

# Rittenhouse Square

## RENTAL APPLICATION

**Instructions:** Please complete ALL sections of this application. Please do not leave any questions blank; please do not use White Out. ALL adult household members (18 and over) must sign the application. Submitting multiple copies will be cause for rejection. Please notify the management office if you need application assistant such as large type font, information by audio tape, computer disk, Braille and/or a language other than English. Best efforts will be made to accommodate such requests.

**Primary Language:** (Arabic) العربية ; (Cantonese) 廣東話 ; (Mandarin) 官話 ; (Korean) 한국어 ; (Russian) русский ; (Spanish) Español ; (Tagalog) Tagalog ; (Vietnamese) Tiếng Việt ; Other

**Occupancy Limits** (To qualify for each of the unit sizes, please note the minimum and maximum persons required for each unit size. *Please see the Tenant Selection Plan for additional information regarding occupancy guidelines:*

**1 Bedroom:** 1 person min, 3 people max **2 Bedroom:** 2 person min, 5 people max,

1. PLEASE CHECK BEDROOM SIZE REQUESTED:  1 Bedroom  2 Bedroom
2. How did you hear about this property?  Flyer  Walk-by  Internet  Newspaper  Friend  Comm. Center.  Other

### Household Information

List ALL household members that are applying to live in the apartment. Any household member that is under the age of 18 and will reside in the household 50% of the time or more must be listed. *(Be sure to include your own name. Failure to provide accurate and complete contact information may result in application denial).*

Last Name	First, Middle Initial	Relationship to Head of Household	M/F (Optional)	Social Security Number	Birthdate MM/DD/YYYY

### CURRENT CONTACT INFORMATION (Required)

**Current Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_ **Other Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Other Contact:** \_\_\_\_\_

### Reasonable Accommodation Information

Rittenhouse Square has accessible units and/or units with accessible features. Applicants may inquire about features of these units by contacting the management office at 323-238-7501 or TTY: 1 (800) 855-7100

1. Do you require that your apartment be designed for the disabled/mobility impaired?  Yes  No
- Please check if applies:  Mobility  Vision  Hearing
- Please explain the required modification needed: \_\_\_\_\_

A person with a disability may ask for:

- A change in rules (reasonable accommodation)
- A physical change to their apartment or shared areas in the building (reasonable modification)
- An accessible apartment
- Aids and services to help them communicate with us

If you or anyone in your house has a disability and needs any of these things to live at Rittenhouse Square and use our services then please contact the management staff to fill out a form called a 'Reasonable Accommodation or Modification Form.'



## Other Household Information

1.  Please check here if you have been displaced by governmental action or if your dwelling has been destroyed as a result of a disaster formally recognized pursuant to federal disaster relief laws. (*Third-party verification will be required*).
2. Rittenhouse Square is a non-smoking property. Each applicant 18+ must initial below to acknowledge that you understand smoking will not be permitted throughout the property up to the property line.

3. Are you currently working with a Case Worker or an Agency that you would like us to be aware of or contact as you apply?

