses or offenses involving wildlife or nature**) can result in denial, felonies will result in a denial.
- Pending charges will result in a denial of the rental application.

RENTAL SCORE

All applications are submitted to a third-party rental applicant screening company. **All Applications are evaluated based on a rental scoring system.** Rental scoring is based on real data and statistical data such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. Every applicant is treated objectively because each application is score statistically in exactly the same manner.

EVICCTIONS

An applicant will be denied if they have an eviction (that was not dismissed or resulted in a general judgment for the applicant prior to the application).

DISABLED ACCESSIBILITY

L.B. Hunt Management Group allows existing premises to be modified at the full and complete expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition. **L.B. Hunt Management Group** requires:

- The applicant to seek the landlord's written approval before making modifications.
- Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
- Names of qualified contractors that will be used with proper insurance coverage (see Management).
- Appropriate building permits and the required licenses must be made available or inspection by the landlord.

REJECTION POLICY

You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting agency. If your application is denied due to unfavorable information received during the screening process you will be notified in writing.

1. Contact the community manager where you applied to obtain a copy of your screening and the reason for denial. Your credit report can be provided either by the screening company.
2. The credit reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit reporting agent as per their policy.
4. Request the credit reporting agency submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment.



_____ Applicant's Initials

We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity through the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.
TDD 1-800-735-2900

