



## Application & Questionnaire

**Each Adult Occupying the Home Must Complete a Separate Application & Questionnaire**

Home Information			
Date	Desired Move-in Date	Monthly Rent	House Address

Customer Information				
Name <i>Last name, First name, Middle Initial</i>		Current Phone Number	Social Security Number	Birth Date <i>Month, Date, Year</i>
1				
Driver's License Number	Email	Have You Ever:	<input type="checkbox"/> Been Evicted? <input type="checkbox"/> Refused to Pay Rent? <input type="checkbox"/> Filed Bankruptcy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have You Ever Been Convicted of a Crime? <i>(If yes, please explain)</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO

Housing Information				
Present Address	Street Address		City and State	Zip
Present Landlord	Date In – Date Out	Landlord Name	Landlord Phone Number	Monthly Rent \$
	Reason for Leaving			Notice Given? <input type="checkbox"/> YES <input type="checkbox"/> NO
Previous Address	Street Address		City and State	Zip
Previous Landlord	Date In – Date Out	Landlord Name	Landlord Phone Number	Monthly Rent \$
	Reason for Leaving			Notice Given? <input type="checkbox"/> YES <input type="checkbox"/> NO
Mortgage Company	Company		Contact	Telephone
	Address		State, Zip	Occupancy From/To

Employment Information				
Present Employer	Employer	Supervisor Name	Supervisor Phone Number	Annual Wages/Salary \$
	Address	City, State	Employed From/To	Annual Tips/Bonus/Commission
Previous Employer	Company	Contact	Telephone Fax	Annual Wages/Salary
	Address	State, Zip	Employed From/To	Annual Tips/Bonus/Commission

Customer Name \_\_\_\_\_

Emergency Contact / Personal References				
	Name	Address	Phone Number	Relationship
1				
2				

Household Information					
List all other household members who are currently living your household or who plan to live in your household during the next 12 months.					
	Name <i>Last Name, First Name, Middle Initial</i>	Relationship to Applicant	Social Security Number	Birth Date <i>Month, Date, Year</i>	Full Time Student <i>Yes/No</i>
2					<input type="radio"/> YES <input type="radio"/> NO
3					<input type="radio"/> YES <input type="radio"/> NO
4					<input type="radio"/> YES <input type="radio"/> NO
5					<input type="radio"/> YES <input type="radio"/> NO
6					<input type="radio"/> YES <input type="radio"/> NO
7					<input type="radio"/> YES <input type="radio"/> NO
8					<input type="radio"/> YES <input type="radio"/> NO
9					<input type="radio"/> YES <input type="radio"/> NO

General Information		
Yes	No	
<input type="radio"/>	<input type="radio"/>	Does your household have or anticipate having any pets?
<input type="radio"/>	<input type="radio"/>	Do you have full custody of your child(ren)?
<input type="radio"/>	<input type="radio"/>	Do you expect any additions to the household within the next twelve months? <i>(If yes, please explain)</i>
<input type="radio"/>	<input type="radio"/>	Are there any absent household members who under normal conditions would live with you? <i>(For example, a household member away in the military or college.)</i> <i>(If yes, please explain)</i>

Income Information			
Income is counted for anyone 18 or older and anyone who is under 18 and legally emancipated. However, if the income is unearned income such as a grant or benefit, it is counted for all household members including minors			
Do you currently receive or expect to receive during the next 12 months income from:			
Form	Yes	No	Annual Amount
7020-1	<input type="radio"/>	<input type="radio"/>	Employment wages or salaries? <i>(Include overtime, tips, bonuses, commissions and cash payments.)</i>
7020-1	<input type="radio"/>	<input type="radio"/>	Employment wages or salaries from more than one source?

7020-2	<input type="radio"/>	<input type="radio"/>	<b>Self-employment?</b> <i>(Include overtime, tips, bonuses, commissions and payments received in cash. Attach copy of previous year's IRS form 1040 and Schedule C.)</i>		
7030-1	<input type="radio"/>	<input type="radio"/>	<b>Unemployment benefits or workman's compensation?</b>		
7030-4	<input type="radio"/>	<input type="radio"/>	<b>Public Assistance, General Relief or Aid to Families with Dependent Children or Tenant Aid to Needy Families (AFDC/TANF)?</b>		
7025-1	<input type="radio"/>	<input type="radio"/>	<b>Child support or Alimony?</b> <i>(We must count court-ordered support whether or not it is received unless legal action has been taken to remedy. We must also count support that is not court-ordered but is received directly from payer.)</i>		
			<input type="radio"/> <b>Child Support Enforcement Agency</b>	Name of Agency:	
			<input type="radio"/> <b>Court of Law</b>	Name of Court:	
			<input type="radio"/> <b>Directly from Individual</b>	Name of Person:	
			<input type="radio"/> <b>Other</b>	Explain:	
7025-2			<input type="radio"/> <b>If money is not actually received, is legal action being taken to remedy.</b>	Explain:	
7030-2	<input type="radio"/>	<input type="radio"/>	<b>Social Security, SSI or any other payments from the Social Security Administration?</b>		
7031-1	<input type="radio"/>	<input type="radio"/>	<b>Regular payments from a Veteran's benefit, pension, retirement benefit or annuities?</b>		
7031-1	<input type="radio"/>	<input type="radio"/>	<b>Regular payments from a severance package?</b>		
7031-1	<input type="radio"/>	<input type="radio"/>	<b>Regular payments from any type of settlement? (For example, insurance settlements.)</b>		
7031-1	<input type="radio"/>	<input type="radio"/>	<b>Regular gifts or payments from anyone outside of the household? (This includes anyone supplementing your income or paying any of your bills.)</b>		
7031-1	<input type="radio"/>	<input type="radio"/>	<b>Regular payments from lottery winnings or inheritances?</b>		
7031-1	<input type="radio"/>	<input type="radio"/>	<b>Regular payments from rental property or other types of real estate transactions?</b>		
7031-1	<input type="radio"/>	<input type="radio"/>	<b>Any other income sources or types not listed?</b>		
7030-1 or 7055-1	<input type="radio"/>	<input type="radio"/>	<b>Are you currently unemployed?</b>		
	<input type="radio"/>	<input type="radio"/>	<b>Do you expect any changes to your income during the next 12 months?</b> <i>(If yes, please explain)</i>		

