

ND&S Management
RENTAL APPLICATION

To Be Completed By Each Applicant Age 18 and Over

APPLICANT PERSONAL INFORMATION

Full Name (First, MI, Last) _____ SSN: _____ - _____ - _____

Date of Birth: ____/____/____ Sex: Male ___ Female ___ Marital Status: Single ___ Married ___ Maiden Name: _____

Driver's License or State I.D. Number: _____ State Issued: _____

E-mail: _____ @ _____ Cell Phone: (____) _____ - _____ Home Phone: (____) _____ - _____

Home Address: _____
Street Address Apt/Suite City State Zip Code

Mo. Payment: \$ _____ Move In Date: ____/____/____ Own ___ Rental ___ Deposit: \$ _____ Lease Expires: ____/____/____

Landlord/Mortgagee: _____ Phone: (____) _____ - _____ Fax: (____) _____ - _____

Previous Home Address: _____
Street Address Apt/Suite City State Zip Code

Mo. Payment: \$ _____ Move In Date: ____/____/____ Own ___ Rental ___ Deposit: \$ _____ Lease Expired: ____/____/____

Landlord/Mortgagee: _____ Phone: (____) _____ - _____ Fax: (____) _____ - _____

APPLICANT EMPLOYMENT & INCOME INFORMATION

Employer Name: _____ Address: _____

Work Phone: (____) _____ - _____ Work Fax: (____) _____ - _____ Position/Title: _____

Start Date: ____/____/____ Hourly Rate of Pay: \$ _____ Hours Worked per Week: _____ Pay Frequency: Weekly ___ Bi-Weekly ___

2nd / Previous Employer Name: _____ Address: _____

Work Phone: (____) _____ - _____ Work Fax: (____) _____ - _____ Position/Title: _____

Start Date: ____/____/____ Hourly Rate of Pay: \$ _____ Hours Worked per Week: _____ Pay Frequency: Weekly ___ Bi-Weekly ___

Source of Other Income and Monthly Amount: _____ \$ _____

OCCUPANCY AND RELATED INFORMATION

Type of Unit Requested: Efficiency ___ One Bedroom ___ Two Bedroom ___ Three Bedroom ___ Requested Move-in Date: ____/____/20____

List other occupants who will be occupying the unit: _____ / _____ / _____ - _____ - _____

Full name Relationship D.O.B. SSN

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Vehicle Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____ State: _____

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Applicant Name: _____

HOW DID YOU HEAR ABOUT OUR COMMUNITY

Please list the advertising source that led you to us: Please select only one source!

Drive By____ Word of Mouth____ Direct Mail Piece____ Marketing Flyer____ Previous Resident____
Apartment Guide Magazine____ Apartment Finder Magazine____ For Rent Magazine____ Apartments.com____ Rent.com____
Apartmentguide.com____ Apartmentfinder.com____ Forrent.com____ Craigslist.com____ Proequity.com____
Housing List____ Social Media ____ Phone Book____ Resident Referral____

OTHER INFORMATION

Do you have any pets: Yes___No___ If yes, how many? _____

Pet #1 – Type of Pet: Dog___Cat___ Breed: _____ Age: _____ Weight: _____

Pet #2 – Type of Pet: Dog___Cat___ Breed: _____ Age: _____ Weight: _____

Have you ever lived at an ND&S Managed or Owned property? Yes___No___ If yes, property name: _____

Name of nearest relative not living with you: _____ Phone: (_____)_____- _____

Address: _____

Do you grant permission to management/owner to give full access to your apartment to nearest relative listed above? Yes___ No___

In the past seven years, have you ever been convicted of, entered a guilty plea, or a no contest plea to a felony? Yes___ No___

In the past seven years, have you ever been evicted from a rental unit or had your lease terminated for cause? Yes___ No___

