

We thank you for your interest in renting from Cardinal Properties Inc.

When completing your application please fill in each blank. If the question doesn't apply to you, indicate N/A; all spaces must be filled. **Each adult member of the household must complete a separate application.**

There is a \$20.00 processing fee per person which covers the handling of your application and cost of your credit report. If a third party guarantee is required an additional \$10.00 processing fee will be required. **All processing fees are non-refundable.**

We do business in accordance with the federal fair housing law.

Application Policies

In order for an applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the requirements are not met, a Third Party Guaranty may be considered.

Each individual in the household over 18 years old will need to complete a separate application and pay the \$20 application fee. Submitted applications become the property of Cardinal Properties, Inc. and will remain on file for 6 months. After 6 months, a new application and fee will be required.

Income Documentation: For employment, you will need to submit a copy of your last 2 most recent pay stubs. For social security or pension benefits, provide a copy of your most recent award letter.

Self-employed persons must show at least one year's tax return (corporate, K-1, or 1040 schedule C) and 3 months bank statements (statements must show name on the account).

Credit Requirements: We will run a credit report to evaluate the prospective tenant's history of meeting financial obligations.

Any applicant with evidence on the credit report that they owe a prior landlord shall be automatically disqualified. Collections or past due amounts to utility companies must be paid off. Other items on your report, such as unpaid tax liens, delinquencies, and returned checks, can affect your approval.

Consideration may be given for medical and student loan collections.

At least 2 years of rental history or homeownership is preferred. Prior landlords will be contacted to inquire about payment history, property care, lease violation history, etc. Inability to contact previous landlords may result in a denial of the application. An eviction or money owing a previous landlord will result in an automatic disqualification. A minimum of three references (landlord and/or personal) are required. References cannot be relatives.

A copy of a Government Issued Photo ID. ID must be provided. Acceptable forms of ID include Driver's, Military ID, etc.

Waiting List Policy

1. Once approved, your name will be placed on our waiting lists for the property(s) you are interested in.
2. We notify applicants by mail when a vacancy comes available. If your name is at the top of the list and you refuse an apartment, your name will go to the bottom of the list.
3. Three refusals or no responses to the vacancy notices will result in your name being removed from the list.
4. All waiting list applicants' approval is subject to an updated application that must be completed prior to beginning income verifications.
5. Contact Cardinal Properties for complete waiting list policies.

Criminal History Policy

1. Anyone with a felony conviction must have spent six months on probation, and must have NO probation violations or repeat offenses
2. Anyone convicted of a drug charge; this includes using, manufacturing, distributing, or possession; must have completed all required probation. Anyone failing a drug test as a condition of probation will not be accepted as a tenant.
3. Anyone listed on the sexual or violent registry will not be accepted as a tenant.

Pet Policy

1. One cat or one small dog under 20 pounds is considered. A pet profile and references that include knowledge of your pets is required
2. Pets must be at least one year old. Puppies and kittens are not accepted.
3. If a pet is approved, an additional deposit will be required. Tenant may also need to have a renter's insurance policy which covers pets.
4. If a pet is allowed on the property, it shall not be one of the breeds considered vicious by insurance company standards: Pit Bull, American Pit Bull, American Staffordshire Terrier, English Bull Terrier, Rottweiler or Wolf Hybrid. Additionally, these breeds may not be accepted: Akita, Berner Sennenhund, Burmese Cattle Dog, Canary Dog (including Perro de Presa Canario), Chow, Doberman, Husky, Karelian Bear Dog (including Russo-European Laika), Rhodesian Ridgeback.
The foregoing applies to both purebred and mixed breed dogs.
5. Ferrets are not accepted.

Smoking Policy

1. Our low income properties are smoke free.
2. Smoking is not allowed anywhere on the property, whether the applicant smokes inside or outside.
3. If smoking is considered, tenant may be required to pay an additional deposit.
4. If tenant's application is accepted, the tenant will be required to use air purifiers during the term of tenancy to help eliminate smoke odor and residue.

Medical Marijuana

The use and growing of medical marijuana is not allowed at federally funded properties, and violations will be grounds for termination of your lease.

Applicant Signature

Date

I have read and understand the application policies and procedures.

1/29/18

Parkside Apartments, Hamilton MT

APPLICATION FOR OCCUPANCY ~ ONE APPLICATION PER ADULT

For office use only, applicant do not enter date

Date: _____ **Time:** _____

TDD # 1-800-253-4093



WE COMPLY WITH THE FEDERAL FAIR HOUSING LAWS. IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, FAMILY STATUS, AGE OR HANDICAP

All applicants for fair housing are required to provide the information requested below and to also provide a third party verification of all household income. This information will be held in STRICT CONFIDENCE and will only be used by Project Management to determine the applicant's eligibility to occupy an apartment unit in this Project. All tenants must meet the eligibility requirements established by Rural Development, USDA, and also meet the Occupancy Policy of the Project. All eligible applicants who have FULLY COMPLETED this application, will be entered on the waiting list and notified of vacancies based on the order of priority as established by RD, USDA, US Government.

