

RENTAL APPLICATION



PROPERTY MANAGEMENT

PLEASE NOTE:

Incomplete applications will not be accepted
\$10 Nonrefundable Application Fee

Paid Date: _____

Applicant #1 Name: _____ Phone: _____

Alternate Phone: _____

Applicant #2 Name: _____ Phone: _____

Alternate Phone: _____

Social Security Number _____ Applicant #1 Date of Birth: _____

Social Security Number _____ Applicant #2 Date of Birth: _____

RESIDENTIAL / RENTAL HISTORY

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

Landlord's Name: _____ Phone: _____

How Long at Present Address? _____

Check One: _____ Own _____ Rent _____ Other Rent /Mortgage Amount You Pay: \$ _____ Utilities: \$ _____

Reason for Moving:

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

Former Landlord's Name: _____ Phone: _____

How Long at Former Address? _____

Check One: _____ Own _____ Rent _____ Other Rent /Mortgage Amount You Pay: \$ _____ Utilities: \$ _____

Reason for Moving:



INCOME

Applicant #1 Employer: _____

Phone: _____ Fax: _____

Monthly Gross Income: \$ _____ How Long at Current Job: _____

Applicant #2 Employer: _____

Phone: _____ Fax: _____

Monthly Gross Income: \$ _____ How Long at Current Job: _____

Non-Employment Income (Check Sources of Income): _____ Social Security _____ Retirement _____ Ss Disability

Monthly Amount: \$ _____

I certify that the information I provide is true and accurate to the best of my knowledge. I understand that providing false information is consider fraud and punishable according to the law and may result in the loss of my housing at this property. In order for us to determine your eligibility, you must provide all information included in this application. This information is considered confidential and will only be used as necessary in determining your suitability as a tenant, your eligibility for a Federal Affordable Housing Program, and/or your eligibility for a Section 42 compliant property.

I do hereby authorize Highland Community Builders (“HCB”) to contact any agency, office, financial institution, legal institution, landlord, credit bureau, group or organization regarding my income or assets or other information, which may be necessary to complete my application for rental consideration. I also authorize the release of information to the HCB by any agency, office, financial institution, legal institution, landlord, credit bureau, group or organization having such information.

A photocopy of this authorization shall be considered as effective and valid as the original.

SIGNATURE OF APPLICANT #1: _____

DATE: _____

SIGNATURE OF APPLICANT #2: _____

DATE: _____



HOUSEHOLD OCCUPANCY

Please list yourself and anyone who will live with you within the next 12 months. Be sure to include members temporarily away from home, including (but not limited to): dependents away at school, military persons stationed away from home that has a spouse or dependent in the home.

Please list household member starting with Head of Household on line 1, then in order of oldest to youngest:

Last Name, First Name	Relationship to Head of Household	Birth Date	SEX: (M/F)	Social Security Number	Student Full Time	Status Part Time	N/A
1.	HEAD						
2.							
3.							
4.							
5.							

1.) Do you anticipate any changes in the size of your household within the next 12 months? YES NO

If YES, please explain here: _____

2.) Are you or any member of your household subject to sex offender registry in any state? YES NO

3.) Have you or any member of your household been arrested for any misdemeanors or felonies? YES NO

HOUSEHOLD INCOME

1.) Is any household member self-employed? YES NO

Who is self-employed? _____ Gross Income per month: _____

What type of work does this person do? _____

2.) Does any household member receive pay from the military? YES NO

Who is paid by the military? _____ Gross Income per month: _____

Which branch of the military? _____

Contact Person: _____ Phone: _____

3.) Does any household member receive any payments from the Social Security Administration? YES NO

Who receives payments from the Social Security Office? _____

Which type: SS SSI OTHER Gross Income per month: _____



4.) Does any household member receive severance pay or worker's compensation? _____YES _____NO

Who is receiving severance pay or worker's compensation? _____

Amount per month: _____ Which company pays them? _____

Contact Person: _____ Phone: _____

5.) Is any household member unemployed and receiving payments from an Unemployment Agency? _____YES _____NO

Who is receiving unemployment benefits? _____

Amount per month: _____ Contact Person: _____ Phone: _____

6.) Does any household member receive payments from a pension, annuity or retirement account? _____YES _____NO

Please check one: _____Pension _____Annuity _____Other _____Retirement

Who receives these benefits? _____ AMT \$ _____ PER _____

Company or Source? _____ Contact Person: _____ Phone: _____

7.) Are there any other sources of income we have not already asked you about that you receive? _____YES _____NO

Please describe: _____ AMT \$ _____ PER _____

8.) Does your household expect any changes in their income within the next 12 months? _____YES _____NO

Please describe: _____ AMT \$ _____ PER _____

VEHICLE INFORMATION

List any cars, trucks or other vehicles owned.

Type of Vehicle: _____ Year/Make: _____ Color: _____

License Plate#: _____ State: _____

Type of Vehicle: _____ Year/Make: _____ Color: _____

License Plate#: _____ State: _____

SPECIAL NEEDS

Does anyone in the family have special needs? _____YES _____NO

Are special living accommodations required? _____YES _____NO

Please explain:



MARKETING / ADVERTISING

How did you hear about us? Check or Complete:

Resident Referral – Name of Resident:

Landlord Referral – Name of Landlord:

_____Newspaper _____Flyer _____Apartment Guide Other: _____

Please return completed application with \$10 application fee to:

Maggie Nelson, Property Manager via email mnelson@rchawv.org, facsimile 304-636-6596 or mail to:

Highland Community Builders

PO Box 1579, Elkins, WV 26241 or leave in the drop box outside of the office located at

2280 (formerly 1404 North) Randolph Avenue, Elkins, WV 26241