Do you owe money to your current or previous landlord? Yes___ No___

Are you in the United States lawfully? Yes___ No___

The above information is for the purpose of obtaining a lease and is warranted to be true. I hereby authorize the firm to whom this application is made, any credit bureau or other investigative agency the references herein used or statements or other data obtained from any other person pertaining to my credit or financial responsibility. I do hereby authorize the release of any record of my criminal convictions to ND&S Management from the appropriate state, county, municipal office or 3rd party resident screening service provider. The undersigned agrees that this application shall remain the property of ND&S Management and will pay the \$25.00 application fee to process the application

If Applicant withdraws application within three (3) business days of making application, application costs of credit and criminal report will be retained by Owner and the balance returned to Applicant within thirty (30) days. If Applicant withdraws application after three (3) business days of making application, all money deposited shall be forfeited to Owner. I have read and received a signed copy of this rental application and/or admissions policy. I understand that my application may be approved, approved with condition or rejected. I agree to furnish within three business days all required documentation in order to fully and completely process this application. **I understand and agree that if I fail to provide all required documentation my application may be denied and all money deposited forfeited.**

Applicant Signature: _____ Date & Time of Application: _____/_____/_____ a.m. / p.m.

Leasing Agent of Record: _____ Property Phone Number: (_____)_____- _____



ADMISSIONS / TENANT SELECTION POLICY

As an applicant for an ND&S UNIT, you must: (PLEASE INITIAL EACH LINE)

1. _____ Be at least 18 years of age unless an emancipated minor.
2. _____ Pass a credit and background check through CoreLogic Safe Rent. The following are general guidelines for approval.
 - a. Applicant has no outstanding Property Rental debt in the past 24 months.
 - b. Applicant has no electrical and gas/water utility debt in the past 24 months.
 - c. Applicant has a credit rating greater than or equal to 250.
 - d. Applicant has no verified eviction records in the past 24 months.
 - e. Applicant must meet the income to debt ratio.
3. _____ Pass a police check and house check (if applicable). An applicant will be rejected for a history of criminal /drug activity or a felony conviction within 5 years as evidenced by an arrest record or criminal record. Admission will be prohibited if any record of the following:
 - Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity.
 - A household in which any member is currently engaged in illegal use of drugs.
 - Any household member who is subject to a state sex offender lifetime registration requirement.
 - Any household member if there is reasonable cause to believe the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with other residents.
4. _____ Current rent guidelines - Applicant must earn at least 3 times the rent value monthly in income. Income must be legitimate, as in reported to the IRS, and able to be proven and/or verified.
 - a. We will require the two most recent original payroll check stubs. (All payroll check stubs must be company pre-printed)
 - b. We may require tax documents.
 - c. We require award letters and/or court documents, if applicable.
 - d. We may require bank account statements, if applicable.
 - e. Food stamp income is not a valid source of income in the minimum monthly income requirement.
 - f. Overtime and seasonal work is considered a portion of regular income.
5. _____ Have a favorable report from current and/or previous landlords as to rent payments, condition of apartment, occupancy and related conditions.
6. _____ Must have a minimum of six (6) months non-familial rental history showing the applicant as leaseholder or minimum of three years of home ownership.
 - a. Must exhibit no more than three late payments in a twelve-month period.
 - b. For rental property, applicant cannot have any lease violations and must maintain a zero balance on all rental history.
 - c. For home ownership, applicant can have no more than three late payments on entire credit history of mortgage and mortgage cannot be in default.
 - d. Returned checks for rent will be considered as late payment of rent on any rental history.
7. _____ If you own an automobile, you must show proof of liability auto insurance that has been in effect for at least ninety (90) days prior to date of application.
8. _____ Have a valid driver's license. Excluded are persons unable to drive because of age, physical reasons or persons who do not operate a vehicle. You must have some form of I.D. to provide documentation that the information that is given on the application is correct.

