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APARTMENT SPECIALISTS

## TO ALL NEW APPLICANTS

In order to provide safe and decent housing to all of our tenants we have implemented the following policy: We are now requiring a \$30.00 credit and criminal history background check with all new applications. When you submit your completed application you must also include a MONEY ORDER for \$30.00 made payable to "Brookview Management". This fee strictly covers the cost that is charged to us for these references. If you have a co-applicant, they too must submit \$30.00 for their own credit and criminal history check. Please realize that this process will take a few days for the agencies to complete. Therefore, the application processing time will take 7-10 calendar days. After this, the manager will be able to inform you as to whether you meet our tenant selection criteria or not. Thank you for your interest in our complex.



(APPROVED 1/15/16)



(APPROVED 7/19/01)

Date/Time Received \_\_\_\_\_  
City Where Complex \_\_\_\_\_  
Is Located \_\_\_\_\_  
Type Unit Desired \_\_\_1BR \_\_\_2BR \_\_\_3BR

BROOKVIEW APARTMENTS accommodates any applicants who need assistance in filling out this application.

This housing complex is financed by USDA Rural Development, and the owner is subject to this following nondiscrimination provisions:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

### RENTAL APPLICATION

I understand that if this application is not completely filled out it may automatically be returned as incomplete. I certify that the apartment that I will occupy in this complex will be my permanent residence. I also certify that I do not and will not maintain a separate subsidized rental unit in a different location. I authorize inquiries to be made to verify the statements below.

Name of Applicant \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
Name of Co-Applicant \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
How many people will occupy this apartment \_\_\_\_\_  
Is this number expected to change in the next 12 months \_\_\_\_\_  
Present Address \_\_\_\_\_ Phone# \_\_\_\_\_  
Landlord's name and phone number \_\_\_\_\_  
Monthly payment Own or Rent \_\_\_\_\_  
Previous landlord and phone number \_\_\_\_\_  
Do you have a pet \_\_\_\_\_ What kind \_\_\_\_\_

Applicant Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Co-Applicant Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Children occupy apartment:  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_

### VEHICLES

How many vehicles will you keep at this address \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic# \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic# \_\_\_\_\_

### EMPLOYMENT

- 1) Applicant employed by \_\_\_\_\_ How long employed \_\_\_\_\_
- 2) Gross salary \_\_\_\_\_ Employer's phone number \_\_\_\_\_
- 3) Co-Applicant employed by \_\_\_\_\_ How long employed \_\_\_\_\_
- 4) Gross salary \_\_\_\_\_ Employer's phone number \_\_\_\_\_
- 5) Any additional income \_\_\_\_\_ Source \_\_\_\_\_

NOTE: Earnings will be verified with the Division of Employment.

**DEBTS AND LIABILITIES (Credit Cards, Loan Payments, etc.)**

Owed to:

Monthly payment:

_____	_____
_____	_____
_____	_____

**PROGRAM INFORMATION**

1. Are you Displaced? Yes \_\_\_ No \_\_\_  
If YES, Displacement Agency \_\_\_\_\_
2. If Your Current Unit Condemned/Substandard? Yes \_\_\_ No \_\_\_  
If YES, Describe \_\_\_\_\_
3. Are You Paying More Than 50% of Your Gross Income for Rent and Utilities?  
Yes \_\_\_ No \_\_\_
4. Are You Applying for status as an "Elderly Household", where the tenant or co-tenant is 62 or older, handicapped or disabled as defined by Rural Development? Yes \_\_\_ No \_\_\_  
If so, do you realize you will be eligible for a \$400 and medical deductions. Please realize that your eligibility must be verified.
5. Would you or anyone in your household benefit from a wheelchair or other handicapped accessible unit? Yes \_\_\_ No \_\_\_
6. If so, would you like to request an adapted unit? Yes \_\_\_ No \_\_\_
7. Are You Currently Living in Subsidized Housing? Yes \_\_\_ No \_\_\_
8. Have You Ever Resided in a Project Financed and/or Subsidized by the Government? Yes \_\_\_ No \_\_\_ If YES, Name & Address \_\_\_\_\_
9. Have You Ever Been Evicted from Public Housing or Any Other Federal Housing Program? Yes \_\_\_ No \_\_\_  
If YES, Where \_\_\_\_\_ Where \_\_\_\_\_  
Describe Reasons \_\_\_\_\_
10. Have You Ever Been Evicted From Other Housing? Yes \_\_\_ No \_\_\_
11. Have You ever been convicted of a felony? Yes \_\_\_ No \_\_\_
12. Are you currently using illegal drugs? Yes \_\_\_ No \_\_\_
13. Have you ever been convicted of sale, distribution, or possession of illegal drugs? Yes \_\_\_ No \_\_\_
14. Are you now or will you become a part time or full time student prior to move-in? Yes \_\_\_ No \_\_\_
15. How Did You Hear About This Housing? \_\_\_\_\_
16. Will You Take an Apartment When One is Available? Yes \_\_\_ No \_\_\_
17. Briefly Describe Your Reasons for Applying \_\_\_\_\_

**REFERENCE INFORMATION**

Current Landlord: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Previous Rental Information:  
Prior Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Prior Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

**CREDIT REFERENCES**

1. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 2. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 3. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**PERSONAL NON-RELATED REFERENCES**

1. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 2. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 3. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

In Case of Emergency Notify:

Address \_\_\_\_\_ Phone \_\_\_\_\_

**CERTIFICATION/AUTHORIZATION**

CERTIFICATION

I/We hereby certify that I/We do/will not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment. I/We understand that my eligibility for housing will be based on USDA Rural Development or Section 8 income limits and on the tenant selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy.