Agency Name: \_\_\_\_\_ Case Worker Name: \_\_\_\_\_

Agency/Case Worker Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. We are required to adhere to Federal Fair Housing laws and to encourage a balanced resident population at Rittenhouse Square. This housing is offered without regard to race, color, religion, sex, gender, gender identity and expression, family status, national origin, marital status, ancestry, age, sexual orientation, disability, source of income, genetic information, arbitrary characteristics, or any other basis prohibited by law. Therefore, we appreciate your checking the appropriate boxes below regarding your race/ethnicity. You are not obligated to provide this information. If you choose not to disclose, please indicate below.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Black/African American</b>        | <input type="checkbox"/> <b>Asian</b>  | <input type="checkbox"/> <b>Native Hawaiian/Other Pacific Islander</b> |
| <input type="checkbox"/> <b>White/Caucasian</b>               | <input type="checkbox"/> <i>Asian India</i> <input type="checkbox"/> <i>Japanese</i> | <input type="checkbox"/> <i>Native Hawaiian</i>                        |
| <input type="checkbox"/> <b>Hispanic</b>                      | <input type="checkbox"/> <i>Chinese</i> <input type="checkbox"/> <i>Korean</i>       | <input type="checkbox"/> <i>Guamanian or Chamorro</i>                  |
| <input type="checkbox"/> <b>American Indian/Alaska Native</b> | <input type="checkbox"/> <i>Filipino</i> <input type="checkbox"/> <i>Vietnamese</i>  | <input type="checkbox"/> <i>Samoan</i>                                 |
| <input type="checkbox"/> <b>Other</b>                         | <input type="checkbox"/> <i>Other Asian</i>  | <input type="checkbox"/> <i>Other Pacific Islander</i>                 |
| <input type="checkbox"/> <b>Non-Disclosed</b>                 |  |  |

## Current Residence

1. What is your current monthly rent? \$ \_\_\_\_\_ /month
2. Why do you intend to vacate your current residence? \_\_\_\_\_
3. What is the size of your current residence? # of Bedrooms \_\_\_\_\_ (Please indicate "0" for a studio or bachelor unit)

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 4. <b>Do you expect any additions to the household within the next 12 months?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Name & Relationship: _____  |                          |                          |
| Explanation: _____  |                          |                          |
| 5. <b>Is there anyone living with you now who would not be living with you at this property?</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| Name & Relationship: _____  |                          |                          |
| Explanation: _____  |                          |                          |
| 6. <b>Do you or any household members own a car? If yes, how many cars? Number of cars: _____</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>Are there any absent household members who under normal conditions would live with you? (For example, a household member away at school or deployed in the military.)</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explanation: _____  |                          |                          |

## Household Background Information

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 1. <b>Have you or anyone else named on this application filed for bankruptcy?</b>       | <input type="checkbox"/> | <input type="checkbox"/> |
| Explanation: _____  |                          |                          |
| 2. <b>Have you or anyone else named on this application been convicted of a felony?</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explanation: _____  |                          |                          |



3. Have you or anyone else named on this application been evicted from a rental unit of any type including an apartment, home, mobile home or trailer?  YES  NO  
 Explanation: \_\_\_\_\_
4. Have you or anyone else named on this application been convicted of drug/paraphernalia use, possession or distribution?  YES  NO  
 Explanation: \_\_\_\_\_
5. Are you or any member of your household in need of immediate relocation due to domestic violence, dating violence, sexual assault, or stalking?  YES  NO  
 Explanation: \_\_\_\_\_

**Rental History and Housing References**

Please list all locations you have lived in the last FIVE (5) years starting with your CURRENT residence listed above. In addition please list ALL States where household members have lived. (If additional space is required, use the back of this page.)

Landlord's Name/Address	Your Address	Own/Rent	Dates
(1) Name: _____ Address: _____ Phone: (     )	_____	Own <input type="checkbox"/> Rent <input type="checkbox"/>	From: _____ To: _____
(2) Name: _____ Address: _____ Phone: (     )	_____	Own <input type="checkbox"/> Rent <input type="checkbox"/>	From: _____ To: _____

**Applicant Status**

1. Are you or any other ADULT household members claiming zero income?  YES  NO  
 Explanation: \_\_\_\_\_
2. Will you or any ADULT household member require a live-in care attendant to live independently?  YES  NO  
 Name of Attendant: \_\_\_\_\_  
 Relationship (if any): \_\_\_\_\_
3. Do you currently, at the time of application, receive Section 8 rental assistance?  YES  NO  
 Name of Agency: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_
4. Do you currently have or are you expecting a Section 8 Choice Voucher, V.A.S.H., or other Voucher?  YES  NO  
 Expected Date: \_\_\_\_\_  
 Name of Agency: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_



