



Neighborhood Housing Services Oklahoma

Commons Property Management

4101 N Classen Blvd Oklahoma City, Ok 73118
405-231-HOME (4663) Phone/405-231-5137 Fax
Nhsokla.org

Dear Applicant;

Thank you for your interest in leasing one of Commons Property Management properties. Complete the enclosed application and return it to us with the following:

- \$25.00 NON-refundable application processing fee per person over 18 years of age
- Copies of Driver's License for all household members over 18 years of age.
- Social Security Cards for all household members over 18 years of age.
- Most recent pay stubs covering one month time frame.
- Verification of other income listed on application (if applicable)
- Two months bank statements (if applicable)
- A security deposit in the amount of \$500.00.

If application is denied for any reason, security deposit will be returned in full. If application is approved and applicant withdraws the application after 3 days or within 3 days of move in, deposit will be forfeited as liquidated damages.

Incomplete applications cannot be processed!

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based upon race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580



**Neighborhood Housing Services
Oklahoma**

4101 N Classen Blvd Oklahoma City, Ok 73118
405-231-HOME (4663) Phone/405-231-5137 Fax
Nhsokla.org

RENTAL QUALIFICATION CRITERIA & POLICIES

IDENTIFICATION

All applicants must present a valid driver's license or other government-issued photo identification and one of the following: 1) a united States government issued Social Security number; 2) Form I-94 Arrival-Departure Record; 3) Temporary resident alien card verifying approved entry by the United States government (I-94W); 4) I-551 Permanent Resident Card (Alien Registration Receipt Card); 5) Form I-688 Temporary Resident Card; 6) Form I-668A Employment Authorization Card

JOB STABILITY (current and previous)**

- Applicant must supply 6 months of stable verifiable employment.
- If retired or not employed, applicant must pass income, credit and criteria.
- If self-employed, applicant must produce tax returns which show sufficient to meet minimum income requirements.

RENT/EARNINGS RATIO**

- Household Income cannot exceed 50% median income limits
- All applicants must have a verifiable income source.
- Applicants housing ratio cannot exceed 30% of income. Total income ratio (including rent and all other debt obligations) cannot exceed 45%

CREDIT RATINGS (past 24 months) (Excluding student loans and medical accounts)

- An applicant may be denied with an unsatisfactory credit report.
- The presence of utility collection accounts will require the debt to be satisfied.
- Any unresolved tax liens totaling more than \$5000; any unpaid rental housing debt or evictions will result in automatic denial of the application.

RENTAL HISTORY

- Must have at least 12 months of verifiable and positive residency history.

INCOME RECERTIFICATON

- All properties utilizing HOME funds are subject to income guidelines based upon household size
- Household Income must be certified annually

CRIMINAL STATUS

- Applicant must not have been convicted of any felonies, or received a deferred sentence of which is still pending.
- A limit of three misdemeanors within the last 24 months.
- No offenses for burglary, property damage, or vandalism.
- No drug related offenses for possessing, selling, manufacturing or distributing illegal drugs
- No offenses of a violent or sexual nature.

Neighborhood Housing Services, Oklahoma supports Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based upon race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580



APPLICATION FOR RESIDENCY

DATE _____

PLEASE TELL US ABOUT YOURSELF

<u>Full Name</u>	<u>Phone</u>	<u>Date of Birth</u>	<u>Social Security No.</u>	<u>Drivers Lic No & State</u>

PLEASE TELL US ABOUT YOUR HOUSEHOLD COMPOSITION

	<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Social Security Number</u>	<u>Driver's License No. & State</u>	<u>Student Status</u> F/T=Full Time P/T=Part Time
1						
2						
3						
4						
5						

How Many Pets Do You or Other Occupants Own? _____

Kind of Pet _____ Breed _____ Weight _____ Age _____

PLEASE GIVE US YOUR RESIDENCE HISTORY

CURRENT ADDRESS _____

Month & Year Moved In _____ Reason for Moving _____

Apt. Name or Landlord _____ Phone () _____ Monthly

Payment\$ _____

PREVIOUS ADDRESS _____

Month & Year Moved In _____ Moved Out _____ Reason for Leaving _____

Apt. Name or Landlord _____ Phone () _____

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based upon race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580

