

Longview Housing Authority

OUR APPLICATION PROCESS:

We are working with neighbors and other property owners in the area to maintain the quality of our neighborhood. To that end we have a very thorough screening process.

If you meet the criteria and are accepted, you will have the peace of mind of knowing that other renters in this apartment complex are being screened with equal care.

We will accept the first qualified applicant that has paid their deposit on the apartment. Please review our list of criteria. If you feel you meet the criteria, please apply, because we would be happy to rent to you.

The Longview Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, or familial status.

APPLICANT SCREENING CRITERIA

RENTAL REFERENCES:

The applicant must have at least one year of favorable third party rental or mortgage history.

(Family/relative references will not be included as acceptable rental history)

CURRENT AND PREVIOUS REFERENCES WILL BE VERIFIED.

Mortgage verification for home-owners will be acceptable.

It is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.

INCOME/RESOURCES:

Gross income must be at least 2 times greater than the rental amount. Income must be verifiable through pay stubs, employer contact or tax records. If income is not from employment you must show proof of income.

EMPLOYMENT:

Acceptable references will include at least one year of verifiable current employment. If less than one year, previous employment must be verified to qualify for approval.

CREDIT:

The applicant must show no current derogatory information reporting. All accounts must show a payment history of not more than twenty-nine days past due.

APPROVAL:

An applicant will be approved if he/she meets all of the criteria listed above. If applicant does not meet all criteria, a qualified cosigner or last months rent may be necessary for approval.

COSIGNER:

A cosigner must fill out an application and be approved. The qualified co signer must reside within a 100 mile radius of the property. The cosigner must have a gross income of at least 2 times the rent amount.

The cosigner must come in to the office and sign the cosigner agreement and rental agreement at or before move-in.

REASONS FOR DENIAL:

Lack of information provided by the applicant

Falsification of information on the rental application.

An apartment rental collection or judgment reporting to the credit bureau.

An apartment complex reports an outstanding balance owing for rent, damages or late payments.

Unlawful detainer or eviction.

Any negative rental references.

Being convicted of a crime that would put the community and its residents at risk.

Bankruptcy is not necessarily cause for denial. If acceptable credit is reported after the bankruptcy, the circumstances surrounding the bankruptcy will be taken into consideration. First and last months rent or a cosigner may be considered.

NOTICE OF THE AVAILABILITY OF REASONABLE ACCOMMODATION

If you need:

- ◆ A change in our policies
- ◆ A repair or change in your apartment
- ◆ A repair or change to some other part of the property
- ◆ A change in the way we communicate with you

because of a disability, you can ask for this change, which is called a "reasonable accommodation". If your request is reasonable and not too difficult to arrange, we will try to make the changes you need.

**- LHA PROPERTIES
Rental Application**

Summary Report Requested _____ Report Requested By _____ Complex# _____

Please Print Clearly Apt. #: _____ Move in date: _____

Applicant: Last Name _____ First _____ Middle _____

Social Security # _____ Date of Birth _____ Drivers License # _____

Current Address _____ From _____ To _____ Monthly Payment _____

City _____ State _____ Zip _____ Home Phone # _____

Own Rent Landlord Name Landlord Phone #

Previous Address _____ From _____ To _____ Monthly Payment _____

City _____ State _____ Zip _____

Own Rent Landlord Name Landlord Phone #

Current Employment _____ Hire Date _____ MONTHLY SALARY _____

Address _____ City _____ State _____ Zip _____

Position held _____

Supervisor Name _____ Phone # _____

Previous Employment _____ Hire Date _____ Monthly Salary _____

Address _____ City _____ State _____ Zip _____

Position held _____

Supervisor Name _____ Phone # _____

Bank or Savings and Loan _____ Branch _____ Address _____ Account # _____

Other persons to occupy rental property

Name	Relationship	Date of Birth	Name	Relationship	Date of Birth

Name	Relationship	Date of Birth	Name	Relationship	Date of Birth

Emergency Contact Name _____ Phone # _____ Address _____ Relationship _____

Auto Make & Model _____ License Plate _____ State _____ Color _____

Pets: Type and Size _____

Have you ever been convicted of a criminal offense? _____ yes _____ no State _____ Offense _____
 Have you ever been evicted or asked to vacate by current or previous Landlord? _____ yes _____ no
 Have you ever been convicted of any crime involving the possession, use, sale or manufacture of illegal drugs? _____ yes _____ no

In Compliance with the fair credit reporting laws, you are advised that a screening will be conducted regarding the information listed on this application and your character, general reputation and rental history. By signing this application, you authorize us to obtain credit reports, rental, employment and income verification, bank information and character information as necessary. I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

How did you hear about us? Newspaper _____ Friend _____ TV _____ Phone _____ Internet _____ Other _____

Fill out application for each adult (18 years of age or older) Non-Refundable Processing Fee \$ _____

Applicant Signature _____ Date _____