

APPLICANT APPROVAL CRITERIA

Management or its Associates will not discriminate against on the basis of race, color, religion, sex, disability, ancestry, familial status, or national origin.

Identification

A valid Government Issued ID, such as a Driver's License or State ID is required per applicant. If an applicant is WPAFB affiliated or Military affiliated, a copy of the base affiliation ID, such as a CAC, Retiree ID, etc. is required.

Rental Application

No prospect/applicant will be denied the opportunity to complete a rental application. A non-refundable application fee is required at the time of completion. A rental application must be completed by anyone 18 years of age or older who will be residing in the home or living with an adult companion. If there are two applicants, regardless of marital status, each is to complete their portion and sign in the appropriate area. Each applicant must have a social security number. In addition, the rental application must be completed in its entirety.

Occupancy Standards

No more than two people per bedroom may occupy the home. Children, 12 months or younger, are not included for occupancy guidelines.

QUALIFYING STANDARDS

Employment Status

Current employment and income are verified for a length of time on the job and income. Acceptable employment verification may include 2 most recent pay stubs, award letter or offer letter with employment start date and income listed.

Income Status

The income listed by the prospect/applicant(s) must be sufficient to meet the income standard set by management. Applicant's income must meet 2 ½ times the monthly rent. Acceptable income verification will be required and verified.

Past Residency

Prior rental history is researched to ensure that the applicant(s) paid rent on time and did not have any lease violations at their prior residence. Eviction Judgments less than seven (7) years are automatically denied. Property Management records with skip or eviction status less than seven (7) years are also an automatic denial.

Past Credit History

A credit report provided by a Credit Reporting Service will be processed and verified to be in good standing with an acceptable credit score range set by management. Both past and current credit is evaluated. Each applicant is considered separately. An unsatisfactory credit report can disqualify an applicant if it reflects past or current bad debts, late payments or unpaid bills, utility balances, liens, judgments or bankruptcies. The following will receive an automatic denial: property management record owing a balance, office of Foreign Affairs control name match, or deceased fraud messages. If an applicant is denied, a letter supplying the Credit Reporting Agency name and number will be provided.

_____ Initials _____ Initials

APPLICANT APPROVAL CRITERIA

Criminal History

A criminal background check will be completed by WPAFB Security Forces and subject to any vetting process put into place by the WPAFB Installation Commander. An applicant is automatically denied if a felony or sex offense is evident.

Foreign Citizens

Foreign Citizens are advised that the Air Force is currently assessing the process for vetting potential occupants and are subject to termination if the Air Force makes the determination that credentials cannot be properly vetted.

Guarantor

If a co-signer/guarantor is required for a market property, they must complete a Rental Application and meet all above criteria. In addition, the guarantor will be fully responsible for the Lease Agreement and all corresponding documents to the home.

An initial or full security deposit will be collected to hold a home. Once approved for move-in, all remaining funds must be paid by certified check/money order or online payment at move-in. All residents are required to provide proof of active renters insurance on or before move-in and at renewal.

All non-military residents are required to have an approved background check by our office prior to move-in, at each renewal and/or annually, whichever comes first (a fee is associated with the aforementioned background check).

Note: All deciding factors as to what is acceptable or not acceptable for any of the above qualifications are determined by The Properties at Wright Field.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Community Manager: _____ Date: _____

_____ Initials

_____ Initials

RENTAL APPLICATION

I/We hereby offer to lease a home. For your information in considering the offer, I/we present the following references, which Management may choose to investigate. Falsification of any information listed herein is cause for rejection of this application and/or termination of the Lease Agreement.

Date Received: _____ Time Received: _____ Desired Move-in Date: _____ Rental Rate: \$ _____

Leasing Agent: _____ Unit Type/Address: _____

How did you hear about us? _____

MILITARY/WPAFB AFFILIATION:

Please list applicant's name next to appropriate military/WPAFB affiliation, if applicable*:

Federal Civil Service _____ Military Retiree _____ Federal Civil Service Retiree _____
Active Guard _____ Reservist _____ DoD Contractor _____
Veteran _____ General Public/Civilian _____

***Affiliation ID is required at time application is submitted.**

APPLICANT AND FAMILY INFORMATION:

ANY QUESTIONS NOT APPLICABLE TO YOU PLEASE MARK "NA". LEAVE NO BLANK LINES

List all household members who will live in the home upon move-in or within the next twelve months.

Be sure to include any temporarily absent family members (such as military/student family members who will be returning to the household). Use a new page attached to application if necessary for additional occupants.

Roommates require separate applications.

