

**Please DO NOT leave any blanks.**  
*The use of white out, black out or alteration of original information will void this document.*

V16

Revised 2016

# APPLICATION FOR OCCUPANCY

Official Use Only  
Date Rec'd:  
Time Rec'd:  
MGR Initials:

\_\_\_\_\_ Community Name

Applicant: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Would you benefit from the features of a barrier-free unit?  YES  NO
2. Do you or any household member smoke?  YES  NO
3. Number of Bedrooms Needed:  1  2  3  4
4. Do you have a Pet?  YES  NO
5. Are you eligible to claim the deduction for elderly, handicap or disabled?  YES  NO

**Please provide at least THREE (3) years of prior housing. Attach additional pages if necessary**

<b>Applicant</b>	<b>Co-Applicant</b>
Current Address: _____ _____	Current Address: _____ _____
Reason for Moving: _____ Rent Amount: \$ _____ From: _____ To: _____	Reason for Moving: _____ Rent Amount: \$ _____ From: _____ To: _____
Current Landlord: _____ Landlord Address: _____ _____	Current Landlord: _____ Landlord Address: _____ _____
Landlord Phone: (____) _____	Landlord Phone: (____) _____
Previous Address: _____ _____	Previous Address: _____ _____
Reason for Moving: _____ Rent Amount: \$ _____ From: _____ To: _____	Reason for Moving: _____ Rent Amount: \$ _____ From: _____ To: _____
Previous Landlord: _____ Landlord Address: _____ _____	Previous Landlord: _____ Landlord Address: _____ _____
Landlord Phone: (____) _____	Landlord Phone: (____) _____
Previous Address: _____ _____	Previous Address: _____ _____
Reason for Moving: _____ Rent Amount: \$ _____ From: _____ To: _____	Reason for Moving: _____ Rent Amount: \$ _____ From: _____ To: _____
Previous Landlord: _____ Landlord Address: _____ _____	Previous Landlord: _____ Landlord Address: _____ _____
Landlord Phone: (____) _____	Landlord Phone: (____) _____

\_\_\_\_\_ Applicant Initial  
\_\_\_\_\_ Co-Applicant Initial



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**HOUSEHOLD COMPOSITION**

Name of Occupant	Relationship to Head of Household	Date of Birth	Social Security Number
1.	Head of Household		
2.			
3.			
4.			
5.			
6.			

Are any household members full time students?  YES  NO  
If YES, circle line number.

**INCOME**

Applicant	Co-Applicant
Employer: _____ Address: _____ Dates Employed: From _____ To: _____ Wages: \$ _____ per Week / Year (circle one) Supervisor: _____ Phone #: _____	Employer: _____ Address: _____ Dates Employed: From _____ To: _____ Wages: \$ _____ per Week / Year (circle one) Supervisor: _____ Phone #: _____

**Any Additional Income in the Household** (Social Security, SSI, Child Support, Unemployment, Recurring Cash Gifts, etc.)

Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**ASSETS**

Type of Account	Institution	Current Balance	Interest Rate
1.			
2.			
3.			

Have you disposed of any assets for less than fair market value in the last 2 years?  YES  NO

**ADDITIONAL POINT OF CONTACT – If we are unable to reach you, who else can we contact?**

Name	Relationship	Address	Phone Number

Do you own a car?  YES  NO Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_  
Do you own a 2<sup>nd</sup> car?  YES  NO Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

\_\_\_\_\_ Applicant Initial  
\_\_\_\_\_ Co-Applicant Initial



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I/we certify that I/we are not presently using or addicted to a controlled substance, nor have I/we ever been convicted of possession or distribution of a controlled substance. **Initial:** \_\_\_\_\_

I/we certify that I/we have never been convicted of a felony, and are not presently on any sex offenders list or registry. **Initial:** \_\_\_\_\_

I/we certify that all of the information on this application is true and correct to the best of my/knowledge and belief. Inquires may be made to verify this information. **Initial:** \_\_\_\_\_

I/we certify that the rental unit which I/we will occupy will be my/our primary residence and further certify that I/we do not and will not maintain a separate subsidized rental unit in a different location. **Initial:** \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-applicant's Signature

\_\_\_\_\_  
Date

The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through Rural Housing Service, that Federal Laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity and sex of individual applicants on the basis of visual observation or surname.

**STATEMENT REQUIRED BY THE PRIVACY ACT.**

Rural Development is authorized by the Title V of the Housing Act of 1949, amended (42 U.S.C. 1471 et. seq.) to solicit the information requested on this form. Disclosure of the information requested is voluntary to enable monitoring. However, failure to disclose certain items of information may result in a delay in the processing of your eligibility or rejection, except that it is unlawful for Rural Development to deny eligibility because of the refusal to disclose the Social Security Number.

The principal purposes for collecting the requested information are to determine eligibility for occupancy in the Rural Housing Services, rental project and to determine the amount of tenant contribution for rent. The information collected on this form may be released to appropriate Federal, State and Local Agencies when relevant to civil, criminal or regulatory proceedings.



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## RACE AND ETHNIC CERTIFICATION

The information solicited on this application is requested in order to determine eligibility for a government housing program and eligibility with respect to the owner's credit and reference policies. Applications will be judged on the basis of these written policies and NOT on the basis of race, color national origin, sex, marital status, age, familial status, or handicap.

The following information is requested by the Michigan State Housing Development Authority to monitor this marketing agent's compliance with Equal Credit Opportunity and Fair Housing Law. The law states that a leasing agent may discriminate based neither on this information nor on whether or not it is furnished. Providing this information is optional. If you do not wish to furnish the following information, please initial below.

<b>APPLICANT:</b>	<b>CO-APPLICANT</b>
<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not-Hispanic or Latino	<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not-Hispanic or Latino
<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White	<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female

I do not wish to disclose this information

I do not wish to disclose this information

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Co-Applicant Signature                      Date

