

# CCRB MANAGEMENT

## RESIDENT SELECTION CRITERIA AGREEMENT

I understand that my CCRB Management apartment application is contingent upon my eligibility for the CCRB rental program according to the rules and regulations established by the U.S. Department of Housing and Urban Development and my eligibility under CCRB's *Resident Selection Criteria*. I understand that CCRB reserves the right to reject an application for CCRB Managements rental for any one or any combination of reasons listed below:

- -unverifiable current rental history
- -unverifiable past rental history
- -unacceptable current rental history
- -unacceptable past rental history
- -owing money at current rental
- -owing money at past rental
- -failure to provide rental history(or proof of residence) for the last two(2) full years
- -unacceptable credit history
- -failure to disclose requested information in the application
- -providing false or misleading information on the application
- -failure to meet Knapp Properties requirements
- -failure to cooperate with Knapp Properties requirements
- -failure to provide requested information in a timely manner (i.e.: within 10 days of written request)
- -failure to provide photo identification upon submitting the application for housing
- -a history of criminal convictions, including but not limited to the manufacturing or distribution of controlled substances. Examples of such crimes include assault, battery, sex-related crimes, crimes involving children, harassment/stalking, murder, rape, and drugs.
- -convictions (felony and misdemeanor) for crimes related against minors
- -convictions (felony and misdemeanor) for crimes involving or against people including but not limited to physical violence to persons or property which have occurred in the last 15 years and which may endanger the health, safety or welfare of other residents.
- -unacceptable behavior during the application process including, but not limited to, intoxication while conducting business with management staff, or abusive or threatening language or acts toward management or staff, residents or other persons on the property
- -applicants with pets must have prior written permission from Management with the exception of service animals that are considered to be auxiliary aids.

I understand and agree Management's rights to reject my application for CCRB Management rentals for any of the above reasons. I further understand that Management has a written Resident Selection Plan and it is available at the rental office if I wish to review its contents.

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Applicant Signature

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Date

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Applicant Signature

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Date

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Date

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Applicant Signature

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Date



# CCRB

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## RESIDENTIAL LEASE APPLICATION

Application Fee: \_\_\_\_\_ Administrative Fee: \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Anticipated Move-In Date: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Applicant was referred to Landlord by: \_\_\_\_\_

Applicant Name (First, Middle, Last): \_\_\_\_\_

Applicant Former Last Name (maiden or married): \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Emergency Contact (Name & Relationship): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Citizenship (country): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Copy of Driver's License Obtained: ☐ YES ☐ NO

Name all other persons who will occupy the property (Age if under 18):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Applicant's Current Address: \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you lived at the current address: \_\_\_\_\_

Monthly Rent Amount: \_\_\_\_\_ Reason for move: \_\_\_\_\_

Vehicle Information:

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Applicant's Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position: \_\_\_\_\_

How long have you been employed with this company: \_\_\_\_\_ Monthly Gross Salary: \_\_\_\_\_

Applicant's Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Position: \_\_\_\_\_  
How long have you been employed with this company: \_\_\_\_\_ Monthly Gross Salary: \_\_\_\_\_

Describe any other income that you would want to be considered in application process:

\_\_\_\_\_

Have you ever been EVICTED? YES ☐ NO ☐

Have you ever been convicted of a felony? ☐ YES ☐ NO If yes, how many years ago? \_\_\_\_\_

List all pets to be kept on the Property (dogs & cats)

Type/Breed	_____	_____
Name	_____	_____
Color	_____	_____
Weight	_____	_____
Age	_____	_____
Gender	_____	_____

Vaccinations Current? ☐ YES ☐ NO

Neutered/Spayed? ☐ YES ☐ NO

House Broken? ☐ YES ☐ NO

Previous Noise Complaints? ☐ YES ☐ NO

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I/We, the undersigned, certify that the information given on this application is declared to be factual and true. (Management reserves the right to reject any application because of misrepresentation.) I/We agree to allow management to obtain a copy of my credit report from a credit bureau. If this application is accepted, I/We will abide by all of the policies of management. I/We acknowledge that acceptance of this application deposit does not imply approval, and application deposit will be returned in event of rejection. I/We FURTHER ACKNOWLEDGE THAT THIS DEPOSIT WILL BE FORFEITED IN FULL AS LIQUIDATED DAMAGES IF I/We DO NOT ACCEPT OCCUPANCY ON APPROVAL OF THIS RENTAL APPLICATION. I/We understand that I/We will acquire no rights to an apartment until: 1) Approval and acceptance of this application; 2) A rental agreement is signed by all parties; 3) Remittance of an initial payment of \$\_\_\_\_\_ of which fifty dollars (\$50.00) will serve as an application processing fee and will not be refundable and the balance of the security deposit held by Landlord in trust to secure the performance of the rental agreement; 4) Payment of one full month's rent is paid in advance before occupancy of the apartment. A copy of the apartment lease contract and/or any community policies pertaining to this rental property are available to me/us should I/we wish to see them.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE ONLY:**

Date application received: \_\_\_\_\_ Reason not approved: \_\_\_\_\_

Application Approved: ☐ YES ☐ NO Date of Welcome/Denial Letter: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_ Amount due on move-in date: \_\_\_\_\_

# of Month Lease \_\_\_\_\_ Parking: \_\_\_\_\_ Storage: \_\_\_\_\_