

## **BASIC LEASING CRITERIA**

- 1) Applicants must be at least twenty-one (21) years of age or older and **must provide a photo-copy of a driver's license or state issued identification card WITH PHOTO.**
- 2) Applicants must have verifiable current employment and/or income with a **GROSS MONTHLY INCOME** of at least two and a half (2.5) times the rental rate. In the event that the applicant has been at his or her current job for a period of six (6) months **or less**, then the applicant must provide verification of prior employment. Should the applicant be self-employed, he or she must provide a copy of the previous year's tax return as proof of income.
- 3) Applicants must have a verifiable rental reference of six (6) months or more with a lease term fulfilled and a copy of the thirty (30) day written notice to vacate current or previous residence.
- 4) Applicants must NOT have more than two (2) late payments and/or non-sufficient fund (NSF) personal checks in one (1) year of residency.
- 5) Any applicant with questionable rental history or evictions may be subject to denial of their application.
- 6) Applicant's credit report must be in good and acceptable standing without any Unlawful Detainer or Court ordered eviction due to non-payment of rent.
- 7) Medical accounts sent to collection will be the ONLY exception in determining acceptable credit. Personal bankruptcies shall be reviewed and as long as applicant meets all other qualifications and criteria, application will be accepted if the applicant has re-established a good credit rating.
- 8) **ALL UNRELATED ADULTS** must complete rental application, pay an application fee of 75.00. Applicant(s) will be listed on the Lease as a Tenant(s) and have full liability to fulfill all Terms and Conditions of the Lease. The application fee is waived for spouses and any children under age of twenty-one (21) at the time of applying. These persons shall be listed as Occupants.
- 9) The NON-refundable application fee **MUST** be paid **BEFORE SCREENING/APPROVAL CAN BEGIN.**
- 10) Applicants must consent to a credit check and background/criminal investigation. Criminal and/or felony convictions may be grounds for denial.

### **MAXMIUM OCCUPANCY STANDARDS**

***Efficiency/Studio has a maximum capacity of TWO (2) persons.***

***1-bedroom unit has maximum capacity of THREE (3) persons.***

***2-bedroom unit has maximum capacity of FIVE (5) persons.***

**I have read, understand and agree to the above listed rental criteria.**

**X**

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Applicant Signature

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Date



**HOUSING OPPORTUNITIES MADE ECONOMICAL, INC.**  
**1907 CHARLES ST. FREDERICKSBURG, VA 22401**  
**540-361-7477 540-361-4417 (FAX)**  
*We do Business in Accordance with the Fair Housing Act*

**APPLICATION FOR LEASE**

**APPLICANT'S INFORMATION**

Name : (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_  
Email Address : \_\_\_\_\_ **(MUST PROVIDE AN EMAIL ADDRESS)**  
Home Phone : (\_\_\_\_\_) \_\_\_\_\_ Cell Phone : (\_\_\_\_\_) \_\_\_\_\_  
Date of Birth : \_\_\_\_\_ Social Security Number : \_\_\_\_\_  
Driver's License Number : \_\_\_\_\_ State Issued : \_\_\_\_\_

**OTHER OCCUPANTS' INFORMATION *(if applicable)***

Name : (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_  
Relation to Applicant : \_\_\_\_\_ Date of Birth : \_\_\_\_\_  
  
Name : (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_  
Relation to Applicant : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

**RENTAL HISTORY**

**I. Current Residence**

Address : \_\_\_\_\_ (APT #) \_\_\_\_\_  
City : \_\_\_\_\_ State : \_\_\_\_\_ ZIP : \_\_\_\_\_  
How long have you been residing at this address ? \_\_\_\_\_  
Monthly Rent : \_\_\_\_\_  
Landlord's Name : \_\_\_\_\_  
Landlord's Contact Number : \_\_\_\_\_  
Reason(s) for leaving this property : \_\_\_\_\_

