**Stuart Street Homes**



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# Notice to Applicants of Stuart Street Homes

Stuart Street Homes strongly supports the applicable Federal and State Fair Housing Laws in both spirit and actual practice. All policies set forth below are to be strictly adhered to without regard to race, color, religion, sex, national origin, handicap or familial status. Guidelines for acceptance of a lease agreement for all Applicants are outlined below.

**OCCUPANCY:** Limited to four persons (exceptions-for caregivers)

Stuart Street Homes is required, under federal law, to qualify all applicants seeking tenancy for program eligibility. In addition Stuart Street Homes also requires applicants to meet certain income, employment, rental history and credit tests.

The eligible applicant(s) must meet **all** of the following requirements to qualify.

**Eligibility requirements:**

1. **Legal standing:** You must either be a U. S. citizen or a legal permanent resident alien. A criminal history background check will be completed on all adult members of the household. All applicants will be screened through the Multi-State Sex Offender registry. Applicants with a criminal record for drug activity, sexual offenses, breaking and entering, violent crimes or other felonies will not be accepted.
2. **Minimum Income:** Total Annual Gross (before taxes) Household Income Cash Flow must not be less than $36,000.

* All cash income actually received is counted. Only Child Support regularly received will be counted. Section 8 voucher allotments will be counted.
* Stuart Street Homes may, on a case-by-case basis; allow slightly less income if the applicant(s) provides a budget showing how all expenses will be paid. Current outstanding debt will be considered in this evaluation. Additional Security deposit may be required.

1. **Employment/stable income source:** The applicant(s) must have a steady and verifiable source of cash income. Retirement funds, Social Security, child support, employment, self-employment and other sources are permitted.

* Applicants who are employed must have a good work history for the previous twelve (12) months with no interruptions in employment unless for salary increase or education.
* Self-employed applicants must provide their last three years tax returns showing steady and reliable net income.

1. **Credit Report Scoring:**
2. No bad reports/evictions/judgments from landlords will be accepted, as well as foreclosures not related to the Credit History Exceptions listed below.
3. Bankruptcies have to be discharged and good credit reestablished for 12 months
4. Medical debt scores are not counted
5. **References:** The applicant(s) must receive good references from current landlord, employer and creditors. A rental reference or housing payment to a relative or friend will not be considered an acceptable reference unless an executed lease agreement and/or rental receipts are provided. Additional security deposit may be required on a case-by-case basis.

* Stuart Street Homes reserves the right to select the best eligible application; that is - the application with the best credit, references, and income sources. \* Board reserves the right to review application on a case-by-case basis.
* Applications deemed ineligible will be notified by mail as quickly as possible.
* Eligible applications will be reviewed and the best application selected.

**Application and income certification** (federal tax credit program)



$40 non-refundable application fee PER ADULT, **make checks payable to Stuart Street Homes**

**PERSONAL INFORMATION**

Please list each member 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name  Last, First, MI (JR., SR., etc) | Relation to head of household | Sex  m/f | Social security # | Are you a full-time student? | Birth date  m/d/yyyy | Age |
|  | Self |  | -  - |  |  |  |
|  |  |  | -  - |  |  |  |
|  |  |  | -  - |  |  |  |
|  |  |  | -  - |  |  |  |

Current marital status:  married  single  divorced  separated  widowed

Are you a U.S. Citizen?  yes  no If no, are you a permanent legal alien?  yes  No

Have you ever been convicted of a felony?  yes  no

Do you expect any household changes in the next 12 months?  yes  no

If yes, list changes

**RESIDENTIAL HISTORY INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT: Address & Phone** | **Landlord:** | **Monthly payment** | **Occupancy Dates** |
| Street:  City:  State:     Zip:  Phone #:    -   - | Street:  City:  State:     Zip:  Phone #:    -   - | $  rent or mortgage?  Did you live with others?  yes  no | From:  To: |
| **PREVIOUS: Address & Phone** | **Landlord:** | **Monthly payment** | **Occupancy Dates** |
| Street:  City:  State:     Zip:  Phone #:    -   - | Street:  City:  State:     Zip:  Phone #:    -   - | $  rent or mortgage?  Did you live with others?  yes  no | From:  To: |

**If currently NOT living together complete the following information for co-applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT: Address & Phone** | **Landlord:** | **Monthly payment** | **Occupancy Dates** |
| Street:  City:  State:      Zip:  Phone #:    -   - | Street:  City:  State:     Zip:  Phone #:    -   - | $  rent or mortgage?  Did you live with others?  yes  no | From:  To: |
| **PREVIOUS: Address & Phone** | **Landlord:** | **Monthly payment** | **Occupancy Dates** |
| Street:  City:  State:     Zip:  Phone #:    -   - | Street:  City:  State:     Zip:  Phone #:    -   - | $  rent or mortgage?  Did you live with others?  yes  no | From:  To: |

**IMPORTANT NOTE TO APPLICANTS:**

1. Rents or fees subject to change without notice pending full lease execution.
2. A non-refundable application fee of $32 is hereby accepted to cover the expenses incurred in verifying the information furnished by applicant on this application. Inquires are made to obtain information on your character, mode of living, and general reputation. You have the right to make a written request within 30 days for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.
3. Upon the signing of this application, payment of the deposit and subsequent approval by landlord, applicant requests that the type of rental unit described be removed from those units available for rental. Applicant understands that this application for rental, if approved, becomes part of the lease agreement, even in the event a lease is not signed.
4. I/We certify that I/We are above legal age and the above information is true and correct to the best of my/our knowledge. I/We hereby authorize owner or agent to verify any and all information as may be deemed necessary for approval or rejection of the application. I/We understand that any lease agreement made on the basis of the above information may be terminated at any time at owner/agent’s option if the information is found to be false.
5. I/We do hereby authorize Fauquier Housing Corporation/Stuart Street Homes to make oral and/or written disclosures of my/our Resident records prior to, during, or subsequent to the Landlord-Tenant relationship to third parties who contact Management seeking verification of such information in the ordinary course of business for legitimate purposes as so determined by Management.