CHECK ONLY ONE (most current status): Never Married Married Divorced Separated Widowed

	FULL LEGAL NAME	RELATIONSHIP	DATE OF BIRTH	AGE	SOCIAL SECURITY NUMBER
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____

Are you or any household members listed above a Foreign Citizen? Yes -or- No If yes, who? _____

Of the household members listed above do you have legal custody if minor? Yes -or- No If no, explain: _____

Are you expecting any changes to your household size over the next twelve months? Yes -or- No If yes, explain: _____

Are there any temporarily absent family members, not listed above? Yes -or- No If yes, explain: _____

Will a live-in care attendant be required in your household? Yes -or- No If yes, who: _____

Are any foster children included above? Yes -or- No If yes, who: _____

Are any listed above currently or planning to attend school full time or part time? (Or have attended school full time in the past five months?) Yes -or- No If Yes, Who & What College? _____

Would any member of your household benefit from special needs adaptable/equipped rental? Yes -or- No If yes, explain (optional): _____

RENTAL APPLICATION

EMPLOYMENT/SOURCE OF INCOME INFORMATION:

Employer/Source of Income: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Started: _____ Occupation: _____ Supervisor's Name: _____

Salary: \$ _____ per hour week month year other _____

Do you have a second source of income? Yes -or- No If Yes, Where: _____ Salary: \$ _____ per _____

Do you have a third source of income? Yes -or- No If Yes, Where: _____ Salary: \$ _____ per _____

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Spouse's Employer/Source of Income: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Started: _____ Occupation: _____ Supervisor's Name: _____

Salary: \$ _____ per hour week month year other _____

Do you have a second source of income? Yes -or- No If Yes, Where: _____ Salary: \$ _____ per _____

Do you have a third source of income? Yes -or- No If Yes, Where: _____ Salary: \$ _____ per _____

OTHER INFORMATION:

Your Driver's License Number/State ID#: _____ State Issued: _____ Name: _____

Spouse's Driver's License Number/State ID#: _____ State Issued: _____ Name: _____

Vehicles: Year _____ Make _____ Model _____ Color _____ License _____ State _____

Year _____ Make _____ Model _____ Color _____ License _____ State _____

Year _____ Make _____ Model _____ Color _____ License _____ State _____

*Use a new page attached to application if necessary for additional vehicles.

ONLY VEHICLES LISTED ABOVE ARE PERMITTED. All vehicles must be registered to the name of an approved occupant on this application

Current Home Phone: _____ Current Work Phone: _____

Mobile Phone or Other: _____ Email Address: _____

Spouse's Mobile Phone: _____ Spouse's Email Address: _____

EMERGENCY CONTACT: List closest relative **not** living with you, whom we may contact in case of an emergency:

Name: _____ Relationship: _____ Phone: _____

Address: _____

RENTAL APPLICATION

PET INFORMATION:

Do you have any pets?* Yes -or- No Age: _____ Breed: _____ Weight: _____
Age: _____ Breed: _____ Weight: _____

***Are any animals classified as an ESA or Service Animal(s)?** _____ *if so, documentation is required at the time the application is submitted.

Please note the following dog breeds are restricted and not permitted in housing: Pit Bull or Pit Mixes (American Bully, American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier, American bulldog or a mix of these breeds), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Additionally, the following animals as pets are specifically prohibited: farm, ranch, or wild animals, rodents, primates (monkeys and apes), skunks, reptiles, snakes, raccoons, exotic felines, marsupials, spiders, ferrets, and any animal requiring a permit from the Fish and Wildlife Service.

CREDIT REFERENCES & RESIDENCE HISTORY:

Have you ever been evicted from tenancy? Yes -or- No - If Yes, why/when: _____
Have you ever intentionally refused to pay rent when due? Yes -or- No - If Yes, why: _____
Have you ever filed for bankruptcy? Yes -or- No If - Yes, When: _____ Type: _____ Why: _____
Has anyone in household ever been convicted of any drug offense or felony? Yes -or- No - If Yes, who and when; explanation: _____

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Must have two full years of address history; use a new page attached to application if necessary

Current Address: _____
City: _____ State: _____ Zip: _____ Do you: Rent -or- Own your own home?
Month and year moved in: _____ Monthly Rent/Mortgage: _____ Month and year moved out: _____
Reason for leaving: _____
Landlord/Mortgage Company: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

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Previous Address: _____
City: _____ State: _____ Zip: _____ Did you: Rent -or- Owned your own home?
Month and year moved in: _____ Monthly Rent/Mortgage: _____ Month and year moved out: _____
Reason for leaving: _____
Landlord/Mortgage Company: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

