

THE GATEWAY AT WILLOWBROOK

RENTAL APPLICATION

Instructions: Please complete ALL sections of this application. Please do not leave any questions blank or use White Out. ALL adult household members (18 and over) must sign the application. Please do not submit multiple applications.

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

Please check the bedroom size requested.

☐ 1 Bedroom

(Min. 1 Person Max. 3 People)

☐ 2 Bedroom

(Min. 2 People Max. 3 People)

Household Information

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

	Last Name	First Name	MI	Relationship to Head of Household	M/F (Optional)	Last 4 Digits of SSN	Birthdate MM/DD/YYYY
1.				Self			
2.							
3.							

Current Address: _____

Mobile phone: _____ Other Phone: _____

Email Address: _____ Other Contact: _____

Reasonable Accommodation Information

The Gateway at Willowbrook has accessible units and/or units with accessible features. Applicants may inquire about features of these units by contacting the management office at 323-566-20811 or TTY 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 household has a disability and needs any of these things to live at The Gateway at Willowbrook and use our services, please contact the management staff to fill out a 'Reasonable Accommodation or Modification Form.'

Effective Communication

Please notify the management office if you need application assistance 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) عربي	<input type="checkbox"/>	(Cantonese) 广东话	<input type="checkbox"/>	(Mandarin) 普通话	<input type="checkbox"/>
(Russian) русский	<input type="checkbox"/>	(Spanish) Español	<input type="checkbox"/>	(Tagalog) Tagalog	<input type="checkbox"/>
(Vietnamese) Tiếng Việt	<input type="checkbox"/>	(Korean) 한국어	<input type="checkbox"/>	Other	<input type="checkbox"/>

Other Household Information

We are required to adhere to Federal Fair Housing laws and to encourage a balanced resident population at The Gateway at Willowbrook. 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. As such, 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"/> Black/African American | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian or Chamorro |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Filipino | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Other | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Non-Disclosed | <input type="checkbox"/> Japanese | |
| | <input type="checkbox"/> Korean | |
| | <input type="checkbox"/> Other Asian | |

- ☐ 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*).
- The Gateway at Willowbrook is a non-smoking and no pet* 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 and that no pets are permitted. *Assistance animals are not considered pets.

Initials HOH

Initials

Initials

- List any Case Worker or Agency that you are working with, that you would like us to be aware of or contact.

Agency Name: _____

Case Worker Name: _____

Agency/Case Worker Phone: _____

Email: _____

Current Residence

1. How did you hear about this property?
☐ Flyer ☐ Internet ☐ Friend ☐ Other
☐ Walk-By ☐ Newspaper ☐ Comm. Center _____
2. What is your current monthly rent? \$ _____ /month
3. Why do you intend to vacate your current residence? _____
4. What is the size of your current residence? # of Bedrooms _____
(Please indicate "0" for a studio or bachelor unit)
5. Do you expect any additions to the household within the next 12 months? **Yes** **No**
Name & Relationship: _____
Explanation: _____
6. Is there anyone living with you now who would not be living with you at this property? ☐ ☐
Name & Relationship: _____
Explanation: _____
7. Are there any absent household members who under normal conditions would live with you? ☐ ☐
Explanation: _____
8. Do you or any household members own a car? ☐ ☐
If yes, how many cars? _____ Number of cars: _____

Household Background Information

1. Have you, or anyone else named on this application, filed for bankruptcy? **Yes** **No**
Explanation: _____
2. Have you, or anyone else name on this application, been convicted of a felony? ☐ ☐
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? ☐ ☐
Explanation: _____
4. Have you or anyone else named on this application been convicted of drug/paraphernalia use, possession, or distribution? ☐ ☐
Explanation: _____



Rental History and Housing References

Please list all locations you have lived in the last FIVE (5) years starting with CURRENT address. (If additional space is required, use the back of this page.)

