

WAJ MANAGEMENT, LLC  
P.O. BOX 17022  
RALEIGH, NC 27619  
TELEPHONE: 919-847-8350 FAX: 919-847-4709

The list of items provided below is used to insure your application information is completed and processed in a timely manner. Please do not date anything until you have returned your application.

Please have, with you, all of the following when you return your application:

1. COMPLETE APPLICATION – FRONT & BACK
2. INCOME ASSET QUESTIONNAIRE
3. COPY OF ALL SOCIAL SECURITY CARDS FOR EACH MEMBER OF THE HOUSEHOLD
4. COPY OF ALL BIRTH CERTIFICATES FOR EACH CHILD AND/OR MINOR IN HOUSEHOLD
5. LANDLORD REFERENCES FOR THE PAST 3 YEARS, OR 5 PERSONAL REFERENCES
6. COPY OF STATE ID OR DRIVERS LICENSES FOR EACH PERSON 16 AND OLDER
7. \$20.00 MONEY ORDER FOR CREDIT REPORT. NO CASH ACCEPTED!!

If Management does not obtain the above list of information, your application will be considered incomplete.

# OAKWOOD MANOR APARTMENTS

1187 Roberts Ave. • Lumberton, NC 28358

Office: 910-739-0914 • Fax 910-739-1801

Email - oakwoodmanor@bellsouth.net

RECEIVED COMPLETE

DATE \_\_\_\_\_ TIME \_\_\_\_\_

## LEASING APPLICATION

### APPLICANT INFORMATION

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
 DRIVER'S LICENSE # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_ HOW MANY VEHICLES? \_\_\_\_\_  
 CURRENT ADDRESS \_\_\_\_\_ HOW LONG? \_\_\_\_\_ PHONE # \_\_\_\_\_  
 CURRENT LANDLORD \_\_\_\_\_ LANDLORD ADDRESS \_\_\_\_\_  
 LANDLORD PHONE # \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_ PHONE \_\_\_\_\_  
 CURRENT EMPLOYER \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

OCCUPATION \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 YEARLY INCOME \_\_\_\_\_ HOURLY RATE \$ \_\_\_\_\_ ARE YOU PAID WEEKLY, BI-WEEKLY OR MONTHLY? \_\_\_\_\_  
 DO YOU RECEIVE AFDC? \_\_\_\_\_ IF YES, HOW MUCH? \_\_\_\_\_ DO YOU RECEIVE CHILD SUPPORT? \_\_\_\_\_ IF YES, HOW MUCH? \_\_\_\_\_

IS ANY HOUSEHOLD MEMBER A FULL-TIME STUDENT? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ IS ANY HOUSEHOLD MEMBER A PART-TIME STUDENT? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_  
 DO YOU HAVE ANY ASSETS? (SUCH AS CHECKING ACCOUNTS, SAVINGS ACCOUNTS, CD'S, STOCKS, BONDS, LAND, A HOME, ETC.) IF YES, PLEASE LIST THE AMOUNTS AND TYPE OF ASSET:

TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_  
 TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

HAVE YOU DISPOSED OF ANY ASSETS IN THE LAST 2 YEARS FOR LESS THAN FAIR MARKET VALUE? \_\_\_\_\_ IF YES, PLEASE EXPLAIN \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ IF YES, WHEN AND WHY? \_\_\_\_\_  
 PREVIOUS RESIDENCES FOR THE LAST 3 YEARS:

ADDRESS \_\_\_\_\_ LANDLORD \_\_\_\_\_ LANDLORD PHONE # \_\_\_\_\_ FROM - TO \_\_\_\_\_

### CO-APPLICANT INFORMATION

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
 DRIVER'S LICENSE # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_ HOW MANY VEHICLES? \_\_\_\_\_  
 CURRENT ADDRESS \_\_\_\_\_ HOW LONG? \_\_\_\_\_ PHONE # \_\_\_\_\_  
 CURRENT LANDLORD \_\_\_\_\_ LANDLORD ADDRESS \_\_\_\_\_  
 LANDLORD PHONE # \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_ PHONE \_\_\_\_\_  
 CURRENT EMPLOYER \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

