

Site Name: COAD Apartments I – Nina, II – Acacia, III – Kamiah

Site Address: COAD I – 640 River Street, COAD II – 514 River Street, COAD III – 1250 So. 1st West

Phone Number: 406-926-1401

Thank you for your interest in our community. Before you apply to rent an apartment home with us, please take time to review the screening requirements. All persons 18 years of age or older and not dependents will be required to complete separate rental applications. The term "applicant(s)" under this policy means the person or persons that will be signing the Lease as "resident(s)"; the term "occupant(s)" in this policy means the person or persons that are authorized occupants under the Lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit-reporting services used. It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin, or handicap.

All visitors must present a valid driver's license or government issued photo ID in order to view the community. Notwithstanding anything to the contrary, applicants and occupants must meet all of the qualifying requirements of the affordable housing programs.

1. **Student Status-** Pursuant to affordable housing programs, to the extent applicable, we cannot approve an application in which all occupants of a household will be students, unless they qualify under the affordable housing guidelines. Please see one of our leasing consultants for student qualifications.

2. **Application-** Applications for residency will be automatically be denied for the following reasons:
 - a. Intentional falsification of information on the application
 - b. Previously evicted or skipped from a prior rental dwelling or in the
 - i. process of eviction
 - c. Fails to meet the required rent-to-income ratio
 - d. Failed to meet the credit model requirements
 - e. Failed the criminal background check
 - f. Failed to provide required documentation within three (3) business days
 - i. of request from the Community
 - g. Credit report contains an open bankruptcy
 - h. Fails to income or student qualify under Section 42 of the IRS Code.

4. **Application Fees**- An application fee of **\$35.00** (per adult) will be charged and due at the time your completed application is submitted for review. This fee pays for the expense of retrieving the credit and criminal background reports required to determine eligibility.
5. **Age**- Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts.
6. **Employment**- An Employment Verification must be sent to the employer to verify applicant's income. Applicant may be asked to produce 4-6 consecutive and most recent pay stubs. Pay stubs must reflect gross income, employer's name, and or social security number of employee and date. If handwritten pay stubs are supplied, the documents must be validly notarized to be deemed sufficient. Additional information may be requested.
7. **Unemployment**- All applicants who state they are unemployed but have income must sign an unemployment affidavit. If any unemployed individual has zero income, they will sign the zero-income affidavit. Unemployment benefits must be annualized. If unemployed and anticipating employment, we may need a copy of the last year's tax return. If the income on the tax return would over qualify the applicant, then their application may be denied.
8. **Self-Employed Individuals**- Such applicants must provide a full copy of the previous year's tax return or twelve (12) months of audited or unaudited monthly financial statements or a letter from a CPA anticipating the applicant's income for the next twelve (12) months. Applicants with seasonal employment, previous year's tax return must be provided.
9. **Income**- Applicants must have a verifiable income that meets or exceeds 2 times monthly rent. Gross income for all applicants in one apartment home will be combined and considered for income eligibility. Annual household income cannot exceed the maximum allowable additional sources of variable income may be considered. These sources may include: child support, TANF, disability and social security. (The applicant must supply six (6) current consecutive months of bank statements if any of the additional sources of income listed above cannot be provided.) The maximum income required for Section 8 Voucher or Certificate holders must be at least 2 times the tenant rent portion of \$2,500 annually, whichever is greater. Maximum allowable income for Federal and governmental regulated programs at this community will be determined and based on HUD guidelines.
10. **Credit**- A credit report will be completed on all applicants to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant's eligibility to pay rent and security deposit level.

All decisions for residency are based on a system which considers credit history, rental history, income qualifications, and employment history. An approved decision based on the system does not automatically constitute an approval of residency. Applicant(s) and occupant(s) aged 18 years or more. The criminal search will be run for all addresses at which the applicant(s) has resided over the previous twenty-four (24). The application will be denied for any of the following reported criminal related reasons that have occurred within the timeline identified below prior to the application date regardless of the applicant's age at the time the offense was committed. All records are evaluated from the date of disposition.