**Eligibility:**

You must either be a U. S. citizen or a legal permanent resident alien. A criminal history background check will be completed on all adult members of the household. Beginning May 1, 2004, all applicants will be screened through the Multi-State Sex Offender registry. Applicants with a criminal record for drug activity, sexual offenses, breaking and entering, violent crimes or other felonies will not be accepted.

***Fauquier Housing Corporation/Countryside Associates, LP supports the Fair Housing Laws in spirit and in action.***

**RESIDENT’S STATEMENT:** I understand that this information is being collected to determine my eligibility for residency. I authorize the owner/manager to verify all information provided on this Application/Certification and my signature is consent to obtain such verification. I certify that I have revealed all assets currently held or previously disposed of and that I have no other assets than those listed on this application (other than personal property). I further certify that the statements made in this Application/Certification are true and complete to the best of my knowledge and belief and are aware that false statements are punishable under federal law. Discovery of any willful, false information or misrepresentation after approval and a signed lease agreement are grounds for termination and eviction procedures in accordance to the VA Residential Landlord & Tenant Act.

**Applicant:**(initial and provide birth date if signed electronically)

Printed name:       Date:

Signature:       Social Security #:    -  -

**Co-Applicant:**

Printed name:       Date:

Signature:       Social Security #:    -  -

**Stuart Street Homes Agent:**

Signature:       Date:

**APPLICANT Information**

**Employment:**

Full Name (applicant):       Driver’s license # and state:

Name of company:       contact person regarding income:

Physical address:

Phone #:    -   -     Fax#:    -   -

Job title:       Beginning date:

Current wages: $      per:

Hours worked:       per:

*If less than eighteen months at current job, complete below*

Name of company:       contact person regarding income:

Physical address:

Phone #:    -   -     Fax#:    -   -

Job title:       Beginning date:

Wages: $      per:

**Additional Income**

Section 8, alimony, child support, unemployment, grants, social security, SSI, pension, disability, dividends, etc.

|  |  |  |
| --- | --- | --- |
| **Source of Income** | **Amount** | **Name that appears on check** |
|  | $      per |  |
|  | $      per |  |
|  | $      per |  |

**Financial Information:**

List all checking and savings accounts, including IRA’s, credit unions, certificates of deposit, etc. including accounts disposed of during the past two years

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Institution** | **Account #** | **Balance** | **Interest received** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

**Vehicle information:**Each tenant will be assigned only TWO parking spots

|  |  |
| --- | --- |
| **License plate #** | **Year/make/model/color** |
|  | /     /     / |
|  | /     /     / |

**CO-APPLICANT Information**

**Employment:**

Full Name (applicant):       Driver’s license # and state:

Name of company:       contact person regarding income:

Physical address:

Phone #:    -   -     Fax#:    -   -

Job title:       Beginning date:

Current wages: $      per:

Hours worked:       per:

*If less than eighteen months at current job, complete below*

Name of company:       contact person regarding income:

Physical address:

Phone #:    -   -     Fax#:    -   -

Job title:       Beginning date:

Wages: $      per:

**Additional Income:**

Section 8, alimony, child support, unemployment, grants, social security, SSI, pension, disability, dividends, etc.

|  |  |  |
| --- | --- | --- |
| **Source of Income** | **Amount** | **Name that appears on check** |
|  | $      per |  |
|  | $      per |  |
|  | $      per |  |

**Financial Information:**

List all checking and savings accounts, including IRA’s, credit unions, certificates of deposit, etc. including accounts disposed of during the past two years

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Institution** | **Account #** | **Balance** | **Interest received** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

**Vehicle information**Each tenant will be assigned only TWO parking spots

|  |  |
| --- | --- |
| **License plate #** | **Year/make/model/color** |
|  | /     /     / |
|  | /     /     / |

Provide any additional comments, credit history exceptions, etc. below this line:

|  |  |
| --- | --- |
| For official use only: | |
| Date received by management |  |

**PRIVACY PROTECTION ACT**

Fauquier Housing Corp/Stuart Street Homes

To Whom It May Concern:

As provided by the Privacy Protection Act of 1976, anyone who is requested to provide personal information about himself must be informed whether he is legally required to provide such information, or whether he may refuse to supply the information requested. As an applicant for housing with Fauquier Housing Corp, you are requested to provide certain information that will enable Stuart Street Homes to complete the necessary verification to determine eligibility.

The information requested would be used to determine an adjusted annual income, which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted by the Fauquier Housing Corp. guidelines limit eligibility for initial occupancy to families whose adjusted income does not exceed certain established limits. In addition, it is necessary to know the composition of your family (number of dependents) so that the proper size dwelling unit may be authorized for you and your family.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this department.

Sincerely,

Tish Robinson

Rental Management

(If signed electronically, provide birth date with typed name)

**Applicant:**

Printed name:       Date:

Signature:       Social Security #:   -  -

**Co-Applicant:**

Printed name:       Date:

Signature:       Social Security #:   -  -