OCCUPATION \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 YEARLY INCOME \_\_\_\_\_ HOURLY RATE \$ \_\_\_\_\_ ARE YOU PAID WEEKLY, BI-WEEKLY OR MONTHLY? \_\_\_\_\_  
 DO YOU RECEIVE AFDC? \_\_\_\_\_ IF YES, HOW MUCH? \_\_\_\_\_ DO YOU RECEIVE CHILD SUPPORT? \_\_\_\_\_ IF YES, HOW MUCH? \_\_\_\_\_

DO YOU HAVE ANY ASSETS? (SUCH AS CHECKING ACCOUNTS, SAVINGS ACCOUNTS, CD'S, STOCKS, BONDS, LAND, A HOME, ETC.) IF YES, PLEASE LIST THE AMOUNTS AND TYPE OF ASSET:

TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_  
 TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ TYPE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

HAVE YOU DISPOSED OF ANY ASSETS IN THE LAST 2 YEARS FOR LESS THAN FAIR MARKET VALUE? \_\_\_\_\_ IF YES, PLEASE EXPLAIN \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ IF YES, WHEN AND WHY? \_\_\_\_\_

PREVIOUS RESIDENCES FOR THE LAST 3 YEARS:

ADDRESS \_\_\_\_\_ LANDLORD \_\_\_\_\_ LANDLORD PHONE # \_\_\_\_\_ FROM - TO \_\_\_\_\_

IF YOU FEEL THAT YOU QUALIFY AND WOULD LIKE TO REQUEST THE HANDICAPPED/DISABLED ADJUSTMENT TO YOUR INCOME OR A SPECIAL HANDICAPPED ACCESSIBLE UNIT OR BOTH, PLEASE INDICATE IN THE SPACE PROVIDED: \_\_\_\_\_

FMHA REGULATIONS REQUIRE THAT ALL APPLICANTS/TENANTS REVEAL ALL SOURCES OF INCOME AND ASSETS. THIS APPLICATION IS NOT CONSIDERED COMPLETE AND THEREFORE CAN NOT BE PROCESSED UNTIL THE ATTACHED CERTIFICATION OF INCOME AND ASSETS HAS BEEN COMPLETED BY BOTH THE APPLICANT AND CO-APPLICANT. IN CASES OF ELDERLY, HANDICAPPED OR DISABLED APPLICANTS A MEDICAL EXPENSE QUESTIONNAIRE MUST ALSO BE FILLED OUT AS PART OF THE APPLICATION PROCESS.



EQUAL HOUSING OPPORTUNITY

FULL NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

**AUTOMOBILE INFORMATION**

MODEL \_\_\_\_\_ MAKE \_\_\_\_\_ TAG # \_\_\_\_\_ COLOR \_\_\_\_\_

**IN CASE OF EMERGENCY, ILLNESS, OR ACCIDENT, PLEASE NOTIFY:**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_  
DOCTOR \_\_\_\_\_ PHONE # \_\_\_\_\_ HOSPITAL \_\_\_\_\_

BY SIGNING THIS RENTAL APPLICATION, (WE) HEREBY SPECIFICALLY AUTHORIZE THE MANAGEMENT (OR IT'S AGENT) OF THIS COMPLEX, FOR PURPOSES OF THIS APPLICATION, TO CONTACT AND OBTAIN ANY INFORMATION REQUIRED FROM ANY OF THE INDIVIDUALS OR ENTITIES LISTED ON THIS APPLICATION, OR FROM ANY OTHER INDIVIDUALS OR ENTITIES AS MAY BE REQUIRED.

ALSO, (WE) UNDERSTAND THAT THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND ACCURATELY. (WE) CERTIFY THE INFORMATION PROVIDED IS ACCURATE AND (WE) UNDERSTAND THAT ANY MISREPRESENTATION WILL DISQUALIFY ME (US). (WE) FURTHER CERTIFY THAT THE HOUSING OCCUPIED ON THESE PREMISES WILL BE MY (OUR) PRIMARY RESIDENCE AND (WE) DO NOT WILL NOT MAINTAIN A SEPARATE SUBSIDIZED RENTAL UNIT AT ANY OTHER LOCATION.