Offense	Felony	Misdemeanor
Arson	10 Years	7 Years
Assault and Battery I	7 Years	3 Years
Assault and Battery II	10 Years	5 Years
Bad Checks	5 Years	2 Years
Burglary I or II	10 Years	5 Years
Crimes Against Animals	3 Years	1 Year
Crimes Against Children	7 Years	3 Years
Destruction of Property	10 Years	5 Years
Disturbance of Peace	3 Years	Approved
Domestic Crimes	7 Years	3 Years
Drug Offenses I	3 Years	Approved
Drug Offenses II	3 Years	Approved
Drug Offenses III	7 Years	3 Years
Drug Offenses IV, V and VII	10 Years	5 Years
Drug Offenses VI	7 Years	3 Years
Embezzlement	5 Years	3 Years
Fraud I and II	5 Years	3 Years
Harassment	3 Years	Approved
Homicide I, II, III, IV	ANY	7 Years
Kidnapping I and II	10 Years	5 Years
Organized Crime	7 Years	3 Years
OUI, OVI or DWI	3 Years	Approved
Offense	Felony	Misdemeanor
Robbery	10 Years	5 Years
Sex Crimes – Other	7 Years	3 Years
Sex Crimes Against a Person OR Child	ANY	7 Years
Theft/Larceny	7 Years	3 Years
Weapons Related I and II	7 Years	3 Years

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law, there may be residents or occupants that have resided in the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

11. **Rental Verification**- Credit recommendations other than an accept decision, will require a rental verification. Applications for residency will automatically be denied for the following reasons:

- a. An outstanding debt to a previous landlord or an outstanding NSF check must be paid in full
- b. A breach of a prior lease or a prior eviction of any applicant or occupant
- c. More than four (4) late pays and two (2) NSF's in the last twenty-four (24) months If no rental history exists, an additional deposit as required by the community must be paid.

12. **Co-signers/Guarantors**- Co-signers will not be accepted. Guarantors may be accepted for applicants who are denied based on credit. Guarantors must meet or exceed a rent to income ratio of three (3) times the monthly rent of applicant. Guarantor must complete the standard rental application form and pass a credit screening and complete a Guaranty of Resident Obligations form.

13. **Occupancy Guidelines** - will be limited to two persons per bedroom, plus one. Residents who exceed the occupancy guidelines during the lease term, must upon lease renewal either:

- a. Transfer into another available apartment which has more bedrooms; or
- b. Move out

Rent at the new apartment will be at the current rental rate at the time the lease is entered into for the new apartment. **If a transfer occurs the resident will have to re-qualify under all income and rental guidelines under the Affordable Housing Program.**

14. **Animals**- **If animals are accepted at a BlueLine Property Management Community where application is made**, no more than two (2) animals each weighing **N/A** pounds or less full-grown are allowed per apartment. Animals must be no less than six (6) months of age. Aggressive breeds will not be allowed. See list below for animals and breeds not permitted. Additional fees may be required contingent upon the community and state requirements.

a. **Restricted Breeds Include:** Pitbull, Malamute, Akita, Rottweiler, Doberman, Terrier (Staffordshire), Presa Canario, Chow Chow, American bulldog, German shepherd, St. Bernard, Karelian bear dog, Husky, Great Dane, and any hybrid or mixed breed of one of the aforementioned breeds.

b. **Exotic Animals**- Reptiles (snakes, iguanas), Raccoons, Birds (parrots, cockatiels, macaws), Ferrets, Skunks and Rabbits.

15. **Vehicles**-Two (2) vehicle(s) allowed per apartment Vehicles must be operational and have current registration and inspection. Boats or trailers are not allowed at any time.

16. **Deposit Levels**. The results of the application review will determine the amount of Security Deposit. This may range from a standard deposit to an additional deposit requirement based on the community's requirements.

17. **Falsification of application**- Any falsification in Applicant's paperwork will result in the automatic denial of application.

18. **Adding an occupant/roommate after move-in**- Should an existing resident wish to add a roommate/family member to a lease, the household will need to re-qualify as if they were a new move-in. Unauthorized occupants are not permissible and may result in the termination of a lease agreement.

Application will not be considered until the application has been fully completed and returned, and all applicable Application Deposits and fees have been paid. I have read and understand the entire Resident Screening Policy of this Community.

Applicant Signature

Date

Applicant Signature

Date



RENTAL APPLICATION FOR AFFORDABLE HOUSING

Property Name: _____ (Please print clearly)
 All persons 18 years or older (Unless deemed otherwise by local jurisdiction) must complete a separate application.