PLEASE GIVE US YOUR EMPLOYMENT HISTORY

YOUR STATUS: ___ Employed Full-Time ___ Employed Part-Time ___ Student
___ Retired ___ Not Employed

CURRENT EMPLOYER (Or Most Recent)

Name _____

Address _____

Phone () _____

Date(s) Employed/From _____ **To** _____

Position _____

Supervisor _____

Gross Monthly Salary\$ _____

Household Gross Monthly Income\$ _____

PREVIOUS EMPLOYER _____

Address _____

Phone () _____

Date(s) Employed/From _____ **To** _____ **Position** _____

OTHER INCOME _____ **Amount** _____

PLEASE GIVE US YOUR BANK REFERENCES

Bank Name and Branch	Checking Account Number	Savings Account Number	Telephone
1			
2			

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ **Year** _____ **Color** _____ **Tag**
No./State _____

Make/Model _____ **Year** _____ **Color** _____ **Tag**
No./State _____

Give description and tag numbers of any boat, camper, motorcycle, etc. you own:

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based upon race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580

IN CASE OF PERSONAL EMERGENCY NOTIFY:

Name	Relationship	Address	Telephone
1			
2			

Applicant Signature: _____

Date_____

Co Applicant Signature_____

Date_____

Property Representative Signature_____

Date_____

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based upon race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580

Applicant has submitted the sum of \$_____ which is a non-refundable payment for a processing charge of this application to include credit and criminal background check. Such sum is not a rental payment or premises deposit. This amount will be retained by management to cover the cost of processing application as furnished by the applicant; any false information will constitute grounds for rejection of application.

*****DEPOSIT*****

The undersigned warrants and represents the information on the rental application to be correct and hereby authorizes verification of the above items including but not limited obtaining of a credit report, criminal background check, residence, employment history and agrees to provide additional credit references upon request. All persons and/or firms named may freely give any requested information concerning me and I hereby waive all rights for any consequence resulting from such information.

I hereby deposit \$_____ with management as a good faith deposit in connection with this application for residency. If any application is accepted, I understand this amount will be applied toward my total premises deposit of \$_____. If, for any reason, Management decides to decline my application, the Management will refund this good faith deposit to me in full. I understand I will be charged \$_____ for the processing of this application. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for the delay caused by construction or for the holding over of a prior resident, I understand that Management will retain the above referenced deposit. Any interest accrued on subject deposit during the time held by owner shall become property of owner and not subject to refund of resident.

Applicant Signature: _____

Date _____

Co Applicant Signature _____

Date _____

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based upon race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580

DISCLOSURE

- Neighborhood Housing Services Oklahoma provides the following services:
 - Housing Counseling which includes pre-purchase and default counseling
 - Group education which includes Home Buyer Education
 - Down Payment Assistance Programs which include City of Oklahoma City and Cleveland/Logan Counties and Neighborhood Stabilization Program.
 - Affordable homes for sale and rent.
- NHSOK does not have any financial relationships between our Agency and any other industry partners.
- While affordable homes, rental properties, lending products and other forms of assistance might be available through NHSOK, the client is under no obligation to utilize these services. Clients have a right to use loan products than those offered by the agency and purchase or rent properties other than those owned by the agency.
- NHSOK will limit referring services to those within their training and expertise, and refrain from giving legal, tax or accounting advice unless licensed to do so. Non-homeownership issues should be referred to other appropriate agencies to serve clients fully.
- NHSOK staff shall not give payment or receive payment from an outside source for a referral unless professional services of comparable value have been provided.
- NHSOK will avoid actual and the appearance of conflicts of interest. NHSOK will inform clients when a real or potential conflict of interest arises and take all necessary steps to resolve the issue in a manner that makes the clients' interests primary and protects clients'. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the clients.
- NHSOK respect clients' right to privacy. Private information will not be requested from clients unless it is critical to providing services. Once private information is shared, privacy laws apply as well as client confidentiality.

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based upon race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580