I UNDERSTAND THAT THE MANAGING AGENT WILL VERIFY, IN WRITING THROUGH A THIRD PARTY, THE INFORMATION PROVIDED ON THIS APPLICATION.

I UNDERSTAND THAT MY HOUSEHOLD WAGES ARE SUBJECT TO BEING CHECKED THROUGH A THIRD PARTY SOURCE, BY RURAL HOUSING SERVICE.

**WARNING**

SECTION 1001 OF THE TITLE 18, UNITED STATES CODE PROVIDES, "WHOEVER, IN ANY MATTER WITHIN THE JURISDICTION OF ANY DEPARTMENT OR AGENCY OF THE UNITED STATES KNOWINGLY AND WILLFULLY FALSIFIES, CONCEALS OR COVERS UP ANY TRICK, SCHEME, OR DEVICE A MATERIAL FACT, OR MAKE ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENTS OR REPRESENTATIONS, OR MAKES OR USES ANY FALSE WRITING OR DOCUMENT KNOWING THE SAME TO CONTAIN ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENTS OR ENTRY, SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH.

BY SIGNING BELOW, I CERTIFY I HAVE READ AND UNDERSTAND THE ABOVE.

AMOUNT OF DEPOSIT \_\_\_\_\_ RENT \_\_\_\_\_ CREDIT REPORT FEE \_\_\_\_\_  
(NOT APPLICABLE WITH SECTION 8) PAID WITH THE APPLICATION. ANY RECEIPT GIVEN FOR A DEPOSIT ON THE ABOVE PROPERTY OR FOR THE FIRST MONTH'S RENT IS ISSUED SUBJECT TO APPROVAL AND ACCEPTANCE OF THIS APPLICATION. CREDIT REPORT FEE IS NOT REFUNDABLE. IF APPLICATION IS ACCEPTED NO REFUND WILL BE MADE EXCEPT TO COMPLY WITH STATE AND FEDERAL GUIDELINES. ONE FULL MONTH'S RENT MUST BE PAID, LEASE SIGNED AND APPROVED IN ADVANCE BEFORE OCCUPANCY OF THE PROPERTY. ALL RENT IS DUE AND PAYABLE IN ADVANCE AT THE SITE OFFICE ON THE FIRST DAY OF THE MONTH. BY SIGNING BELOW, (WE) AGREE TO ALL TERMS STATED ABOVE.

DATE POSSESSION OF APARTMENT DESIRED \_\_\_\_\_

SIGNATURES \_\_\_\_\_

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

CO-APPLICANT \_\_\_\_\_ 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 APPLICANTS ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, FAMILIAL STATUS, AGE, AND DISABILITY ARE COMPLIED WITH. YOUR 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.

SEX OF APPLICANT \_\_\_\_\_ RACE \_\_\_\_\_ MARITAL STATUS: SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_ SEPARATED \_\_\_\_\_

SEX OF CO-APPLICANT \_\_\_\_\_ RACE \_\_\_\_\_ MARITAL STATUS: SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_ SEPARATED \_\_\_\_\_

HISPANIC OR LATINO \_\_\_\_\_ NON-HISPANIC OR LATINO \_\_\_\_\_

HOW DID YOU HEAR ABOUT OUR APARTMENT COMMUNITY? NEWSPAPER \_\_\_\_\_ PHONE BOOK \_\_\_\_\_ RESIDENT \_\_\_\_\_ FLYER \_\_\_\_\_ DRIVE-BY \_\_\_\_\_

BROCHURE \_\_\_\_\_ OTHER \_\_\_\_\_ EXPLAIN: \_\_\_\_\_

APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT OF CREDIT REPORT FEE IS RECEIVED AND POLICE REPORTS WHERE APPLICABLE.