FOR OFFICE USE ONLY					
Approved: _____		Declined: _____		Date Notified: _____	
Agent: _____					
Apartment Number: _____		Revised Apartment Number: _____		Apartment Size: _____	
				Move-in Date: _____	
Security Deposit: _____		Application Fee: _____		Lease Term: _____	
				Monthly Rent: _____	
				Revised Monthly Rent: _____	
Concession if Applicable: _____					

APPLICANT INFORMATION	
Full Name (Last, First, Middle): _____	Social Security Number: _____
Date of Birth: _____	Sex: _____
Married Status: _____	Vehicle(s): Make/Color/License Plate: _____
Driver's License Number: _____	Telephone Number: _____
Pets: _____	Size of Pet: _____
Student Status: _____	Email Address: _____
How did you hear about our community? _____	

OTHERS TO RESIDE IN THE APARTMENT AND/OR WHO MAY BE JOINING THE HOUSEHOLD IN THE NEXT 12 MONTHS					
FULL LEAGAL NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	SEX	STUDENT	OCCUPATION



RENTAL – Minimum of 24 months of rental/mortgage history			
Name of Current Landlord:	Monthly Rent:	Dated Moved In:	Date Moved Out:
Street Address:		Telephone Number:	
City:		State:	Zip Code:
PREVIOUS LANDLORD – (Immediately prior to current landlord)			
Name of Current Landlord:	Monthly Rent:	Dated Moved In:	Date Moved Out:
Street Address:		Telephone Number:	
City:		State:	Zip Code:

ANNUAL INCOME				
DO YOU HAVE INCOME FROM OR EXPECT TO HAVE INCOME:				
Employment	YES	NO	\$	
Self- Employment	YES	NO	\$	
Rental Income	YES	NO	\$	
Social Security/Pensions	YES	NO	\$	
Retirement Annuity	YES	NO	\$	
Contributions from Friends/Family	YES	NO	\$	
Scholarships/Grants/Work Study	YES	NO	\$	
Unemployment	YES	NO	\$	
Workman’s Compensation	YES	NO	\$	
Court Ordered Child Support/Alimony	YES	NO	\$	
Do you receive Child Support/Alimony	YES	NO	\$	
TANF/AFDC	YES	NO	\$	
Veteran’s administration	YES	NO	\$	
Other:	YES	NO	\$	
Other:	YES	NO	\$	
ASSETS				
List all assets for you and anyone else in the household under the age of 18 that you hold account for:				
Listing of All Assets	Cash Value		Annual Interest or earnings from assets	Name of Financial Institution/Description of Asset
Checking Account(s)	Y	N	\$	\$
Savings Account(s)	Y	N	\$	\$
Stocks/Bonds	Y	N	\$	\$

ASSETS					
CD/Money Market	Y	N	\$	\$	
Mutual Funds	Y	N	\$	\$	
IRA/401K Account(s)	Y	N	\$	\$	
Trust Funds	Y	N	\$	\$	
Do you currently own a home or have you within the last two years?	Y	N	\$	\$	
Other	Y	N	\$	\$	
Other	Y	N	\$	\$	

EMERGENCY CONTACT Not living with you (preferably a relative over the age of 18 years):	
Name:	Relationship
Address: (Include City, State)	Telephone Number:

BACKGROUND INFORMATION	
Have you or any other prospective residents or occupants listed on this Application ever (check if applicable; you represent the answer is "NO" if you have not checked any item below):	
Been evicted or asked to move out? Y/N	Broken a rental agreement or lease contract? Y/N
Been or are currently delinquent to a previous landlord? Y/N	Declared bankruptcy; if so when? Y/N
Been convicted for either a Felony, a sex-related offense or a Misdemeanor: Y/N If yes, Please Explain:	Received deferred adjudication for either a Felony, a sex related offense or a Misdemeanor: Y/N If yes, Please Explain:
Been arrested for any crime which has not been fully adjudicated (by dismissal, acquittal deferred adjudication or conviction)? Y/N If yes, Please Explain:	

By signing this application for residency, I acknowledge the following:

In the event that the Applicant becomes a resident in the Owner's apartment community, Applicant's execution of this Application shall authorize the Owner, in the event of the Applicant's death to; (i) grant to the person designated as the emergency contact above access to the Applicant's unit at a reasonable time and in the presence of the Owners agent; (ii) allow this person to remove any of the Applicant's property or any other contents found in the Applicant's unit or any of the applicants property located in the mailbox, storerooms or common areas; (iii) refund the applicant security deposit, less lawful deductions, to this person. Applicant also authorizes the Owner to allow this person access to remove all contents of the unit as well as property in the mailbox, storerooms and common areas in the event that Applicant becomes seriously ill.



AUTHORIZATION: Applicant represents that all the above information is true and complete and authorizes the verification of the same and the performance of a credit check on Applicant as appropriate by all available means. In the event that Applicant provides false or misleading information in the Application, Owner shall have the right to automatically reject this Applicant and the investigation consumer report includes information as to character, general reputation, personal characteristics, and mode of living whichever are applicable, of the Application may be made and that any person on which an investigation consumer report will be made has the right to request a complete and accurate disclosure of the nature and scope of the investigation requested and also has the right to request in written summary of the person's right under Th Fair Credit Reporting Act.