Name: _____ **Home ph:** _____ **Work:** _____

Physical Address: _____

Mailing Address: _____

How Long _____ **Reason for Vacating** _____

Landlord _____ **Phone (_____)** _____

Previous Address: _____ **How Long** _____

Landlord _____ **Phone (_____)** _____

Previous Address: _____ **How Long** _____

Landlord _____ **Phone (_____)** _____

Household Composition- to Qualify for Occupancy, ALL household members must be 55 or older.

	Household Member Names	Sex	Relationship	Social Security #	Date of Birth
T					
CT					
1					
2					

Email _____

Are you or any member of your household a Full Time Student, plan to be, or have been in the last 12 months? **Yes** **No**
 (If yes, the household must complete the student exemption form to see if they qualify)

Please indicate the size of apartment that would best meet the living needs of your household. **One Bedroom** **Two Bedroom**

Would it be beneficial to your household to live in an apartment that has been designed for the handicapped or disabled? **Yes** **No**

Emergency contact: Name: _____ Phone: _____

Address: _____ Relationship: _____

All reported income and assets must be verified and certified as correct by the Owner or Management Agent to complete occupancy requirements.

Income from employment

	Employer	Occupation	Business Address	Phone #	YR Income
T					
CT					

Income from other sources:

- Public Assistance (AFDC): _____ Monthly Amount: \$ _____.
- Alimony- Spouse Name: _____ Monthly Amount: \$ _____.
- Unemployment Payments/Workmen's Comp.- State: _____ Monthly Amount: \$ _____.
- Interest Earnings _____ Monthly Amount: \$ _____.
- Pension/Annuity/Retirement Fund: _____ Monthly Amount: \$ _____.
- Student Aid/Loans- Source: _____ Monthly Amount: \$ _____.
- SS or SSI Payments- Member Benefited: _____ Monthly Amount: \$ _____.
- Other : _____ Monthly Amount: \$ _____.

Family Assets:

Type	Location/ Bank/ S&L	Phone	Amount
Checking Acct:			
Savings Acct:			
Real Estate:			
Other Assets:			

How many automobiles do you have? _____

Make _____ Model _____ Color _____ Year _____ Plate # _____

Make _____ Model _____ Color _____ Year _____ Plate # _____

Do you or any members of the household smoke? ____ no ____yes, and I agree to smoke off the property. By submitting the application for processing, you are agreeing to these terms. _____ (initial here)

Pet: Type: _____ Breed: _____ Age: _____
(One cat or one small dog only. A pet profile must be submitted with application.)

Criminal History:

- * Are you or any member of your household currently a user of illegal controlled substances; or had a previous conviction for such use; or have been convicted for the manufacture or distribution of illegal drugs? **Yes** **No**
- * Have you or any member of your household ever been convicted of or pled guilty or no contest to a felony whether or not resulting in a conviction? **Yes** **No**
- * Have you or any member of your household ever been convicted or pleaded guilty or no contest to a misdemeanor involving sexual misconduct whether or not resulting in a conviction? **Yes** **No**
- * Are you or any member of your household listed as a sexual and/or violent offender with the Department of Justice? **Yes** **No**

Personal References

Known minimum of one year- No Relatives- References do not need to be local- Daytime numbers required

Name: _____ Phone: _____ City/ST: _____

Name: _____ Phone: _____ City/ST: _____

Name: _____ Phone: _____ City/ST: _____

Notification to applicant: Applicants who have submitted a complete application, as defined by the Management Agent, will be notified in writing that he/she/they have either been selected for occupancy, rejected for cause as listed, or been placed on the waiting list.

- _____ I certify by initial that the housing I will occupy is or will be my sole permanent residence.
- _____ I certify by initial that I do not now or ever will maintain a separate low income living unit in another project or property.
- _____ I understand that should I be offered occupancy by the Management Agent and I chose not to accept, my application will be moved to the bottom of the waiting list, and I would not be contacted again for occupancy until all other applicants above my name have been so contacted.

The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting thru Rural Development, that Federal Laws prohibiting discrimination against housing applicants on the basis of race, color, national origin, religion, sex, familial status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. If you choose not to furnish the information, the Owner is required to note the race, national origin and sex of the household based on a visual observation or your surname.

Please indicate the Race of the Tenant: **Alaskan Native** , **American Indian** , **Asian** , **Black or African American** ,
Native Hawaiian or Pacific Islander , **White** .

Ethnic Group: **Hispanic** **Non-Hispanic**

I HERBY CERTIFY THAT THE INFORMATION LISTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT ANY MISREPRESENTATIONS WILL BE JUST CAUSE FOR THE MANAGEMENT AGENT TO REJECT MY APPLICATION FOR OCCUPANCY. MY SIGNATURE AUTHORIZES VERIFICATION OF RENTAL HISTORY, REFERENCES AND CREDIT.

Tenant signature: _____ Date: _____

A CREDIT REPORT WILL BE OBTAINED FROM A NATIONAL CREDIT BUREAU WHEN PROCESSING.
\$20.00 Charge for Processing Per Application. This fee is nonrefundable. A photo ID is required at the time of processing the application.