EQUAL HOUSING OPPORTUNITY

## CERTIFICATION QUESTIONNAIRE

Property Name: \_\_\_\_\_ Date: \_\_\_\_\_

Apartment Size Desired: \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

### To Be Completed by each Household Member ages 18 and older.

**PLEASE ANSWER ALL QUESTIONS! Do not leave any space blank, write "No or N/A" where appropriate. PLEASE PRINT.**

#### 1. FAMILY DATA:

Household Member			
Current Address: Street _____	City _____	State _____	Zip _____
		Day Phone _____	Night Phone _____
Current Marital Status: Single _____ Married _____ Divorced _____ Separated _____ Widowed _____			
Have you ever used another name? (Y/N) _____ If so please indicate name _____			

Directions to Member: Please complete the table below listing each member of the household, whether or not those members are related. Include all members who you anticipate will live with you at least 50% or more of the time during the next 12 months. (A full time student is anyone who is enrolled for at least five calendar months for the number of hours or courses which are considered full-time attendance by that institution. The five months need not be consecutive).

If you need additional space for answers to any paragraph listed below, attach additional sheets and make sure you include a reference to the paragraph number and your name.

#### 2. HOUSEHOLD COMPOSITION: List each person living in the unit.

Member	Name(s)	Relationship To Head	Date of Birth	Gender (M/F)	Full Time Student (Y/N)	Employed (Y/N)	Social Security Number
1.		Head					
2.							
3.							
4.							
5.							
6.							
7.							

Are any household members temporarily absent? (Y/N) \_\_\_\_\_

Are any household members permanently absent? (Y/N) \_\_\_\_\_

Are there any full-time students 18 years of age or older in your household? (Y/N) \_\_\_\_\_

## CERTIFICATION QUESTIONNAIRE

## CERTIFICATION QUESTIONNAIRE

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

### 3. CURRENT EMPLOYMENT INFORMATION

Employer's Name		City		State	Zip Code
Street Address	Gross Salary \$ _____		Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> Other <input type="checkbox"/>	twice a month	Hours worked per week
Date Hired	Supervisor's Name		Work Telephone #		Work Fax #
Termination Date					

### ADDITIONAL EMPLOYMENT

Employer's Name		City		State	Zip Code
Street Address	Gross Salary \$ _____		Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> Other <input type="checkbox"/>	twice a month	Hours worked per week
Date Hired	Supervisor's Name		Work Telephone #		Work Fax #
Termination Date					

### IF CURRENTLY UNEMPLOYED, LIST PREVIOUS EMPLOYMENT

Employer's Name		City		State	Zip Code
Street Address	Gross Salary \$ _____		Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> Other <input type="checkbox"/>	twice a month	Hours worked per week
Date Hired	Supervisor's Name		Work Telephone #		Work Fax #
Termination Date					

### 4. SOURCE OF INCOME

Is income received from any of the following? Please mark "yes" or "no" for each source of income.

Employment Income	Check one	Amount Received	Frequency
Bonuses	<input type="checkbox"/> Yes <input type="checkbox"/> No	Income _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Tips	<input type="checkbox"/> Yes <input type="checkbox"/> No	Income _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Commission /fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	Income _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Overtime pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	Income _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
<input type="checkbox"/> Typical overtime worked throughout the year		Hourly Rate \$ _____	<input type="checkbox"/> Week <input type="checkbox"/> Pay Period <input type="checkbox"/> Month
<input type="checkbox"/> Occasional or seasonal overtime		Hours Worked _____	<input type="checkbox"/> Week <input type="checkbox"/> Pay Period <input type="checkbox"/> Month
Workers compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hourly Rate \$ _____	
Unemployment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Overtime Hours _____	
		Amount / Month \$ _____	
		Amount / Month \$ _____	

## CERTIFICATION QUESTIONNAIRE

**CERTIFICATION QUESTIONNAIRE**

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

**5. OTHER SOURCES OF INCOME**

Is income received from any of the following sources? Please mark "yes" or "No" for each source of income.