Applicant hereby authorizes the Owner or the Owner's Agent to obtain and hereby instructs any consumer reporting agency designated by Owner or Owner's Agent to furnish a consumer report under The Fair Credit Reporting Act to Owner or Owner's Agent to use such consumer report in attempting to collect any amount due and owing under this Application, the Applicant's lease (to be executed after Application approval) or for any other permissible purpose.

OWNER:

APPLICANT:

Signature

Date

Signature

Date

Name Printed

Name Printed

Application Deposit and Non-Refundable Fee(s):

Simultaneously with the execution of the application, Applicant has paid an application fee in the amount of \$ **26.00**. Total amount paid \$ _____.

SECURITY DEPOSIT: If my application is accepted, I understand the application deposit (for the Premises) will become my refundable security deposit upon meeting the terms of the lease and the community rules and regulations. If for any reason management decides to decline my application, then management will refund this good faith deposit, excluding the application fee, to me in full. 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 the holding over of a prior resident, I understand that management will assess damages against the deposit for the amount of the rental loss of expenses incurred due to my cancellation. As these costs are difficult to ascertain I agree to forfeit the premises security deposit as liquidated damages for the apartment I agree to occupy. A credit, eviction and criminal background check will be done in order to qualify for residency. I have received, read and understand the resident selection policy for the property at which I am applying. I hereby authorize the release of the information requested, including release of information by any bank or savings and loan, employer (present and former), and any lender. The application fee is not refundable at any time.

Application Deposit Credited to Security Deposit

In the event that this application is approved by Owner and Applicant meets all other conditions of occupancy, executes an Apartment Lease Agreement with Owner as and when required by Owner, the Application Deposit shall be credited towards the security deposit identified in the Lease.





Application Deposit Refunded and Returned

If this application is denied, the Application Deposit will be refunded to the Applicant. If the Applicant is required to pay an additional application deposit in order to qualify for occupancy, the Applicant shall be deemed conditionally accepted prior to the payment of such additional application deposit. If the Applicant fails to pay the additional Deposit, the application will be considered as rejected and the original application deposit will be refunded to the applicant.

Application Deposit Retained by Owner

Owner shall be entitled to retain the application deposit as liquidated damages; in which case, all further obligations to lease the premises to Applicant shall be terminated if: (i) the Application is withdrawn, for any reason, after signing the Application has provided false or misleading information within the Application.

APPLICANT:

Signature

Printed Name

Date





Tax Credit Certification Questionnaire COAD Apartments

Apartment Number: _____ Date: _____

Applicant (Resident) Name: _____ Social Security # _____

Name(s) of dependent Children Covered by This Questionnaire: _____

A separate form is required for each adult member (18 or older) of the household. However, household members under the age of 18 who will be the Head, Co-Head, or Spouse, are also required to complete this form.