Full Time Student Information			
This apartment is governed by Federal and/or State Housing Program(s) that restrict full-time students. We must determine your household student status prior to eligibility and, if such eligibility is granted, each subsequent year you remain in the unit. <b>If unsure of Full-Time status, inquire with academic institution for determination of "Full-Time" prior to completing the following section.</b>			
Are you or any member of your household above (including minors) currently a Full-Time Student?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Do you or any member of your household above (including minors) anticipate becoming a Full-Time Student?
If Yes to either question, complete the following:			
Any of the Full-Time Student(s) married and filing a joint tax return?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Any of the Full-Time Student(s) enrolled in a Job Training Program receiving assistance under the Job Training Partnership Act?
Any Full-Time Student(s) a single parent living w/ his/her minor child who is not claimed on another's Tax Return?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Any of the Full-Time Student(s) a TANF or Title IV recipient?
			Any Full-Time Student(s) under the age of 24, who has exited the Foster Care System within the last 6 years?

## Income Information

Income is counted for anyone 18 or older (unless legally emancipated). However, if the income is unearned income such as a grant or benefit, it is counted for all household members including minors.

**PLEASE PROVIDE THE TOTAL Household's ANNUAL GROSS INCOME: \$ \_\_\_\_\_**

Answer the questions in this section to provide the source(s) of all household income. Include all income anticipated for the next 12 months. Use the back of this form if you need more space.

**Do YOU or ANYONE in your household receive OR expect to receive income from:**

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 1. <b>Employment wages or salaries?</b> (Include overtime, tips, bonuses, commissions and payments received in cash. Use an additional page to add additional employment income sources.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Social Security, SSI or any other payments from the Social Security Administration?</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>Are you receiving regular payments from a pension, retirement benefit or annuities? How many and from what source(s)? _____</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Regular gifts or payments from anyone outside of the household?</b> (This includes anyone supplementing your income or paying any of your bills, utilities, groceries, or other expenses.)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>Self-employment?</b> (Include overtime, tips, bonuses, commissions, and any payments received in cash for any service that you provide to persons not living in the household.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Alimony or child support?</b> (Include any support whether or not it is received and/or whether or not it is court-ordered.)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>Any other income sources or types not listed?</b> (e.g., pay as a current member of the Armed Forces, unemployment benefits or workers' compensation, public assistance or general relief, payments from a severance package, payments from any type of settlement, payments from rental property or other types of real estate transactions, payments from lottery winnings or inheritances, etc.) <b>Use the additional space provided on #9 below if you need more space.</b> | <input type="checkbox"/> | <input type="checkbox"/> |

Explanation: \_\_\_\_\_  
 \_\_\_\_\_

8. **Do you or any other household member expect any changes to your income in the next 12 months?**  YES  NO

Explanation:

9. **Please provide notes on any other income sources here.**



# Asset Information

Include all assets held and **the income derived** from the asset. **INCLUDE ALL ASSETS HELD BY ALL HOUSEHOLD MEMBERS INCLUDING MINORS.**

Answer the questions in this section to provide the source(s) of all household assets. Use the back of this form if you need more space.

**Do YOU or ANYONE in your household have:**

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 1. <b>Checking account(s)? (All accounts including Direct Express cards) How many? _____</b><br>Name of institution(s): _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Savings account(s)? How many? _____</b><br>Name of institution(s): _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>CDs, money market accounts or treasury bills? How many? _____</b><br>Name of institution(s): _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Cash on hand?</b> This is cash <u>not</u> kept in a bank account.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>Real estate, rental property, land contracts/contract for deeds or other real estate holdings?</b> <i>(This includes your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property.)</i><br>Explanation: _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Personal property held as an investment?</b> <i>(This includes paintings, coin or stamp collections, artwork, collector or show cars, and antiques. This does not include your personal belongings such as your car, furniture or clothing.)</i><br>Explanation: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>All other asset sources or types not listed?</b> Include name of institution where the asset is held, type of asset, value of asset, and any interest or income from the asset. (i.e. Stocks, bonds or securities, trust funds, pensions, IRAs, Keogh or other retirement accounts, whole life insurance, contents of a safe deposit box, etc.)<br>Explanation: _____<br>_____<br>_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. <b>Have you disposed of an asset in the last two years?</b> (Example: Cash over \$1000, a home, other real estate, etc.)<br>Explanation: _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <b>AS NEEDED, PLEASE PROVIDE NOTES ON ANY OTHER ASSETS HERE:</b>   |                          |                          |



