

Application Instructions and Move-In Requirements

The instructions below are to establish our practices and ensure that all applicants are treated equally. Please read the following pages thoroughly. If you feel you meet the guidelines for qualification, we encourage you to submit an application. Applications are processed in the order they are received. Applications that are incomplete will not be screened.

Offers

- Any apartment or common area viewings are considered "Product Tours" and do not create an offer to rent or lease. Any specific requests related to the application, background check, move-in, or apartment must be presented in writing and attached to the application.

Applicants

- Individual applications must be completed and signed by each adult (18 years of age or older) that will be living at the property. Incomplete applications will not be considered. Credit, criminal, or eviction reports supplied by the applicant will not be accepted. Co-Signers will not be accepted.
- Each application must be accompanied by the signed "Application Instructions and Move-In Requirements" page as well as signed in the appropriate places on all forms. You are not permitted to sign for someone other than yourself.
- Applications with false or purposely omitted information will be denied. Bribery, intimidation, and harassment is not tolerated and will lead to application denial. We do not accept payments outside of the contracted voucher standard from HACLA tenants.
- Applicants must provide Government Issued Photo ID or Driver's License, and if possible, a social security card, so that we may make a copy for our files. HACLA applicants must provide a copy of their housing voucher with expiration date so that we may make a copy for our files. The HACLA voucher must have at least 2 weeks of remaining time for us to properly process your application and give enough time for screening, unit preparation for inspection, and other factors.
- Once the application is submitted, it may take up to 1-2 business days to complete screening due to delays in residence or employment verification.

Screening Standards

- Evictions – No evictions will be accepted.
- Criminal History – All criminal records will be reviewed. Felonies will be reviewed based on age, severity, number of convictions, and nature of convictions. Felony convictions may lead to denial of the application.
- Credit – Applicants will be declined under any of the following results: FICO score lower than 575, FICO score shown as N/A, No FICO Score, or No Credit History Reported, property owner/management collection, legal items/judgment (satisfied items will be waived), 6 or more collections regardless of other credit, and/or report showing all credit lines are charge off, collection, or past due (regardless of FICO score). Poor rental housing history and/or reference may lead to application denial.
- Proof of Income – Written income verification is required (current original pay stubs for the last 2 pay periods with YTD information, most recent tax return, original bank statements, employment contract, etc.). Applicants must make a combined gross income of 2.25 times the rent amount to qualify. If you have a housing voucher, your income percentages will be calculated by the housing authority, but we will still need to review any income statements you may have. Example – Monthly rent of \$1000 = \$2250 combined minimum gross income.

Approval, Deposit Hold, and Move-In Requirements

Approval or Denial

- Once approved you will be contacted with further instructions for hold deposit and timing of the move in process. If your application is declined, an adverse action letter will be mailed to the primary residence listed on the application.

Hold Deposit

- If your application is approved a hold deposit will be required, payable via money order or cashier's check. This amount is based on the monthly rental amount and how many days the unit is scheduled to be in hold. All hold deposits are directly applied to security deposit balance at contract signing. Hold deposits are 100% refundable if the owner cannot deliver the vacancy in a timely manner or if HACLA approved rent amount is too low compared to asking rent. Hold deposits will be pro-rated for every day the unit is in hold if the approved applicant cannot sign contract on the agreed upon date and wishes to receive hold funds back and cancel contract proceedings.

Contract Signing

- The property owner will work to have the unit prepared and ready for move in on the agreed upon date confirmed on the application. If the property owner does not have the unit prepared for contract signing due to delays, the approved applicant does not owe any prorated rent for those lost days. If, however, the unit is ready and the approved applicant cannot take possession on the prior agreed upon date, the contract will still start on such date and prorated rent will be calculated to the agreed upon move in date regardless of when the contract is signed and keys are provided for possession.
- All remaining balances are due at the contract signing. Move in balances for rent, security deposit, and/or any other fees are required to be paid via **money order or cashier's check only** at this time. If you do not have the funds, the contract will not be signed, no exceptions.
- Contracts can be signed Monday to Friday from 9:00am to 4:00pm. Please schedule directly with the rental office staff, and they will try to find a time that fits your schedule.
- If the approved applicant has a HACLA voucher, contracts will be signed in the rental office and no move in inspection is required due to HACLA pre-inspecting and approving the unit. We do ask that you complete the move in package however and return it to the on-site manager if there are any overlooked items. If the approved applicant does not have a HACLA voucher, contract signing will occur in the apartment unit and a move-in check list will be completed at that time.

Application Fees

- \$30.00 will be charged for each application that is screened for credit, criminal record, and eviction. Once processed, the screening fee is non-refundable. If you submit an application, and are not offered the apartment because another application was approved ahead of yours, your screening fee will be refunded. Application fees are to be paid via cash (*exact amount required*), money order, cashier's check, or the online portal. No personal checks are accepted.
- Application Fees:
 - \$15.00 – Actual cost of credit, criminal, and eviction reporting fees.
 - \$15.00 – Cost to obtain, process, and verify screening information (may include staff's time/other costs).
 - \$30.00 – Total Fee Charged

Consent to Verification

I am making this application voluntarily for the purpose of obtaining approval to rent an apartment at the address listed on the application. I explicitly authorize the property owner and their respective agents to verify the credit and other information provided by me in this application to obtain criminal reports, eviction reports, credit reports, consumer reports, and other reports from credit agencies, tenant screening service companies, banks, employers and other persons or entities with information relating to this application.

I warrant that to the best of my knowledge all of the information provided in this application is true, accurate, complete and correct as of the date of this application. If any information provided by me is determined to be false, such false statements will be grounds for disapproval of my application or termination of my rental agreement with the owner.