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

Applicant Status

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 1. Will you or any ADULT household member require a live-in care attendant?
Name of Attendant: _____
Relationship (if any): _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you currently, at the time of application, receive Section 8 rental assistance?
Name of Agency: _____
Contact Person: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you currently have or are you expecting a Section 8, Choice Voucher, V.A.S.H., or other Voucher?
Expected Date: _____
Name of Agency: _____
Contact Person: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

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. **If unsure of Full-Time status, inquire with academic institution for determination of "Full-Time" prior to completing the following section.**

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 1. Are you or any member of your household above (including minors) currently a Full-Time Student? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you or any member of your household above (including minors) anticipate becoming a Full-Time Student? | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes to either question, complete the following: | | |
| 3. Any of the Full-Time Student(s) married and filing a joint tax return? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Any of the Full-Time Student(s) enrolled in a Job Training Program receiving assistance under the Job Training Partnership Act? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Any Full-Time Student(s) a single parent living w/ his/her minor child who is not claimed on another's Tax Return? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Any of the Full-Time Student(s) a TANF or Title IV recipient? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Any Full-Time Student(s) under the age of 24, who has exited the Foster Care System within the last 6 years? | <input type="checkbox"/> | <input type="checkbox"/> |



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.

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:

- 1. Employment wages, or salaries, or self-employment?** (Include overtime, tips, bonuses, commissions, and payments received in cash. Use an additional page to add additional employment income sources.)

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Household Member	Name of Company	Amount/month
				\$
				\$

- 2. Social Security, SSI or any other payments from the Social Security Administration?**

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Household Member	SSA / SSI / SSDI?	Amount/month
				\$
				\$

- 3. Are you receiving regular payments from a pension, retirement benefit or annuities?**

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Household Member	Type of Pension / Annuity	Amount/month
				\$
				\$

- 4. Regular gifts or payments from anyone outside of the household?** (This includes anyone supplementing your income or paying any of your bills, utilities, groceries, or other expenses.)

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Household Member	Name of Person Supplementing Income	Amount/month
				\$
				\$

- 5. Any other income sources or types not listed?** (e.g., alimony or child support (whether or not it is received), 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.)

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Household Member	Type of Other Income	Amount/month
				\$
				\$

- 6. Do you, or any other household member, expect any changes to your income in the next 12 months?**

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Household Member	Explanation

- 7. As needed, please provide notes on any other income 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:

1. Checking, Savings, Direct Express Cards, CDs, Money Markets, and/or Treasury Bills?

YES ☐

NO ☐

Household Member	Acct. Type	Institution	Last 4 of Acct.
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

2. Cash on hand? This is cash not kept in a bank account.

YES ☐

NO ☐

Household Member	Cash on Hand
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

3. Real estate, rental property, land contracts/contract for deeds or other real estate holdings? (This includes your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property.)

YES ☐

NO ☐

Household Member	Type	Value
<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	\$ <hr/>

4. All other asset sources or types not listed? 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. Paintings, coin or stamp collections, artwork, show cars, antiques, Stocks, bonds or securities, trust funds, pensions, IRAs, Keogh or other retirement accounts, whole life insurance, contents of a safe deposit box, etc.)

YES ☐

NO ☐

Household Member	Type	Value
<hr/>	<hr/>	\$ <hr/>

5. Have you disposed of an asset in the last two years? (Ex.: Cash over \$1000, a home, other real estate, etc.)

YES ☐

NO ☐

Household Member	Type of Disposed Asset	Value	Disposed for Amount
<hr/>	<hr/>	\$ <hr/>	\$ <hr/>
<hr/>	<hr/>	\$ <hr/>	\$ <hr/>

6. As needed, please provide notes on any other assets here:

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.

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 adult household member 18+ initials below.

_____	_____	_____	_____	_____	_____	_____
Initials HOH	Initials	Initials	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		



Signature Clause

Upon notification by landlord of application processing, I agree to pay The Gateway at Willowbrook an application screening charge in the amount required by landlord. I will be issued a Receipt for Application Fee upon payment which will authorize The Gateway at Willowbrook to obtain any such credit reports, character reports and/or criminal reports, and 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 The Gateway at Willowbrook. 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 adult household members must sign below:

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

For Management Use

Date & Time 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).**