SIGNATURE:

\_\_\_\_\_  
TENANT    DATE    CO-TENANT    DATE

AUTHORIZATION

I/We Do Hereby Authorize BROOKVIEW APARTMENTS and its staff or authorized representative to contact agencies, (included credit reporting agencies), local police departments, offices, groups or organizations to obtain and verify any information or materials which are deemed necessary to complete my/our application for housing in programs administrated/managed by BROOKVIEW APARTMENTS. I further authorize BROOKVIEW APARTMENTS to verify all information listed on this application.

SIGNATURE

\_\_\_\_\_  
TENANT    DATE    CO-TENANT    DATE

**ADMISSION CRITERIA**

Applicants for occupancy in an USDA Rural Development apartment will be considered by income range in order of very low, low, moderate and ineligible and then on a first-come, first-served basis established by the filing of a completed application. The following criteria may be used by the management of this project to deny admission to an applicant:

- 1) Failure of applicant to be classified as an eligible tenant by Rural Development regulations.
- 2) A pattern of violent behavior which includes evidence of repeated acts of violence on the part of an individual against his own family or others.
- 3) Non-payment or slow payment of financial obligations.
- 4) Intentionally falsifying or withholding information on a pre-rental application including giving false information regarding family income, size or utilizations of an alias.
- 5) Record of serious disturbances of neighbors, destruction of property and other disruptive behavior including patterns of behavior which endanger the life, safety, morals, or welfare of other persons seeking a sound family and community life. This includes neglect of children, being evicted from previous housing on the grounds of creating a nuisance, objectionable conduct, drug usage, frequent loud parties which have resulted in a disturbance to neighbors.
- 6) Unsanitary or hazardous housekeeping including the creation of a fire hazard, severe damage to premises and equipment which causes conditions that create foul and/or insect infestation that seriously affects neighbors.
- 7) Destruction of property.

I/We certify that the information submitted is true and correct to the best of my/our knowledge.

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

CO-APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT Race/National Origin:

\_\_\_\_\_ White/Non-Hispanic \_\_\_\_\_ Hispanic \_\_\_\_\_ Black/Non-Hispanic  
\_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ American Indian or Alaskan Native

CO-APPLICANT Race/National Origin:

\_\_\_\_\_ White/Non-Hispanic \_\_\_\_\_ Hispanic \_\_\_\_\_ Black/Non-Hispanic  
\_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ American Indian or Alaskan Native

WARNING: Section 1001 of 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 by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

"The information solicited on this application is requested by the apartment owner in order to assure the Federal Government, acting through its USDA Rural Development, that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, and handicap status 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/national origin and sex of individual applicants on the basis of visual observation or surname."

STATEMENT REQUIRED BY THE PRIVACY ACT:

The USDA Rural Development is authorized by Title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et. seq.) to solicit the information requested on this form. Disclosure of the information requested is voluntary. 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 FmHA to deny eligibility because of the refusal to disclose the Social Security Account Number.

The principal purposes for collecting the requested information are to determine eligibility for occupancy in the Rural Development financed 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.



Rural Development has implemented a wage and benefit matching system. The goal of this system is to reduce fraud, waste, and abuse in Federal programs. This notice is to inform you about the program and how it may affect you.

Rural Development receives wage and benefit information from an outside source. This information will be shared with the owners and management agents servicing your housing development. This information may then be compared against information provided on your Tenant Certification (Form RD 3560-8). Whenever differences result in the government providing unauthorized assistance in the form of rental subsidy or unpaid overage, you may expect to be contacted for an explanation.

Rural Development assumes Tenant Certifications are completed as accurately as possible. However, misunderstandings and honest errors do occur. Unfortunately, there are also those who will report wrong information in order to qualify for Federal benefits. The objective of the record check is to make sure that those needing assistance can receive assistance, while those who do not need assistance can be stopped and made to repay improperly received benefits.

Rural Development will administer the wage and benefit matching system fairly. Therefore, whenever a new or renewed Tenant Certification is completed, it will be subject to verification by the Agency and the owner or management agent servicing your housing development. If a problem is suspected, you will be contacted and asked to provide an explanation. If disagreements arise, you will be informed of your right to cancel your lease, and/or to file a grievance in accordance with the provisions of 7 CFR 3560.160. A copy of the grievance procedure is available from the owner or management agent servicing your housing development.

Rural Development may use information reported on the Tenant Certification (Form RD 3560-8) to determine eligibility for Federal benefits, verify compliance with program requirements, and recover improper payments from current or former beneficiaries.

If you have any further questions, please contact the owner or management agent servicing your housing development.

I/we acknowledge receipt of this information.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Co-Tenant

\_\_\_\_\_  
Date