## Community Interest

1. We are providing extensive recreation facilities and activities at this property for the enjoyment of our residents. Since we are always looking for assistance to coordinate special programs and activities, we would appreciate a brief description of your skills, interests, hobbies and any assistance/leadership you might provide to these programs (optional).

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2. **Drug and Crime Free Acknowledgement:** Your initials below will acknowledge that you understand that this apartment community will vigorously enforce a drug and crime free environment. You and your guests agree not to engage in any drug-related activity, including the manufacture, sale, distribution, use, or possession of illegal drugs. These activities are a material violation of the lease and good cause for termination of tenancy. Each household member 18+ adult initials below.

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 Initials HOH    Initials    Initials    Initials    Initials

## Credit Information

PLEASE SIGN BELOW TO AUTHORIZE A CREDIT REPORT, EVICTION REPORT, AND CRIMINAL BACKGROUND CHECK. Management will perform a credit and eviction history and may perform a criminal background check of all applicants as a part of the applicant screening criteria. **Your application will not be considered unless you provide management with your consent to obtain a credit, eviction, and criminal background report on each adult household member.**

Head of Household Signature	Date	Other Adult Signature	Date
Other Adult Signature	Date	Other Adult Signature	Date
Other Adult Signature	Date		



**Signature Clause**

Upon notification by landlord of application processing, I agree to pay Rittenhouse Square an application screening charge in the amount required by landlord. I will be issued a Receipt for Application Fee upon payment; which will authorize Rittenhouse Square to obtain any such credit reports, character reports and/or criminal reports, verification of rental and employment history as it deems necessary to verify all information set forth in this application. I understand that I will acquire no rights to the above property until I sign a rental agreement and submit a security deposit. I further understand that false, fraudulent misleading or incomplete information may be grounds for denial of tenancy or subsequent eviction. There are no other agreements express or implied between the parties.

I understand that management is relying on this information to prove my household’s eligibility for housing at Rittenhouse Square. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false or misleading information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

I authorize and consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, and account numbers where applicable and any other information required for expediting this process. I understand that my occupancy is contingent on meeting management’s resident selection criteria and any low-income housing program requirements.

In accordance with state and federal laws, I have been notified that an investigation may be made of the information I provided on this application together with information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to dispute the accuracy of information obtained from the entities I have disclosed above, and, upon written request, the right to a complete and accurate disclosure of any scope of this investigation and/or a written summary of my rights under the Fair Credit Reporting Act.

**All household members must sign below:**

_____	_____	_____	_____
<b>Head of Household Signature</b>	<b>Date</b>	<b>Other Adult Signature</b>	<b>Date</b>
_____	_____	_____	_____
<b>Other Adult Signature</b>	<b>Date</b>	<b>Other Adult Signature</b>	<b>Date</b>
_____	_____		
<b>Other Adult Signature</b>	<b>Date</b>		

**FOR MANAGEMENT USE**

Date received by Management: \_\_\_\_\_ Received by: \_\_\_\_\_

**WARNING:** “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 use 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 willingly 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. 408 (a) (6), (7) and (8).\*\*





## RITTENHOUSE SQUARE Tenant Screening Criteria

### Fair Housing

This property complies with the Federal Fair Housing Act. It does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, federal, or local fair housing laws.