Type of Income	Check One <input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Amount
Wages, Salary, etc. thru Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Income from a Business or Profession	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SSI	<input type="checkbox"/> Yes <input type="checkbox"/> No	
AFDC or other Public Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Alimony	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Child Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unemployment Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Workers' Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Severance Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Retirement Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Annuities Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Insurance Policies Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Disability or Death Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Income from Rental Property	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Regularly Recurring monetary gifts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scholarships	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Educational Entitlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Regular, Special Armed Forces Allowances	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Study Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Regular Occurring Allowance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Long Term Care Payments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pensions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Income from Training Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there childcare expenses to continue your education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Severance Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**CERTIFICATION QUESTIONNAIRE**

# CERTIFICATION QUESTIONNAIRE

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

## 6. HOUSEHOLD ASSETS

Do you or anyone in the household have any of the following assets? Please mark "yes" or "No" for each source of asset.

Type of Asset	Check One	Value of Asset
Checking Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Savings Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificates of Deposits*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Money Market Funds	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mutual Funds/Stock*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Treasury Bills	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IRA 401K*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Retirement Accounts*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Annuities Income*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Life Insurance Policies (Whole Life)*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pension Funds*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trust Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is it revocable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Personal Property Held for Investment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mortgage or Deed of Trust	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cash held in Safety Deposit Boxes, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
House/Real Estate*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Rental Property	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Investments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you received any lump sum payments such as the following:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Inheritances	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lottery or other Winnings	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Insurance Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Workers' Compensation Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security Disability Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unemployment Compensation Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VA Disability Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Severance Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Capital Gains	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you receive any income through RSVP or Foster Grandparent Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

# CERTIFICATION QUESTIONNAIRE

**CERTIFICATION QUESTIONNAIRE**

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

For each "Yes" marked above, please complete the following:

Household member name	Type of asset	Value (see note)	Interest / Income

Note: \*When listing the cash value of any of the items that have an asterisk, please keep in mind penalties for withdrawal, or any fees deducted to convert the asset to cash. For example, if you owned a home, and sold it, how much cash would you have after you paid off the mortgage, the realtor etc.? That's the amount you should list in the "value" column.

Have you disposed of any assets for less than it's worth within the last two years? (State if the sale was due to foreclosure, bankruptcy or divorce, answer no)  
 Yes  No

Are any assets held jointly with another person? If yes please explain. \_\_\_\_\_

I understand that the above information is being collected to determine my eligibility for residence. I authorize the owner/manager to verify information provided on this application and my signature is my consent to obtain such verification. I certify that I have revealed all assets currently held or previously disposed of and that I have no other assets than those listed on this form (other than personal property). I further certify that the statements made in this application are true and complete to the best of my knowledge and belief and am aware that false statements are punishable under Federal law.

I understand that this application and all related inquires will be used only for its relevance to screening and occupancy at this property.

Signature

\_\_\_\_\_ Date

**CERTIFICATION QUESTIONNAIRE**



# GENERAL CONSENT

I/We, \_\_\_\_\_  
(list all names of adults 18 years or older) the undersigned, hereby authorize all persons or companies in the categories listed below to release, without liability, information regarding employment, income, and / or assets to \_\_\_\_\_ Apartments  
for purposes of verifying information on my / our apartment rental application.

## INFORMATION COVERED

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, assets, or medical or childcare allowances. 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 Tenant.

## GROUPS OR INDIVIDUALS THAT MAY BE ASKED

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

- Past and Present Employers
- Veterans Administration
- Public Housing Agencies
- Welfare Agencies
- Retirement Systems
- State Unemployment Agencies
- Social Security Administration
- Support and Alimony Providers
- Banks and Other Financial Institutions
- Medical and Child Care Providers
- Current and Previous Landlords

## CONDITIONS

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 that I/we have a right to review this file and correct any information that is incorrect.

## SIGNATURES

Applicant / Resident \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Co-Applicant / Resident \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Other Adult Household Member \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Other Adult Household Member \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Other Adult Household Member \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number: \_\_\_\_\_