



Thank you for your interest in applying to live at a our property.

In order to get you in your new home as soon as possible it is very important that you read and follow the guidelines listed below. These standards adhere to government regulations.

The information that you are providing will be kept confidential by the Owner and/or Management, with the exception to prove qualification. Please review each item carefully and provide the requested information truthfully and to the best of your knowledge. Giving false information may subject you to criminal penalties.

INCOMPLETE APPLICATIONS WILL BE RETURNED! Government regulations require that you submit specific documents before you can move in. If you do not have the required documents, please immediately begin the process of obtaining them. **We will begin to process your application without these documents, but you will not be able to move in until the documents are obtained for all household members.**

SUBMISSION CHECKLIST

Place a check mark next to the completed items.

- ☐ Complete this entire form by answering ALL questions. If a question does not apply to your household, please write n/a or not applicable in the space provided.
- ☐ Include complete addresses and/or contact information where requested on the application.
- ☐ If you make any changes or corrections to your information, draw a single line through the error, make the correction, and initial and date the change. Whiteout is NOT accepted!
- ☐ Each adult household member (age 18 or older) must sign and date on all signature lines. Your application will be returned if this step is not completed.
- ☐ If you don't understand something on the application, please ask questions. It's always better to be safe than sorry.
- ☐ Provide a copy of photo IDs for all household members (age 18 or older).
- ☐ Proofs of income and assets noted throughout the application are attached.
- ☐ **SECURITY DEPOSIT:** A security deposit of \$800 is required to start processing your application. We can accept checks or money orders written out to Bushaw Properties, LLC.
- ☐ **APPLICATION FEE:** A \$25 application fee PER adult is required to start processing your application. We can accept checks or money orders written out to Bushaw Properties, LLC. This must be a separate payment from the security deposit payment.



604 N 3rd Street.
St. Peter, MN 56082
(507) 382-9237

Property: _____

FOR OFFICE USE ONLY

Bldg #/Apt #: _____

Rent Amt. _____ Dep. Amt. _____

Move-in Date: _____

Other: _____

RENTAL APPLICATION – MAX 2 ADULTS

Today's Date: _____ When do you wish to move in? _____ How many bedrooms do you need? _____

Applicant #1: Name (first, middle, last) _____ Date of Birth _____

(mm/dd/yy)

Address _____ City _____ State _____ Zip _____ Phone () _____

Social Security # _____ Email Address _____

Applicant #2: Name (first, middle, last) _____ Date of Birth _____

(mm/dd/yy)

Address _____ City _____ State _____ Zip _____ Phone () _____

Social Security # _____ Email Address _____ Relationship to Applicant #1 _____

OTHER OCCUPANTS RESIDING WITH YOU:

Name	Relationship to Applicant #1	SS#	D.O.B.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANDLORD REFERENCES/CRIMINAL BACKGROUND:

Applicant #1: Company/Name of Present Landlord/Manager: _____ Rental Period: _____ to _____

Landlord's Street Address _____ City _____ State _____ Zip _____

Phone () _____ Email _____ Rent Amount: _____

Have you ever been evicted or violated your lease? _____ If so, explain, _____

Have you ever been arrested or convicted of a crime? _____ If so, explain, _____

Applicant #2: Company/Name of Present Landlord/Manager: _____ Rental Period: _____ to _____

Landlord's Street Address _____ City _____ State _____ Zip _____

Phone () _____ Email _____ Rent Amount: _____

Have you ever been evicted or violated your lease? _____ If so, explain, _____

Have you ever been arrested or convicted of a crime? _____ If so, explain, _____

AUTOMOBILES:

#1 Make _____ Model _____ Year _____ Lic. No. _____ /St _____ Color _____

#2 Make _____ Model _____ Year _____ Lic. No. _____ /St _____ Color _____

EMPLOYMENT & OTHER INCOME:

Applicant #1: Company Name _____ Contact Person _____
Address _____ City _____ State _____ Zip _____ Phone () _____
Approximate Annual Income _____ Length of Employment _____
Other Income Source _____ Approximate Annual Income _____
(Social Security, Child Support, Alimony, Etc.)

