



## CMS PROPERTIES RENTAL APPLICATION

The information collected below will be used to determine if you qualify as a resident. It will not be disclosed without your consent.

**IMPORTANT:** All information requested MUST be completed in its entirety including disclosure of your full name *including your middle initial*. Failure to complete the application in its entirety may lead to the rejection of your application for residency.

FIRST NAME	Middle Initial	LAST NAME	Suffix (SR/JR)	Social Security #	Date of Birth	Home Phone
<b>Present Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>No. Yrs. At Present Address</b>	
<b>Former Address</b> (if at present address for less than 2 yrs)		<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>No. Yrs. At Former Address</b>	
<b>Current Housing Status:</b> Provide the name, address, and phone number of all your landlords for the past 3 years. Current Landlord: _____ Phone: _____ Address: _____ Previous Landlord: _____ Phone: _____ Address: _____ Previous Landlord: _____ Phone: _____ Address: _____						
<b>Head of Household Race: (Enter One)</b> 1 = White 2 = Black 3 = American Indian/Alaskan Native 4 = Asian or Pacific Islander _____		<b>Head of Household Ethnicity:</b> 1 = Hispanic 2 = Non Hispanic _____ <i>*For Statistical Purposes Only</i>	<b>Head of Household Gender:</b> 1 = Male 2 = Female _____		<b>Head of Household Marital Status:</b> 1 = Single 2 = Married _____	
<b>Name and Address of Employer</b>				<b>Type of Business</b>	<b>Self Employed?</b> Yes_____ No_____	
<b>Employer Phone #</b> ( )		<b>Your Position/ Title</b>				<b># Years at this Job</b>
<b>Name and Address of Previous Employer</b> (If employed at present position for less than 2yrs.)				<b># Years with previous employer</b>	<b>Previous Employer Phone #</b>	
<b>Co - Applicant's Name</b>				<b>Social Security #</b>	<b>Home Phone</b> ( )	
<b>Present Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>No. Yrs. At Present Address</b>	
<b>Former Address</b> (if at present address for less than 2 yrs)		<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>No. Yrs. At Former Address</b>	

<b>Name and Address of Employer</b>		Type of Business	Self Employed? Yes_____ No_____	
Employer Phone # (      )		Your Position/ Title	# Years at this Job	
<b>Name and Address of Previous Employer</b> (If employed at present position for less than 2yrs.)		# Years with previous employer	Previous Employer Phone #	
<b>Name and Phone Number of Emergency Contact #1:</b>		<b>Name and Phone Number of Emergency Contact #2:</b>		
<b>ANNUAL INCOME</b>				
<b>SOURCE</b>	<b>APPLICANT</b>	<b>CO-APPLICANT</b>	<b>OTHER HOUSEHOLD MEMBER 18 YRS OR OLDER</b>	<b>TOTAL</b>
Gross Salary				
Overtime Pay				
Commissions/Fees/Tips /Bonuses				
Unemployment Benefits				
Workers Compensation/Disability				
Social Security, Pensions, Monthly Distributions				
Welfare				
Alimony / Child Support				
Interest and/or Dividends				
Net Income from Business				
Net Rental Income				
Other Income				
			<b>GRAND TOTAL:</b>	
<b>ASSETS</b>	<b>CASH VALUE</b>	<b>INCOME FROM ASSETS</b>	<b>NAME OF FINANCIAL INSTITUTION</b>	<b>ACCOUNT NUMBER</b>
Checking Account	\$	\$		
Savings	\$	\$		
Certificate of Deposit	\$	\$		
Mutual Funds/Stocks/Bonds	\$	\$		
Real Estate	\$	\$		
Other (Life Insurance, etc.)	\$	\$		
<b>TOTALS:</b>	\$	\$		

I \_\_\_\_\_ have \_\_\_\_\_ have not disposed of any asset(s) valued at \$1,000 or more in the past two (2) years for less than the fair market value of the item. If yes, please list the asset value under the "other" column in the above listing of assets.

### **STUDENT CERTIFICATION**

Are any members of this household a student at an institution of higher education? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, who? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

*\*Institutions of higher education include post-secondary vocational institutions; "proprietary institutions of higher education" which prepare students for "gainful employment in a recognized occupation," and accredited post secondary colleges and universities. If you are not sure, please mark "YES" and we will verify it.*

**If you have answered yes, the owner/agent is required to determine your eligibility as a student. You may refer to the resident selection plan for additional information regarding student eligibility.**

**HOUSEHOLD COMPOSITION: List the head of your household and all members who will live in your home. Give the relationship of each family member to the head of household. Social Security # is required for all household members except those who do not contend immigration status.**

Household Member	Full Name	Relationship	Birthdate (mm/dd/yy)	Social Security No.	List <b><u>ALL</u></b> States in which each member has lived
1. Head of Household					
2.					
3.					
4.					
5.					
6.					