<b>Asset Information (Include all assets held by you)</b>			
Form	Yes	No	Do you hold:
7038-1, -2	<input type="radio"/>	<input type="radio"/>	Checking or savings account? If yes, please provide last 2 months' worth of statements
7035-2, -3	<input type="radio"/>	<input type="radio"/>	CDs, money market accounts or treasury bills? If yes, please provide last 2 months worth of statements.
7038-2	<input type="radio"/>	<input type="radio"/>	Pensions, IRAs, Keogh or other retirement accounts?
7052-1	<input type="radio"/>	<input type="radio"/>	Stocks, bonds or securities
7041-1 7042-1	<input type="radio"/>	<input type="radio"/>	Trust funds?
7052-1	<input type="radio"/>	<input type="radio"/>	Cash on hand over \$500?
7052-1	<input type="radio"/>	<input type="radio"/>	<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>
7052-1	<input type="radio"/>	<input type="radio"/>	<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>

Various	<input type="radio"/>	<input type="radio"/>	Any assets held jointly with a person who does not currently live in the apartment?
7052-1	<input type="radio"/>	<input type="radio"/>	Expect to receive over the next 12 months any lump sum payments? (This includes lottery winnings, Insurance payments, etc.)
7037-1	<input type="radio"/>	<input type="radio"/>	Have you disposed of or given away any asset(s) for LESS than fair market value within the past 2 years?
Various	<input type="radio"/>	<input type="radio"/>	Are there minors in the household who hold assets?

Applicant Status			
The following questions pertain to specific eligibility requirements of the NSP2 Program.			
Form	Yes	No	
7055-1	<input type="radio"/>	<input type="radio"/>	Are you claiming zero income?
7036-1	<input type="radio"/>	<input type="radio"/>	Is the total value of your assets (other than personal property not held for investment) more than \$5,000?
7030-4	<input type="radio"/>	<input type="radio"/>	Is your household currently receiving Section 8 rental assistance?
7030-4	<input type="radio"/>	<input type="radio"/>	Will your household be eligible or are you applying to receive Section 8 rental assistance in the next 12 months?

Signature Clause			
<p>I understand that management is relying on this information to prove my household's eligibility for the NSP2 Program. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.</p> <p>I authorize my 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 the NSP2 Program requirements.</p> <p>I/we, the undersigned, authorize On-Site.com, Landlord and its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold On-Site.com, Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.</p> <p>Important information about your rights under the Fair Credit reporting Act:</p> <ul style="list-style-type: none"> <li>You have a right to request disclosure of the nature and scope of the investigation.</li> <li>You must be told if information in your file has been used against you.</li> <li>You have a right to know what is in your file, and this disclosure may be free.</li> <li>You have the right to ask for a credit score (there may be a fee for this service).</li> <li>You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.</li> </ul> <p>These reports are being processed by On-Site.com, 307 Orchard City Drive, Suite 110, Campbell, CA 95008, (877) 222-0384. A summary of your rights under the Fair Credit Reporting Act is available by visiting or writing (Para información en español, visite o escriba): <a href="http://www.ftc.gov/credit">http://www.ftc.gov/credit</a>. Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580 Applicants hereby represent that all the above statements are true and correct and are made to induce Management to lease or rent apartments and Applicant(s) hereby authorizes verification of references given, employment and credit information. I (we) agree that I (we) have no right to occupy the apartment until the application is approved and a Rental Agreement is entered into. Any false statements made above shall be sufficient cause for Management to cancel and terminate any agreement made with Applicant(s). Management reserves the right to reject Applicants rental application any time prior to execution and delivery of the Rental Agreement. In the event of rejection, any sums deposited, less application fees will be returned to Applicants within 14 days. If Applicant(s) withdraws application prior to execution of Rental Agreement, the deposit/fee will be forfeited unless written cancellation is received within 72 hours from the date and time indicated below. If Management, for any reason, cannot deliver possession of the premises to Applicant(s) at the commencement of the term, only the deposit/fees less application fee, paid to Management shall be refunded to applicant within 14 days.</p>			
Customer Signature	Date	Management Signature	Date