### Applications

Each person that will occupy the apartment who is at least 18 years of age must complete the application and sign the lease. Applications are to be completed in full. Those applications that are incomplete or containing untrue, incorrect or misleading information will be rejected. Each applicant is evaluated based upon prior rental history and their ability to meet subsequent rental payment responsibilities. We may choose to accept or decline an applicant, or seek additional requirements for approving eligibility.

One adult member of every household must have a valid social security card to be eligible.

Note: The following MUST accompany all applications at eligibility processing:

- \* Social Security Card
- \* A valid driver's license, military ID or state/government issued Photo ID card
- \* Birth Certificate (if needed-- as other form of ID)

### Income Limits

Income limits are established for this property based on Area Median Income (AMI) levels for the applicable County as published annually by HUD. Applicants being processed for residency at the property cannot exceed the applicable limit for their household size and percentage of AMI for the unit for which they are being processed. Aggregate gross income, from all income and asset sources, must be below the applicable household income limit. Applicants exceeding the income limit are not eligible and will be rejected as being over-income.

### Minimum Income Requirements

Applicants should have a gross monthly income that is at least twice their monthly rent. For example, if monthly rent is \$500, the gross annual income should be at least \$12,000 ( $\$500 \times 2 \times 12$  months). Failure to satisfy the minimum income to rent ratio is indicative of insufficient income to pay rent and all other household expenses. Savings and/or other sources of income may be considered in an effort to determine the applicant's ability to pay rent.

### Senior Units

The head of household applicant must satisfy the age eligibility requirements and be at least 55 years of age.

### Landlord Reference Checks

Current and previous landlord checks will be performed on all applicants to obtain information on the applicant's rental history. Negative comments regarding an applicant's current or previous tenancy may be cause for rejection of the application. Negative comments can include evictions within the last seven years, chronic late payments of rent, or material violations of the lease for which warning letters or notices to comply or quit may have been served.

### Home Visits

A home visit will be performed on all applicants living within a reasonable distance. Negative comments regarding the applicant's home visit report may be cause for rejection of the application. Applicants whose residences are unkempt, dirty, and/or unsanitary may be rejected. Observed living conditions to be deemed as cause for rejection may include, but are not limited to, an overly large accumulation of debris or materials throughout the residence that may constitute a safety or fire hazard; great numbers of dishes that have not been cleaned for a long period of time, remains of rotten or molding food; signs of rodents infestation; and/or an overall general lack of sanitary cleaning in bathrooms and kitchen.



**Acceptable Credit/ Credit Worthiness**

Credit reports will be run on ALL applicants. A credit report that indicates a bankruptcy within the last 7 years, two or more unpaid collections accounts, judgments or charge-off accounts totaling \$2,000 or more will be considered unacceptable and will be the basis for applicant rejection. Applicants will have an opportunity to discuss credit issues reflected on their report with the credit bureau and are allowed to provide management with an explanation of negative credit issues. Management will evaluate the information provided and make a determination as to whether the new information constitutes acceptable credit risk.

**Eviction Search / Landlord References**

An eviction search that reveals an eviction in the past seven years will be the basis for applicant rejections. Special importance is placed on landlord reference checks that indicate rental payments were made in a timely fashion and the rental units were well maintained.

**Criminal Background Check**

We will not tolerate criminal activity on or around the complex. We will conduct criminal background checks on all prospective applications including live-in attendants. Past criminal activity will be strongly considered as grounds for rejection.

**Unit Transfer**

Unit Transfers are approved within the project for existing tenants for the following reasons:

- \* Medical Reasons
- \* Occupancy Overcrowding
- \* Occupancy Underutilization

Tenants in need of transfers must place their names on the in-house transfer waiting list, and will be accommodated on a first-come, first-served basis.

**Rejected or Ineligible Applicants**

Any applicant that is rejected or found to be ineligible shall be notified in writing of the reason for the rejection or ineligibility. The rejection notice shall provide a 14-day period during which the applicant may contact management and appeal the decision and/or provide additional information that may alter the initial determination.

