

**Application For Occupancy**

Lease agreement term is 1 year. Applicant(s) is entitled to review Rental agreement/lease, rules and regulations, previous tenant damages, and other forms required for occupancy. Application must be filled out in full to be processed. We subscribe to all federal, state and local fair housing laws.

**PERSONAL INFORMATION**

Head of Household Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name(s) of Person(s) to Occupy Apartment:

<u>Name</u>	<u>SSN#</u>	<u>Age</u>	<u>Current Phone Number(s) where you can be reached</u>
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1.	_____	_____	_____
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2.	_____	_____	_____
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**APPLICANT'S RENTAL HISTORY IF APPLICABLE:**

Present Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Monthly Rent Amount? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Monthly Rent Amount? \_\_\_\_\_

**APPLICANT'S INCOME INFORMATION:**

Applicant's Mo. Income? \_\_\_\_\_ Source of Income: \_\_\_\_\_

Co-Applicant's Mo. Income? \_\_\_\_\_ Source of Income: \_\_\_\_\_

Other Income? \_\_\_\_\_ Source of Income: \_\_\_\_\_

**OTHER INFORMATION:**

Have you ever been evicted or been served an eviction notice?	Yes_____	No_____
Have you ever been arrested or convicted for other than a traffic offense:	Yes_____	No_____
Have you ever filed for bankruptcy:	Yes_____	No_____
Do you own any pets?	Yes_____	No_____

In case of emergency, notify\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

What is your preferred move-in date? \_\_\_\_\_

**DISCLOSURES:**

A SECURITY DEPOSIT IS REQUIRED FROM EVERY RESIDENT AGAINST DAMAGE OR LOSS TO THE PREMISES AND SAID SECURITY DEPOSIT CANNOT BE USED FOR THE LAST MONTH'S RENT. **NOTICE:** SECTION 2.943.215 State Statutes: ABSCONDING WITHOUT PAYING RENT states that a tenant who intentionally absconds without paying all current and past due rent within five days of vacating premises or does not provide landlord, in writing, a complete and accurate forwarding address is guilty of a Class A Misdemeanor for which maximum penalties are nine months in jail or \$10,000.00 or both.

**Applicant acknowledges:**

1. that a receipt for earnest money collected has been given applicant;
2. that copies of proposed lease, rules, regulations, or lease addendum of the landlord have been made available to applicant for inspection;
3. that applicant has been advised of name and address of person authorized to receive rent, manage and maintain premises who can be readily contacted, and an owner or agent and address within the state who is authorized to receive rent, make receipt for notices and demands, and at which the process can be made in person;
4. that applicant has been advised that residents have seven days after beginning of tenancy to inspect the dwelling unit and notify landlord of any damages or defects existing prior to beginning of tenancy;
5. that applicant has been advised of utility charges not included in rent;
6. being advised of the following uncorrected building and housing code violations for which the landlord has received notice from code enforcement authorizes and which affect the dwelling unit and common areas; if any see below
7. being advised that the premises contain the following conditions adversely affecting habitability; if any see below
8. that resident may request a list of physical damages or defects for which deductions were made from security deposit, if any, or previous resident. This must be in a written request to the landlord.
9. that landlord promises to repair, clean or improve premises as follows by date noted: if any see below
10. having been advised that security deposits may be withheld for resident damage, waste or neglect of premises or nonpayment of rent, utility services for which landlord becomes liable.
11. The building was built after 1978 and does not contain lead paint.

I/We certify that all information in this application is true to the best of my/our knowledge and understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. I understand that a credit check and background check will be done and give permission to do so. I authorize the Owner or Owners Agents to contact any references that I have listed and to obtain any available information from a credit reporting agency. I also authorize my employer to release employment information as well as present or previous landlords to release my rental history for purposes of verifying information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

**Amery Housing Authority**  
**300 Harriman Ave. N.**  
**Amery, WI 54001**  
**715-268-2500 – email: aha@ameryhousing.org**

***RESIDENT SELECTION CRITERIA***

INTRODUCTION: Residents are to be impartially selected in accordance with Federal, State and Local laws. Amery Housing Authority reserves the right to reject anyone that may jeopardize the future stability of the property. To be eligible for occupancy, applicants must meet the following selection criteria:

- A. Appropriate Family Size – The family size must be appropriate for the unit available.
- B. Record of Criminal Activity – All adult applicants will be screened for criminal history. Conviction for crimes of physical violence, felony, property damage, theft, drug-related offences, sexual offenses, or any other act that would be detrimental to the health, safety or welfare of other residents or their peaceful occupancy of the premises will be grounds for denial.
- C. Rental/Housing History – Applicant shall have good rental history or other positive record of housing payments. Good rental history includes; but is not limited to: No lease or rule violations, no record of disruptive behavior, no evictions, demonstrated ability to pay rent in a timely manner, no record of destruction of property, and satisfactory housekeeping habits.
- D. Credit History – Only applicants with good credit history or no credit history will be considered for housing. Poor credit history includes but is not limited to: a consistent or recent history of deficiencies in overall credit, owing money to a current or previous landlord and/or utility company, or an unpaid judgment.
- E. No Demonstration of Negative Behavior – Must have a clean criminal history free from disorderly conduct or repeated alcohol and/or drug related offenses.
- F. State and Federal Laws – Applicants shall meet the eligibility requirements imposed by applicable State and Federal laws and any regulations or requirements promulgated there under.

FAIR HOUSING AND EQUAL OPPORTUNITY: Amery Housing Authority complies with all Federal, State and local fair housing and civil rights laws. Under no circumstances will applicants be discriminated against on the basis of race, color, creed, religion, sex, national origin, marital status, age, disability, sexual orientation, economic status, familial status, ancestry, status with regard to public assistance or any other protected class that as defined under Federal, State or local laws.

HOLDING A UNIT: After receiving notification of approval for occupancy, applicant must pay the necessary deposit to hold the unit within 2 business days. Unless the deposit is paid, there is no guarantee of rental and management will continue to process applications for the unit. If applicant fails to occupy unit, the deposit will be retained as liquidated damages for holding the unit and taking it off the market. Prior to move-in, each applicant must pay the security deposit and first month's full or pro-rated rent.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date