9. _____ Possess a Social Security Card. The only exclusion to this policy is allowed for a co-applicant or dependant for whom only a "Dependant Visa" of the "Type/Class" F2 or H4. "Type/Class" F1 is not acceptable. Main applicant must always possess a Social Security Card or proof of SSN. (If "Dependant Visa" is neither F1, F2 nor H4... call the Central Office to verify validity.) All household members six (6) years of age and older must disclose proof of social security numbers.
10. _____ More than two unverifiable addresses will be cause for rejection.
11. _____ When proof of anything, including a found discrepancy, is required, burden of proof is on the applicant.
12. _____ All leaseholders/co-signers must have signed the lease documents prior to release of keys or move in allowances.
13. _____ All monies paid at time of move in must be in the form of a cashier's check or money order. No personal checks or cash will be accepted at time of move in.
14. _____ Citizenship requirements – By law, only U.S. citizens and eligible noncitizens may benefit from federal rental assistance. Compliance with these rules ensures that only eligible families receive subsidy. These requirements apply to families making application to the property, families on the waiting list, and tenants. Assistance in subsidized housing is restricted to the following:
 - U.S. citizens or nationals; and noncitizens who have eligible immigration status.
 - All family members, regardless of age, must declare their citizenship or immigration status. This declaration must be done at time of application.
 - Noncitizens (except those 62 and older) must sign a Verification Consent Form and submit documentation of their status or sign a declaration that they do not claim to have eligible status. Noncitizens 62 years and older must sign a declaration of eligible immigration status and provide a proof of age document. U.S. citizens must sign a declaration of citizenship.
 - Applicants who hold a noncitizen student visa are ineligible for assistance, as are any noncitizen family members living with the student.
 - If applicant(s) is found not to be eligible due to the restrictions above he/she may request an informal meeting with landlord.
15. _____ Policy for opening and closing the waiting list – Management will monitor the vacancies at the property and its waiting lists regularly to ensure that there are enough applicants to fill the vacancies. Furthermore, waiting lists will be monitored to make sure they do not become so long that the wait for a unit becomes excessive. The following procedures apply for the closing and opening of our waiting lists.

Closing waiting lists

- The waiting list(s) may be closed for one or more unit sizes when the average wait is excessive (e.g., one year or more).
- When the waiting list(s) is closed, management will inform potential applicants that the waiting list is closed and refuse to take additional applications.
- Management will publish a notice in the local paper informing readers the waiting list(s) is closed and for what reason.

Opening waiting lists

- When management decides to open the waiting list(s) a notice will be published in the local paper announcing the opening of the waiting list(s).

16. _____ Occupancy standards – Our adopted occupancy standards are based upon the occupancy standards set forth by the City of St Louis or St. Louis County as applicable. Generally, the following occupancy standards are in place.
 - One Bedrooms – 2 persons
 - Two Bedroom – 4 persons
 - Three Bedroom – 6 persons
17. _____ Our policies comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes.

ANY APPLICANT THAT FALSIFIES INFORMATION ON HIS/HER APPLICATION WILL HAVE HIS/HER APPLICATION REJECTED AND WILL NOT BE ACCEPTED AS A RESIDENT. The LANDLORD AND AUTHORIZED PERSONNEL WILL NOT DISCRIMINATE AGAINST ANY PERSON IN THE TERMS, CONDITIONS, OR PRIVILEGES FOR RENTAL OF AN APARTMENT OR OTHERWISE MAKE UNAVAILABLE OR DENY THE PROVISION OF SERVICE OR FACILITIES IN CONNECTION WITH THEIR RACE, GENDER, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, HANDICAP, FAMILIAR STATUS OR NATIONAL ORIGIN.

Signature of Applicant

Date

Signature of Applicant

Date

To be a valid applicant, you must read and understand the policies as stated herein. By signing the "Admissions Policy" statement, you are hereby accepting the terms and conditions set forth on Pages 1-3 of this "Admissions Policy" and all contents herein. The applicant's application is void without valid signatures on this "Admissions Policy"._____