**II. Previous Residence *(if current residence is LESS THAN 2 years)***

Address : \_\_\_\_\_ (APT #) \_\_\_\_\_  
City : \_\_\_\_\_ State : \_\_\_\_\_ ZIP : \_\_\_\_\_  
How long had you been residing at this address ? \_\_\_\_\_ Monthly Rent : \_\_\_\_\_  
Landlord's Name : \_\_\_\_\_ Landlord's Phone : \_\_\_\_\_  
Reason(s) for leaving this property : \_\_\_\_\_



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## **EMPLOYMENT DETAILS**

### **I. Current Employment**

Employment Status : ☐ Full-Time ☐ Part-time ☐ Student ☐ Unemployed ☐ Retired

Current Employer : \_\_\_\_\_

Supervisor's Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title : \_\_\_\_\_

Date Hired : \_\_\_\_\_

Monthly Income : \$ \_\_\_\_\_

### **II. Previous Employment**

Previous Employer (*if current job is less than 1 year*)

\_\_\_\_\_

Supervisor's Name : \_\_\_\_\_ Phone : \_\_\_\_\_

Job Title : \_\_\_\_\_

Period of Employment : (from) \_\_\_\_\_ (to) \_\_\_\_\_

### **Other Sources of Income (*child support, alimony, pension, disability, SELF EMPLOYMENT*):**

Source : \_\_\_\_\_ Amount per month : \_\_\_\_\_

Source : \_\_\_\_\_ Amount per month : \_\_\_\_\_

Source : \_\_\_\_\_ Amount per month : \_\_\_\_\_

Source : \_\_\_\_\_ Amount per month : \_\_\_\_\_

## **PROOF OF OTHER INCOME**

If the applicant is self-employed or on disability, applicant **must provide proof of Other income** with this rental application form.

Acceptable documentation includes :

SSI Award letter, pension statement, bank statements or if SELF-EMPLOYED, a copy of the previous year's tax return.





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**CREDIT HISTORY AND BACKGROUND CHECK AUTHORIZATION**

Do you consent to a credit check?

Yes ☐

No ☐

Is there anything that we may find in our **credit** check that you want to comment on?

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**CRIMINAL BACKGROUND CHECK AUTHORIZATION**

Do you consent to a criminal check?

Yes ☐

No ☐

Is there anything that we may find in our **criminal** check that you want to comment on?

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**I. PETS**

The Landlord **does not allow pets** in the rental property. *(Service Animals and ESA excluded, with conditions)*

**II. SMOKING**

The Landlord **does not allow smoking of cigarettes, cigars, pipes or e-cigarettes** in the rental property.

**III. WATERBEDS**

The Landlord **does not allow** the use of waterbeds on the premises.

**IV. PARKING**

The rental property includes **2 spaces per apartment** for the tenant's use.

Will you bring a vehicle ?

Yes ☐

No ☐

**Vehicles that will be Parked at Property :**

#1 Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_  
Vehicle Year \_\_\_\_\_ Color \_\_\_\_\_  
License Plate Number \_\_\_\_\_ State \_\_\_\_\_

#2 Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_  
Vehicle Year \_\_\_\_\_ Color \_\_\_\_\_  
License Plate Number \_\_\_\_\_ State \_\_\_\_\_



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**ADDITIONAL INFORMATION**

Have you ever been evicted from a rental residence ? Yes ☐ No ☐  
Have you missed two or more rental payments in the past 12 months ? Yes ☐ No ☐  
Have you ever refused to pay rent when due ? Yes ☐ No ☐  
Ever filed for Bankruptcy ? Yes ☐ No ☐  
Ever been convicted of a Felony ? Yes ☐ No ☐  
Are you subject to a LIFETIME sex offender registration program in any state ? Yes ☐ No ☐  
Do you have renter's insurance ? Yes ☐ No ☐  
If you have answered YES to any of the above, please explain the circumstances and provide dates:

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**REFERENCES**

**PERSONAL (NOT related to you)**

Name : \_\_\_\_\_ Phone : \_\_\_\_\_  
Address : \_\_\_\_\_ Cell Phone : \_\_\_\_\_  
Relationship to YOU : \_\_\_\_\_ Known for how long ? \_\_\_\_\_

Name : \_\_\_\_\_ Phone : \_\_\_\_\_  
Address : \_\_\_\_\_ Cell Phone : \_\_\_\_\_  
Relationship to YOU : \_\_\_\_\_ Known for how long ? \_\_\_\_\_

**PROFESSIONAL (NOT related to you)**

Name : \_\_\_\_\_ Phone : \_\_\_\_\_  
Address : \_\_\_\_\_ Cell Phone : \_\_\_\_\_  
Relationship to YOU : \_\_\_\_\_ Known for how long ? \_\_\_\_\_

Name : \_\_\_\_\_ Phone : \_\_\_\_\_  
Address : \_\_\_\_\_ Cell Phone : \_\_\_\_\_  
Relationship to YOU : \_\_\_\_\_ Known for how long ? \_\_\_\_\_



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I declare that the information I have provided is true and correct, and contain no misrepresentations. If misrepresentations are found after a residential lease agreement is entered into between the Landlord and Applicant, the Landlord shall have the option to terminate the residential lease agreement and seek all available remedies.

The Applicant authorizes the Landlord to verify all references and facts, including but not limited to current and previous landlords, employers and personal references. The Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing or may result in the denial of application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Landlord's Signature \_\_\_\_\_ Date \_\_\_\_\_

# EMPLOYEE VERIFICATION FORM

Please complete all of the sections provided on this form. **MUST BE COMPLETED BY SUPERVISOR OR PAYROLL DEPARTMENT**

COMPANY NAME

HIRE DATE

EMPLOYEE NAME

END DATE (if applicable)

JOB TITLE HELD

PAY RATE

ROLE AND RESPONSIBILITIES

AMOUNT

Weekly

Bi-Weekly

Monthly

Bi-Monthly

BONUS INFO

AMOUNT

FREQUENCY

VERIFICATION REQUEST COMPLETED FOR

REQUESTOR PHONE

FORM COMPLETED BY (Printed Name and Signature)

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE COMPLETED

CONTACT EMAIL

CONTACT PHONE

SIGNATURE

DATE



## UNDER \$5,000 ASSET CERTIFICATION

For households whose combined net assets do not exceed \$5,000.

Complete only one form per household; include assets of children.

Household Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Development Name: \_\_\_\_\_ City: \_\_\_\_\_

### Complete all that apply for 1 through 4:

#### 1. My/our assets include:

(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source	(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source
\$		\$	Savings Account	\$		\$	Checking Account
\$		\$	Cash on Hand	\$		\$	Safety Deposit Box
\$		\$	Certificates of Deposit	\$		\$	Money market funds
\$		\$	Stocks	\$		\$	Bonds
\$		\$	IRA Accounts	\$		\$	401K Accounts
\$		\$	Keogh Accounts	\$		\$	Trust Funds
\$		\$	Equity in real estate	\$		\$	Land Contracts
\$		\$	Lump Sum Receipts	\$		\$	Capital investments
\$		\$	Life Insurance Policies (excluding Term)				
\$		\$	Other Retirement/Pension Funds not named above:				
\$		\$	Personal property held as an investment** :				
\$		\$	Other (list):				

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, Trust) may or may not be (fully) accessible to you. Include only those amounts which are.

\*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

\*\*Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

2. ☐ Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below their fair market value (FMV). Those amounts\* are included above and are equal to a total of: \$\_\_\_\_\_ (\*the difference between FMV and the amount received, for each asset on which this occurred).
3. ☐ I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
4. ☐ I/we do not have any assets at this time.

The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000 and the annual income from the net family assets is

\$\_\_\_\_\_. This amount is included in total gross annual income.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Tenant

Date

Applicant/Tenant

Date