Applicant #2: Company Name _____ Contact Person _____
Address _____ City _____ State _____ Zip _____ Phone () _____
Approximate Annual Income _____ Length of Employment _____
Other Income Source _____ Approximate Annual Income _____
(Social Security, Child Support, Alimony, Etc.)

TOTAL Annual Household Income (Applicant #1 & Applicant #2) _____

IN CASE OF EMERGENCY:

Applicant #1: Contact _____ Phone () _____
Address _____ City _____ State _____ Zip _____
Applicant #2: Contact _____ Phone () _____
Address _____ City _____ State _____ Zip _____

How did you hear about us? ☐ Newspaper ☐ Signage ☐ Bushaw Prop Website ☐ Other Website ☐ Craigslist ☐ Other _____

Do you own an animal? ☐ Yes ☐ No If yes, what type: _____

Before we can process your rental application it is necessary that you provide accurate and complete information.

Resident selection standards: All applications are screened by a Bushaw Properties staff before acceptance. The following screening criteria will be applied uniformly to all applicants and will form the basis of final acceptance of this application:

1. Criminal background check and credit report
2. Comments from prior landlords
3. Comments from present landlords
4. Comments from other references

Bushaw Properties, LLC will not discriminate against any person because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, sexual orientation, familial status, or disability.

Applicant hereby understands and represents:

1. That this application is complete and contains all material facts.
2. Applicant hereby gives full authority and permission to verify the information herein with the business and personal references stated.
3. Application represents the statements and information set forth herein are true, correct and complete and understands that **Bushaw Properties, LLC** will rely on said information in order to make a decision of whether or not to rent to the applicant.
4. **Bushaw Properties, LLC**, at its option, may investigate and verify such information before and after renting to the applicant.
5. Applicant agrees that if he/she rents, such rental may be cancelled by **Bushaw Properties, LLC** in the event that any statement or information furnished by the applicant in this application is false.

Applicant #1: _____ **Date** _____

Applicant #2: _____ **Date** _____



Bushaw Properties, LLC

Bushaw Properties, LLC.
604 North Third Street
Saint Peter, MN 56082
Phone 507 - 382 - 9237
Email: bushawproperties@gmail.com
Web: bushawproperties.com

AUTHORIZATION FOR RELEASE OF INFORMATION

By signing below, I/we am/are certifying that I/we have completed this questionnaire and that the information that I/we have provided is complete and true to the best of my/our knowledge. I/We understand that by providing false information, I/we may be denied housing at this property and may be subject to criminal penalties. By signing this form I/we agree to have all of my/our income, assets, school statuses, and medical expense information verified by the owner or management company that are necessary for the recertification process.

I/We have read and understand this application. THIS APPLICATION IS NOT A RENTAL AGREEMENT, LEASE, OR CONTRACT.

I/We hereby authorize the Minnesota Bureau of Criminal Apprehension or other such entity, if checks are conducted outside the state of Minnesota, to disclose all criminal history record information to Bushaw Properties, LLC. or to RHR Information Services, acting on behalf of Bushaw Properties, LLC., for the purposes of determining my suitability for tenancy. In accordance with the Fair Credit Reporting Act, I/we also authorize the release of any and all credit information for the same purpose.

The information obtained will only be used for determining eligibility and will be kept confidential and not released outside of this scope.

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 any 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 purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an application 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). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

I/We hereby authorize the release of the requested information. Information obtained under this content 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. I/We understand and agree that photocopies of this authorization may be used for the purposes stated above.

SIGNATURES OF ALL ADULT HOUSEHOLD MEMBERS ARE REQUIRED BELOW:

Applicant/Resident Signature

Date

Social Security Number

Applicant/Resident Signature

Date

Social Security Number

This authorization for release of information will expire thirteen (13) months from the date of signature.

