



# Lease Application Additional Occupant

## For Section 42 (LIHTC)

An application fee of \$35.00 per applicant/guarantor will be collected at time of application and is non-refundable.

**In order to qualify for approval, each APPLICANT and/or each GUARANTOR must:**

Be 18 years or older to sign a rental agreement. Owner/Management will not discriminate against any applicant by reason of their color, status, physical handicap, or any discrimination prohibited by law.

**Rent Guarantee** may be required if income or job history requirements are not met. A **Guarantor** must have signature **Notarized OR Witnessed** by an LFR Ohio Properties' employee. Guarantor must meet same requirements as prospective residents. Guarantor agreements are for duration of residency and can only be canceled with written approval from the owner or overall property manager. They will have to submit a Guarantor Application to have their credit and background checked.

**Submit a completed application** package, including this signed Rental Application, and if required, a Rent Guarantee. We will not process applications until all information is provided.

**Expectations of Continuing Residents:**

- A.** Have a payment history with all charges paid in full and no more than three late payments. We may reconsider this item on proof of hardship with the provision that a guarantor agrees to pay us directly.
- B.** Have no written record of violating community policies or default of lease terms. We will reconsider rejected lease applications on written request except those apartments with damage exceeding reasonable wear and tear, apartments with pets, or apartments which violated Federal, State, County or City statutes or laws.
- C.** Not have a revocation of a Guarantor

**Family Composition:** Please include all members of your household, whether or not those members are related. Include all members who you anticipate will live with you at least 50% 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. Five calendar months need not be consecutive. By definition, all residents of elementary or high school are not considered full time students.

**P** **Pets:** We welcome the following pets with an additional application and deposit required: birds, fish, cats, and dogs under 30 lbs. No more than 2 pets per rental unit. Dogs must be on a leash in all common areas and owners are responsible for cleaning up after their pet.



# Additional Occupant Lease Application

<b>Head of Household</b>								
First Name		Last Name		Unit #	Reason for Additional Occupant(s)			
<b>Applicant</b> <input type="checkbox"/> Disabled								
First Name		Last Name		Middle Initial	Social Security #	Marital Status		
Date of Birth		Driver's License Number <span style="color: red;">(Take Photo Copy of ID)</span>			State	Expiration Date		
Phone Number <input type="checkbox"/> Home <input type="checkbox"/> Cell		Phone Number <input type="checkbox"/> Cell <input type="checkbox"/> Work		E-mail				
Race and Ethnicity		<input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Other						
<b>Additional Minors</b>								
Full Name		Social Security #	Sex	Disabled	Date of Birth	Age	Relationship	Race & Ethnicity
				Y N				
				Y N				
				Y N				
Current Resident			Unit Number		<b>Desired Unit Type (if unit change is requested)</b>			
					Studio D. Studio 1 Bdrm. 2 Bdrm. 3 Bdrm.			

<b>Rental History for the last 3 years</b>							
Current Address			City			State	Zip
Landlord's Name			Phone Number		E-mail		
How Long at Address?		Move in Date	Rent	Payment Period	Reason For Leaving		Is Your Rent Current?
Yrs.	Mos.	/					<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Address (if less than 1 year)			City			State	Zip
Landlord's Name			Phone Number		E-Mail		
How Long at Address?		Move in Date	Rent	Payment Period	Reason For Leaving		Was Your Rent Current?
Yrs.	Mos.	/					<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Pets*</b> <i>(Domestic animals such as birds, fish and cats allowed with approval- must meet restrictions)</i>					
<b>Separate application required with proper documentation and additional deposit and fees</b>					
Type	Breed	Weight	Indoor/Outdoor	Name	Age

<b>Vehicle Information</b>				
Make	Model	Color	Year	State/License Plate #



# Additional Occupant Lease Application

Spouse/ Co-Applicant Applicant Employment History				
Current Employer		Position		Supervisor's Name
Address		City	State	Zip
Supervisor's Phone Number	Supervisor's E-Mail		Employment Dates	Gross Monthly Salary
			to	
Previous Employer (if less than 1 year)		Position		Supervisor's Name
Address		City	State	Zip
			to	
Supervisor's Phone Number	Supervisor's E-Mail		Employment Dates	Gross Monthly Salary

Credit History <i>(Please provide last 6 months of bank statements)</i>					
Bank Name		Savings Account #	Balance	Checking Account #	Balance
Bank Name		Savings Account #	Balance	Checking Account #	Balance

Applicant References			
Full Name	Relationship	E-Mail	Phone
Full Name	Relationship	E-Mail	Phone
Full Name	Relationship	E-Mail	Phone

Household Income Information -- *PLEASE WRITE ZERO IF NO INCOME RECEIVED FOR EACH			
Wages/Salary	Child Support	Alimony	Social Security
SSI	Public Assistance	VA Benefits, Pension, Retirement or Annuities	Pension and/or Retirement funds
Unemployment Benefits	Income from Insurance Policies	Disability, Death Benefits, and /or Life Insurance Dividends	Worker's Compensation
Severance Pay	Net Income From a Business (including rental property, land or other real estate)	Interest, Dividends & other income from Net Family Assets	Regular Contributions and/or Gifts from Persons not residing in unit
Lottery Winnings or Inheritances (paid as an annuity)	Annuities	Education Grants, Scholarships, and Other Student Benefits	Self-Employment Wages



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Other Income Information -- *PLEASE WRITE ZERO IF NO INCOME RECEIVED FOR EACH			
Certificates of Deposit	Money Market Accounts	Christmas Club	Safety Deposit Box
Money Held in Trust	Stocks, Bonds or Securities	Treasury Bills	Retirement Fund
Pension	Cash on Hand:	Whole of Universal Life Insurance	Other:

Please answer all of the following questions	Yes	No			
Has applicant or occupants named in application ever filed for <b>bankruptcy</b> ? If yes: Date Filed _____ Date Granted _____ Date Discharged _____					
Has the applicant or occupants named in application ever been <b>evicted</b> or had <b>judgment issued</b> against him/her? If yes, when _____ Why _____					
Are there any <b>outstanding judgments</b> against applicant or occupants named in the application?					
Has applicant or occupants named in this application had <b>property foreclosed</b> upon or give title or deed in lieu?					
Is the applicant or occupants named in the application party to a <b>lawsuit</b> ?					
Is applicant or occupants named in the application obligated to pay <b>alimony, child support, or separate maintenance</b> ?					
Do you have <b>full custody</b> of children who will be living with you at this residence?					
Is there an expected change in the family/household size in the next 12 months?					
Have you or the applicants named in this application ever held as an <b>investment</b> (including paintings, artwork, collector or show cars, jewelry, coin or stamp collections, antiques, etc.)? If yes, cash value _____					
Do you or any of the applicants named in the application own equity in <b>real estate, land, contracts for deed or other real estate holdings, or other capital investments</b> (including personal residences, mobile homes, vacant land, vacation homes, or commercial property, etc.) If yes, Market Value _____ Balance on Loans _____ Reasonable costs incurred in selling the asset (broker fees, penalties, etc.) _____					
Have you or applicants named in this application received any <b>lump sum receipts</b> , including inheritances, capital gains, lottery winnings, insurance settlements or other claims? If yes, When _____ Value _____ Where are the funds held _____					
Do you own a vacuum cleaner?					
Would you or any applicants named in this application benefit from a <b>handicapped accessible</b> unit? If yes, explain _____					
Does anyone living in your household <b>smoke</b> ? (this is a smoke free building and smoking is only permitted outside the building)					
Will you or any applicants named in this application be receiving <b>Section 8</b> rental assistance at the time of move-in If yes, explain _____					
Have you or any applicants named in this application ever <b>received rental assistance</b> ? If yes, explain _____					
Have you or any applicants named in this application ever had <b>rental assistance terminated</b> for fraud, non-payment of rent, or failure to recertify? If yes, explain _____					
What is the condition of your current housing?	<input type="checkbox"/> Standard	<input type="checkbox"/> Living with Parents	<input type="checkbox"/> Unsafe or Unhealthy	<input type="checkbox"/> No Plumbing or Kitchen	<input type="checkbox"/> Currently Without Housing
Are you or any applicants named in this application enrolled as a <b>full or part-time student</b> ?					
Do you or any other applicant named on this application anticipate <b>enrolling in college/job training</b> in the next 12 months as a student? If yes, Who _____ Name of School _____  School Address _____					



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<b>Please answer all of the following questions</b>	<b>Yes</b>	<b>No</b>
Has applicant or occupants named in the application have pending criminal charges or ever been convicted or, plead guilty, or no contest to, any <b>criminal offense(s) or Felony</b> other than traffic infractions that were disposed of other than by acquittal or a finding of not guilty?		
Has applicant or occupants named in the application have pending criminal charges or ever been convicted or, plead guilty, or no contest to, any <b>sexual offense(s) or Felony</b> that were disposed of other than by acquittal or a finding of not guilty? If yes, are you required to register as a sex offender?		
Has applicant or occupants named in the application have pending criminal charges or ever been convicted or, plead guilty, or no contest to, any <b>drug related offense(s)</b> that were disposed of other than by acquittal or a finding of not guilty?		
Are any of the applicants named as students married and eligible to file a <b>joint Federal Tax Return</b> with their spouse? If yes, and all household members are full-time students, attach copy of Federal Tax Return		
Are you or any applicants named in this application enrolled in job training program receiving <b>assistance under the Federal Training Partnership Act</b> or under similar Federal, State or Local laws?		
Are any minor children receiving assistance <b>under Title IV, of the Social Security Act</b> , which includes but is not limited to AFDC?		
Are any of the students a single parent with minor child(ren) and parent is not a dependent and the minor child(ren) are not dependents on any other third party tax returns, other than a parent of the minor child(ren)? If yes, and any household members are full time students, a signed copy of your tax return and Divorce Degree will be required		
Have any of the minor children received <b>foster care</b> ? If yes, verification of Foster Care will be required?		

<b>Agreement and Authorization</b>	
<p>Applicant(s) understands that the above statements are true and accurate to the best of our knowledge and belief, is being collected to determine eligibility for residency. Applicant(s) are aware that false statements are punishable under Federal Law. Applicant(s) authorize the owner/manager to verify the information provided on this application and my/our signatures is my/our consent to obtain such verification. Applicant(s) certify that all assets currently being held or previously disposed of have been revealed and I/we have no other assets than those listed on this form (other than personal property).</p> <p>Applicant(s) authorize to conduct a credit check and applicant knows that this is a rental application and not a lease agreement.</p> <p>Application fee is NON-REFUNDABLE. Cancellation will result in the forfeit of the deposit. If the application is approved, the partial deposit will be applied to the total security deposit required. Providing false or inaccurate information on the application will result in forfeiture of <u>ALL</u> monies paid and rejection of this application</p>	
Current Resident's Signature	Date
Co-Applicant's Signature	Date

If the additional occupant does not meet application criteria, they will not be able to move into the current unit or any other unit requested.