	YES	NO	INCOME- Include all income anticipated in the upcoming 12 months
1.	<input type="checkbox"/>	<input type="checkbox"/>	I am self-employed or own my own business. Provide a copy of your most recent Federal Income Tax Return. List Nature of self-employment or business: _____
2.	<input type="checkbox"/>	<input type="checkbox"/>	I am employed. Please list place of employment: _____
3.	<input type="checkbox"/>	<input type="checkbox"/>	I am employed at more than one place. Please list additional places of employment: _____
4.	<input type="checkbox"/>	<input type="checkbox"/>	I am currently unemployed, however looking for work. Provide a copy of your most recent Federal Income Tax Return.
5.	<input type="checkbox"/>	<input type="checkbox"/>	I am currently pregnant.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Do you expect any other person(s) to join the household in the next 12 months? Name(s) _____
7.	<input type="checkbox"/>	<input type="checkbox"/>	I receive cash contributions or gifts including rent or utility payments, on an ongoing basis from persons not living in my household.
8.	<input type="checkbox"/>	<input type="checkbox"/>	I receive unemployment benefits or expect to receive in the upcoming 12 months.
9.	<input type="checkbox"/>	<input type="checkbox"/>	I receive Military, Veterans, GI Bill or National Guard Benefits/Pay (If yes please circle all that apply)
10.	<input type="checkbox"/>	<input type="checkbox"/>	I receive Social Security Benefits. Please provide a copy of your benefit letter.
11.	<input type="checkbox"/>	<input type="checkbox"/>	I receive Supplemental Security Income (SSI) Benefits. Please provide a copy of your benefit letter.
12.	<input type="checkbox"/>	<input type="checkbox"/>	I receive Social Security or SSI Benefits on behalf of family members age 17 or under. Name(s) _____ _____. Please provide a copy of benefit letter.
13.	<input type="checkbox"/>	<input type="checkbox"/>	I receive disability or death benefits other than Social Security. Please provide a copy of your benefit letter.
14.	<input type="checkbox"/>	<input type="checkbox"/>	I receive food stamps. (exempt income)
15.	<input type="checkbox"/>	<input type="checkbox"/>	I receive cash assistance such as TANF, AFDC or General Assistance, etc. from an agency such as AFS, DHS or Senior services.
16.	<input type="checkbox"/>	<input type="checkbox"/>	I am receiving assistance from a Housing Authority in the form of Section 8 assistance/voucher to help with my rental payments.
17.	<input type="checkbox"/>	<input type="checkbox"/>	I am entitled to receive child support payments; however, I am not receiving the payments.
18.	<input type="checkbox"/>	<input type="checkbox"/>	I am currently receiving child support payments.
19.	<input type="checkbox"/>	<input type="checkbox"/>	I am entitled to receive child support payments and I am not receiving the payments; however, I expect to receive payments in the upcoming 12 months.
20.	<input type="checkbox"/>	<input type="checkbox"/>	I receive alimony/spousal support payments.
21.	<input type="checkbox"/>	<input type="checkbox"/>	I receive income from trusts, annuities, inheritance, retirement funds, insurance policies, pensions or lottery winnings. (If yes, please circle all that apply)
22.	<input type="checkbox"/>	<input type="checkbox"/>	I receive income from real or personal property.
23.	<input type="checkbox"/>	<input type="checkbox"/>	I am receiving other forms of income that are not listed above. If yes, please list source(s): _____
24.	<input type="checkbox"/>	<input type="checkbox"/>	I am receiving student financial assistance such as grants, scholarships, loans, work study, etc.

YES	NO	ASSETS
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25. I have checking Account(s). How Many _____ Interest Rate _____ % Value _____
26. I have saving Account(s). How Many _____ Interest Rate _____ % Value _____
27. I have assets held in the name of minors residing in the household. **Please list:** _____
28. I have Certificates of Deposits (CD's) How Many _____ Interest Rate _____ % Value _____
29. I have Money Market Account(s) How Many _____ Interest Rate _____ % Value _____
30. I own stocks or bonds How Many _____ Interest Rate _____ % Value _____
31. I have a trust. How Many _____ Interest Rate _____ % Value _____
32. I have a 401K account. How Many _____ Interest Rate _____ % Value _____
33. I have a retirement account. How Many _____ Interest Rate _____ % Value _____
34. I have money in a safety deposit box. Amount held: \$ _____
35. I own property
36. I have whole life or universal life insurance policy.
37. I hold assets for investment purpose (example- antique car, jewelry, stamp collection, etc)
38. I have disposed of assets (gave away, sold cash or assets) for less then fair market value in the past 2 years. **If yes, list item(s) and date disposed:** _____
39. I have access to any other asset or receive income from any other asset not listed above. **If yes, list type(s), how many, interest rate(s) and value(s):** _____

YES	NO	STUDENT STATUS QUESTIONS
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40. I am currently a part-time or full-time student (if YES, circle which one)
41. I am currently not a student; however, I anticipate enrolling as a part-time or full-time student in the next 12 months. (if YES, circle which one)
42. There are currently minors in the household grades K-12 that are full-time students or will become full time students in the next 12 months. Please list names of minors: _____
43. Are all members of the household (adults and minors) full-time students?
44. Does your Household anticipate becoming a household in which all persons (adults and minors) will be full-time students in the next 12 months?

If you answered YES to question #43 or question #44, Please answer the following:

45. Are you receiving assistance under Title IV of the Social Security Act which is AFDC or TANF?
46. Are you enrolled in a local, state or federal job-training program?
47. Are you married and filing a joint tax return?
48. Are you a household of a single parent and at least one child, where neither of you are claimed as dependents on another person's tax return?

Under penalties of perjury, I certify that the information presented on this form is true and accurate to the best of my/our knowledge. The undersigned further understands that providing false representations herein constitutes as act of fraud. False, misleading or incomplete information will result in denial of application or termination of the lease agreement.

Applicant/ Resident Signature _____ Date _____

Witnessed By _____ Date _____
 Owner Representative/ Manager Signature