Do you plan to have anyone living with you in the future who is not listed above? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

Do you have a Section 8 Voucher? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any special housing needs or accommodations that the household will require? Examples are a unit for mobility impaired, unit for visually impaired, unit for hearing impaired, grab bars, wheel in shower.

### **GENERAL INFORMATION**

Congregate Management Services, Inc and \_\_\_\_\_ do not and will not discriminate against any person because of race, color, creed, religion, sex, disability status, familial status, national origin, sexual orientation, gender identity or marital status.

### **APPLICANT CERTIFICATION**

I/we certify that if selected to move into this project, the unit I/we occupy will be my/our only residence. I/we understand that the above information is being collected to determine my/our eligibility for this property and any assistance it may provide. I/we authorize the Agent to verify all information provided on this application, and to contact current and previous landlords or other sources for credit and criminal history and verification of information which may be released to appropriate Federal, State or local agencies. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/we understand that false information or statements are punishable under Federal Law.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Co-Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Co-Applicant \_\_\_\_\_

Date \_\_\_\_\_

# Waiting List Choice Form

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

Name of Property I'm Applying for : \_\_\_\_\_

***This form must be completed by applicant and submitted with application for residency. It is used to determine the type of apartment is being requested. Please note, all requests for an accessible unit specially designed for persons with a mobility and/or hearing/visual impairment are required to be verified by a medical professional prior to move in. In order to determine this, please choose which type of apartment(s) you are applying for below. You may apply for more than one type of unit.***

*I wish to apply for the following type of unit(s):*

**Standard Apartment:**

- \_\_\_ Efficiency Standard Apartment (no accessible features)
- \_\_\_ One Bedroom Standard Apartment (no accessible features)
- \_\_\_ Two Bedroom Standard Apartment (no accessible features)
- \_\_\_ Three Bedroom Standard Apartment (no accessible features)

**Accessible Apartment (for persons with a verifiable Mobility Impairment (M/I unit-i.e. wider doorways, lower light switch plates and/or cabinets, etc.)**

- \_\_\_ Efficiency Apartment for persons with a Mobility Impairment (M/I unit)
- \_\_\_ One Bedroom Apartment for persons with a Mobility Impairment (M/I unit)
- \_\_\_ Two Bedroom Apartment for persons with a Mobility Impairment (M/I unit)
- \_\_\_ Three Bedroom Apartment for persons with a Mobility Impairment (M/I unit)

**Accessible Apartment (for persons with a verifiable Hearing and/or Visual Impairment (H/V unit-i.e. equipped with strobe lights)**

- \_\_\_ Efficiency Apartment for persons with a **Hearing or Visual Impairments** (H/V unit)
- \_\_\_ One Bedroom Apartment for persons with a **Hearing or Visual Impairments** (H/V unit)
- \_\_\_ Two Bedroom Apartment for persons with a **Hearing or Visual Impairments** (H/V unit)
- \_\_\_ *Three Bedroom Apartment for persons with a **Hearing or Visual Impairments** (H/V unit)*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**



## RELEASE OF CREDIT AND CRIMINAL HISTORY

June 2009  
CMS Form A-2

I, \_\_\_\_\_, the undersigned, authorized \_\_\_\_\_  
To obtain a credit report, criminal history report, including inquiries to State(s) sex Offender Registration Program. From  
the following agencies:

CBC Innovis and \_\_\_\_\_ Police Department

**RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.**

**Note to Applicant/Tenant: You do not have to sign this form if either the requesting organization or organization supplying the information is left blank.**

\_\_\_\_\_  
Applicant /Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone#

\_\_\_\_\_  
Address

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Date of Birth

### PENALTIES FOR MISUSING THIS CONSENT:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purpose cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at \*\*208 (a) (6), (7) and (8). \*\*Violations of these provisions are cited as violations of the 42 USC \*\*408 (a) (6), (7) and (8). \*\*



April 2010  
CMS Form C-1

## SELECTION / REJECTION CRITERIA

I understand that my application will be processed according to the Tenant Selection/Rejection Criteria for \_\_\_\_\_. The Tenant Selection/Rejection Criteria is as follows:

1. Credit Report
2. Landlord References and reports
3. Criminal History Reports
4. Age Eligible
5. Income Eligible

I also understand that failure in any one of these categories is sufficient reason for rejection of my application.

\_\_\_\_\_  
Applicant /Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Resident Signature

\_\_\_\_\_  
Date

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