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Previous Address: _____
City: _____ State: _____ Zip: _____ Did you: Rent -or- Owned your own home?
Month and year moved in: _____ Monthly Rent/Mortgage: _____ Month and year moved out: _____
Reason for leaving: _____
Landlord/Mortgage Company: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

RENTAL APPLICATION

I/We hereby apply to the above-named community for a home on substantially the terms set forth herein and agree that rent is payable on the first day of each month in advance. I/We warrant to Ownership and Management of the property that all statements contained herein are true and correct. I/We have been advised, understand and agree that residency at this community entails certain income guidelines and that residency is subject to rental qualifications. I/We understand and agree that deliberately submitting false information or withholding information constitutes fraud. **Federal Law specifies fines up to \$10,000 and imprisonment for terms of up to five years and is grounds for eviction if any information falsification occurs.**

I/We hereby offer \$ _____ as a non-refundable application fee. If I/we do not meet any of the Applicant Approval Criteria, my/our application will be rejected, and my/our application fee(s) **WILL NOT be refunded (under any circumstance).**

I/We hereby waive any claim to damages by reason of non-acceptance. Upon acceptance of this application, my security deposit shall be due in full. When so approved and accepted, I/we understand and agree to pay the full security deposit within five days. The full deposit is \$ _____ for well qualified applicants. I/We agree to execute a Lease Agreement before possession is delivered and to pay the balance of any other deposits and other move-in costs in the form of a cashier's check/money order or online payment.

ONCE APPROVED, IF I FAIL TO TAKE POSSESSION OF THE PREMISES FOR ANY REASON, I/WE UNDERSTAND THAT MY FULL SECURITY DEPOSIT WILL BE FORFEITED.

If Management cannot have a home for me/us by the desired move-in date listed on page 1 of this application, whether it is not ready for occupancy or because another resident holds over or for any other reason, Management and Ownership are not liable to me/us for damages. I/We will not be required to pay any rent until the home is available. If Management is not able to deliver possession to me/us within thirty days of projected date, I/we may cancel the lease without further obligation and my/our security deposit will be refunded within thirty days.

I/We agree: (a) to be bound by and comply with the Lease and all addenda; (b) that The Community will retain this application whether or not it is approved; (c) that everything stated on this application is true to the best of my/ our knowledge; and (d) That I grant The Community authority to check my/our credit, employment, rental and criminal history, to secure follow up credit reports and employment verifications, and to answer questions about its credit experience with me/us. If rejection of my/our application occurs for the rental of a home with the above Community, I/we hereby authorize you to share information with any community affiliated with management or the ownership of this community for purposes related to rental of a home or residency of any type.

RESIDENT RELEASE AND CONSENT

I/We, the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income, credit history, criminal history and/or assets to the above-named community, its owners and agents for purposes of verifying information on my/our home rental application.

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include but are not limited to: personal identity; employment, income, and assets; medical and childcare allowances, criminal background checks, previous rental history, and credit history. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Resident. Credit reports may be accessed during and/or after occupancy for the purpose of collections.

The groups or individuals that may be asked to release the above information include, but are not limited to:

- | | | |
|-------------------------------|--------------------------------|-------------------------------|
| Past & Present Employers | Welfare Agencies | Veterans Administration |
| Current & Previous Landlords | State Unemployment Agencies | Retirement Systems |
| Support and Alimony Providers | Social Security Administration | Banks or Financial Institutes |
| Public Housing Agencies | Utilities Companies | Web Site (access granted) |
| State & Local Law Enforcement | Federal Law Enforcement | Credit Bureaus |

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/We have a right to review this file and correct any information that is incorrect.

SIGNATURES

_____	_____	_____
Applicant	(Printed Name)	Date
_____	_____	_____
Spouse	(Printed Name)	Date

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

Attach to application for military, government-managed and privatized housing

I, (print name) _____, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, *Application for Assignment to Housing*.

POLICIES

Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.

If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.

If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barment from the Installation.

Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.

PROCEDURES

Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:

1. Whether the sex offender is the military member, civilian or dependent
2. Nature and circumstances of the offense
3. Exact criminal statute or law under which the person was convicted
4. State or jurisdiction where the offense occurred and was adjudicated
5. Elapsed time since the offense was committed
6. Age of the offender at the time the offense was committed
7. Age of the victim at the time the offense was committed
8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law
9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration
10. Conditions of parole/probation or monitoring, if any

CONSEQUENCES

Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.

Signature of Applicant

Date