Bushaw Properties, LLC. does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The applicant required assistance in completing the Household Questionnaire due to: _____

Assistance was provided by: _____ Date: _____



**Minnesota Housing Finance Agency
GOVERNMENT DATA PRACTICES ACT
DISCLOSURE STATEMENT**

PRINT NAME(S) OF HOUSEHOLD MEMBERS SIGNING THIS FORM	

Minnesota Housing Finance Agency ("Minnesota Housing") is asking you to supply information that relates to your application to occupy, or continue to occupy, a unit in the following property ("Property"):

Some of the information you are being asked to provide to Minnesota Housing may be considered private or confidential under the Federal Privacy Act of 1974, and the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13. Section 13.04(2) of that law requires that you be notified of the matters included in this Disclosure Statement before you are asked to provide that information to Minnesota Housing. The owner of the Property ("Owner") may also ask you to supply information that relates to your application. The Owner's request for information is not governed by the Minnesota Government Data Practices Act.

1. Minnesota Housing is asking for information that is necessary for the administration and management of a State or Federal program to provide housing for low and moderate-income families. Some information may be used to establish your eligibility to initially occupy, or to continue to occupy, a unit in the Property and/or to receive either State or Federal rental assistance. Other information may be used to assist Minnesota Housing in the evaluation and management of some of the programs it operates.

2. As part of your application, you are asked to supply the information contained in each of the following Attachments that are checked with an "X" (all checked boxes apply):

- | | |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Attachment 1 - Section 8, 236, 202 & 811 | <input type="checkbox"/> Attachment 4 - Deferred Loan
(other than MARIF) |
| <input type="checkbox"/> Attachment 2 - Housing Tax Credit & Section 1602 | <input type="checkbox"/> Attachment 5 – MARIF and HOPWA |
| <input type="checkbox"/> Attachment 3 – ARM, NCTC or LMIR First Mortgage | <input type="checkbox"/> Attachment 6 – HOME and NHTF |

Each Attachment has two parts: Part A and Part B.

3. The information asked for under Part A of the checked Attachment(s) may be used by Minnesota Housing to establish your eligibility to occupy a unit in the Property or to receive State or Federal rental assistance. If you refuse to supply any portion of the information asked for under Part A of the checked Attachment(s), you may not qualify for initial or continued occupancy of a unit in the Property or for receipt of State or Federal rental assistance.

4. The information asked for under Part B of the checked Attachment(s) will help Minnesota Housing evaluate and manage some of the programs it operates and supplying this information will be very helpful to Minnesota Housing. Your failure to provide any of the information asked for under Part B of the checked Attachment(s) will not affect whether or not you qualify for initial or continued occupancy of a unit in the Property or for State or Federal rental assistance.

5. The Owner may also ask for information to determine whether or not it will rent a unit in the Property to you. Supplying or refusing to supply any information requested by the Owner will not affect a decision by Minnesota Housing, but could affect the Owner's decision of whether it will rent a unit to you. The determination by the Owner is separate from Minnesota Housing's determination and Minnesota Housing does not participate, in any way, in the Owner's decision.

6. All of the information that you supply to Minnesota Housing will be accessible to staff of Minnesota Housing and may be made available to staff of the Office of the Minnesota Attorney General, the United States Department of Housing and Urban Development, the United States Internal Revenue Service, and other persons and/or governmental entities who have statutory authority to review the information, investigate specific conduct, and/or take appropriate legal action, including but not limited to law enforcement agencies, courts and other regulatory agencies. The information may also be provided by Minnesota Housing to the Owner's management agents of the Property.

7. This Disclosure Statement remains in effect for as long as you occupy a unit in the property and are a participant in the program(s) identified in #2, above.

I was (We were) supplied with a copy of and have read this Minnesota Housing Finance Agency Government Data Practices Act Disclosure Statement and the Attachment(s) identified in #2, above.

Head of household, spouse, co-head and all household members age 18 or older must sign below:

Applicant/Tenant Signature _____	Date _____
Applicant/Tenant Signature _____	Date _____
Applicant/Tenant Signature _____	Date _____
Applicant/Tenant Signature _____	Date _____