



# APPLICATION FOR OCCUPANCY

Community name: \_\_\_\_\_

Received by: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Complete in pen only. Each section must be completed. If a question does not apply, please indicate by inserted N/A in the blank**

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Part A: Household Information

### 1. Household Members

	Name	Relationship to head S-Spouse O-other adult D-Dependant	Marital Status D-Divorced M-Married S-Single L-Legally Separated W-Widowed	Social Security Number	Age	Date of Birth
Head						
Co-head						
3						
4						
5						
6						
7						

2. Will the number of household members change in the next 12 months?  Yes or  No

If Yes, please explain: \_\_\_\_\_

3. Apt. size(s) for which you are applying: (Check all that apply):  Studio  1  2  3 Bedroom(s)

4. Will you or a member of your household benefit from an apartment with accessibility features?  Yes or  No

If yes, what features? \_\_\_\_\_

5. Do you have any pets?  Yes or  No

If so, what kind? \_\_\_\_\_ How many? \_\_\_\_\_

6. How many vehicles in your household? \_\_\_\_\_

7. Have you been convicted of a crime?  Yes or  No

If Yes, When: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

What was the nature of the crime: \_\_\_\_\_

8. Do you currently use or distribute any illegal controlled substances?  Yes or  No

9. Provide a listing of all states that you and members of your household have resided in. \_\_\_\_\_

10. Are you or any member of the applying household subject to a lifetime sex offender registration requirement in any state?  Yes or  No

11. Have you ever been evicted or removed from rental housing due to non-payment of rent, fraud, failure to comply with the recertification process, etc?  Yes or  No

### Part B: Rental History

1. Do you currently own your home?  Yes or  No
2. Are you currently living in a HUD subsidized apartment?  Yes or  No
3. Are you a participant in a Housing Choice Voucher Program  Yes or  No
4. Do you currently live with family?  Yes or  No If yes, do you pay rent?  Yes or  No

5. Current Landlord Information

Landlord Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

6. What was your previous address? \_\_\_\_\_ (include city/state/zip)

7. Previous Landlord Information

Landlord Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

### Part C: Student Information

1. Are you a student or have you been a student in the past 12 months?  Yes or  No
2. Do you anticipate being a student in the next 12 months?  Yes or  No  
If no to both, skip the remainder of this section and proceed to Part D.
3. Name of school you were, are, or will be attending? \_\_\_\_\_
4. Are you attending part time or full time?  Part-time or  Full-time
5. Are you receiving financial assistance in the form of grants and/or scholarships?  Yes or  No

**Full-time students or applicants who anticipate becoming a full-time student should answer the questions below:**

- a. Are you married and filing a joint tax return? Yes or No
- b. Are you enrolled in a job training program receiving assistance under the  
Job Training Partnership Act? Yes or No
- c. Are you a AFCE or Title IV Recipient? Yes or No
- d. Are you a single parent living with your minor child who is not a dependent  
on another's tax return? Yes or No
- e. Have you have been under the care or placement of the foster care system Yes or No

## Part D: Income and Assets

Include gross Income expected during the next 12 months

	Name of Source (s)	Income expected	How often? Annually, Monthly, Weekly
Wages, Salary			
Tips, Bonuses			
Social Security			
SSI			
Do you receive \$42 every three months from the DHS? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Pension or Annuities How Many?			
TANF			
Child Support			
Unemployment Benefits			
Cash contributions			
<b>Other Income:</b> Include sources such as self-employment, retirement/annuity payments, workman's compensations, severance pay, regular or special pay allowances for members in the armed forces, gaming payments from an Indian Tribes, or any other type of recurring income not listed above.			

## Assets

	Name of Financial Institution(s)	Account Number(s)	Current Balance or Current Value	Amount of income or dividends expected.
Checking				
Checking				
Savings				
Savings				
CD				
CD				
Bonds: Type: How Many?				
<b>Other Assets:</b> Include assets such as money market funds, stocks, bonds – include quantity, whole or universal life policies				

**Real Estate Owned:**

Address: \_\_\_\_\_

SEV: \_\_\_\_\_

\_\_\_\_\_

Rental Income: \_\_\_\_\_

Mortgage Balance \$ \_\_\_\_\_

Mortgage Company: \_\_\_\_\_

Plans for home once occupancy has been accepted: \_\_\_\_\_

**Property Sold Under Land Contract**

Original Amount of Land Contract: \$ \_\_\_\_\_ Outstanding Balance: \$ \_\_\_\_\_

Terms of Contract: \$ \_\_\_\_\_ per month OR \$ \_\_\_\_\_ per year

Interest Rate: % \_\_\_\_\_

**Asset Disposed:**

Have you disposed of (sold or given away) any assets for less than fair market value in the past 2 years?

 Yes or  No If yes, please explain: \_\_\_\_\_**Emergency Contact Information****Person to contact in case of emergency:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Alternate:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Acknowledgement and Signatures**

Upon acceptance of your application, we will make a preliminary determination of eligibility based upon the information contained in the application. Final confirmation of eligibility will not be confirmed until verification of income and assets sources, student status, and credit, criminal, and landlord histories. If there are no housing available that fits the needs of the family, your application will be placed on a waiting list and all eligibility factors listed above will be accessed when housing is available.

Premier Property Management embraces fair housing and does not discriminate on the basis of race, color, religion, sex, handicap, age (some communities have age restrictions), familial status or national origin.

***I certify the information listed on this application is true and correct to the best of my knowledge. I understand that any information found to be false or misleading may be considered cause for denial and is punishable under federal law. I hereby authorize an investigation of my character, general reputation, criminal history, credit history, personal history, rental histories as well as my student status, my income and my assets to determine my eligibility to live at a Premier-managed community. I also release Premier Property Management, LLC from all liability associated with lawful information such as reference checks, the investigation of my character, general reputation, credit, criminal, rental, personal and all other said eligibility sources. I understand that the submission of this application in no way implies eligibility.***

***I certify that the rental unit, which I will occupy, will be my sole residence and that I have disclosed all household members and will notify the management office if my telephone number, income, or household members change.***

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management

\_\_\_\_\_  
Date

