



RENTAL APPLICATION: MEN & WOMEN HOUSE

Thank you for your interest in Men's and Women's Housing Program. If you have any questions about the application or the property you are applying to rent, please feel free to call the number listed below.

All persons applying to reside in the property must provide a \$25 non-refundable background check fee due when we start processing the application.

Be sure to fill the Application out as completely as possible. Failure to do so will delay the application process.

GENERAL INFORMATION FOR APPLICANTS

Hubbard County Housing and Redevelopment Authority does manage properties that are governed under the IRS Section 42 Tax Credit Housing Program. This program is designed for low income single adults. The Men's and Women's Housing Program is a subsidized housing as the rent is based on 30% of your gross income.

Once the application is received, if we do not have a unit available, we will place your name on a waiting list. If we have a unit available, all complete applications will be considered. Tenant selection is based, at a minimum, on the following criteria: income eligibility, landlord references, and criminal history, and the completeness of your application. For our full tenant selection criteria list please contact us.

This application must be filled in completely or it will be denied. Also, any false or misleading information will result in your Application being denied.

Please return completed Application to:



UBBARD COUNTY HRA

315 Career Path, Office

Park Rapids, MN 56470

Or

Email to: cpfeifer@hubbardhra.org

If you have any questions, please call 218-732-9118



HUBBARD COUNTY HRA

Applicant Information (18 years of age or older)

Name (First, Middle, Last):		
Date of Birth:	SSN:	Phone:
Email:		

Current Housing Information

Current Address:		Unit:
City:	State:	Zip Code:
Landlord's name:		
Landlord Mailing Address:		
City:	State:	Zip Code:
Phone:	Email:	Fax:
Monthly Rent Amount: \$	Date Move In:	Any Past Due Rent? Yes or No

Employment Information

Current Employer:		How long?
Employer Address:		
City:	State:	Zip Code:
Phone:	Email:	Fax:
Position:	Annual Income: \$	

Emergency Contact: (a person not residing with you)

Name:			
Address:			
City:	State:	Zip Code:	Phone:
Email:			
Relationship:			

Personal References

Name:				
Address:				
City:	State:	Zip Code:	Phone:	
Email:	Relationship:		Years Known:	

Housing History and References

1. Have you ever rented from Hubbard County Housing and Redevelopment Authority in the past? If Yes, when? _____	Y	N
2. Have you ever been evicted? If Yes, when? _____	Y	N
3. Do you have an outstanding balance due with a prior landlord? If Yes, where? _____	Y	N
4. Have you rented within the last 7 years? If yes, please complete below.	Y	N

Housing History

1. Name of the Apartment building:			
Address of Property:			
City:	State:	Zip Code:	
Monthly Rent Amount: \$	Dates Rented From:	To:	
Landlord's name:			
Landlord Complete Mailing Address:			
City:	State:	Zip Code:	
Phone:	Email:	Fax:	

Criminal History

Have you ever been convicted, adjudicated or plead guilty to a felony?	Y	N
Have you ever been convicted, adjudicated or plead guilty to an assault?	Y	N
Have you ever been convicted, adjudicated or plead guilty to illegal use, manufacture or distribution of a controlled substance or for possession of drug paraphernalia?	Y	N
Have you ever been convicted, adjudicated or plead guilty to criminal sexual conduct, harassment, or stalking?	Y	N
Have you ever been convicted, adjudicated or plead guilty to criminal damage to property or gang related crimes?	Y	N
Are you a sex offender?	Y	N
Do you have any pending criminal charges?	Y	N

Please use this space to provide additional information if you answered "yes" to any of the questions regarding criminal history: _____

Household Income

Please attach documentation to verify household monthly income.

Gross household income includes: salary, commissions, bonuses, earnings from part-time employment, interest, dividends, tips, gains on sale of securities, pensions, royalties, Veteran Administration compensation, social security payments, disability benefits, cash assistance, etc.

Household Nationality

The following information is requested by us to ensure that Federal Laws prohibiting discrimination against tenants/applicants on the basis of race, national origin and sex are complied with. You are not required to furnish this information but are encouraged to do so. This Information will not be used in evaluating your application or to discriminate against you in any way.

Race-(1) American Indian; (2) Asian; (3) Black or African American; (4) Native Hawaiian/Pacific Islanders; (5) White;

National Original-(A) Hispanic/Latino; (B) Not Hispanic/Latino

Race of Head of Household: _____ National Origin of Head of Household _____

BY SIGNING THIS APPLICATION

I certify that all information in this application is true to the best of my knowledge and that I understand that false statements or wrong information is punishable by law and will lead to cancellation of the application or termination of tenancy after occupancy. I do hereby authorize Hubbard County Housing and Redevelopment Authority and their staff or authorized representatives to contact emergency contacts, any agencies, offices, groups, organizations, individuals or businesses necessary to obtain and verify any information or materials which are needed to complete my application for housing this property.

I understand that by signing this form I am granting Hubbard County Housing and Redevelopment Authority permission to verify rental references.

Applicant Signature: _____ Date: _____

ALL HOUSEHOLD MEMBERS 18 YEARS OF AGE AND OLDER MUST COMPLETE AND SIGN APPLICATION

As part of our normal procedure, a one-time charge of \$25.00 is needed to conduct a report of previous housing history and criminal background check. Applicant authorizes management to make a background check through RealPage using:

LeasingDesk Screening, 2201 Lakeside Blvd., Richardson, TX 75082; 1-866-934-1124 or
<https://www.realpage.com/support/consumer/>

This application is not a rental agreement, contract, or a lease. All applications are subject to the approval of management.

Applicant Signature: _____ Date: _____



HUBBARD COUNTY HRA Resident Selection Criteria

We are pleased that you are interested in leasing one of our rental units. The decision to approve your application is entirely up to the property manager of the HRA in which you are applying for. Below are the guidelines and requirements of our qualifying criteria. We are Equal Opportunity Housing Provider. We fully comply with all federal, state and local fair housing, civil rights and equal opportunity laws. All applicants must be eighteen (18) years of age or older, or legally emancipated minor. There are criteria that all of our applicants must meet.

Income and Employment: Income must be at least two (2) times the amount of rent. Two (2) paystubs or if you're self-employed or retired we require a copy of your prior year tax return or three (3) most recent bank statements. Two (2) years of employment history is preferred. Longevity of employment may influence the property manager's decision to lease the property to you.

Photo I.D.: All applicants must provide a legible copy of their driver's license or other approved photo I.D.

Rental History: Applicants are asked to have a positive rental history. We ask for a minimum of one (1) year verifiable rental/mortgage history for all prospective lessees. If there is no rental history, or less than one (1) year, an applicant may be considered an exception*. Negative items that will also be considered (i.e. evictions/unlawful detainers, non-renewals, household safety/health violations, lease violations, unpaid rent, etc.) on one's rental history may be grounds for denial of an application. Please feel free to discuss any rental history concerns with management.

Criminal History: Property manager will perform a criminal history check on you to verify the information provided by you on the lease application. Property manager's decision to lease the property to you may be influenced by the information contained in the report. An applicant with a criminal history may be denied. This includes many felonies: that are sex crimes, violence against another, armed offenses, robberies, burglaries, drug crimes and so forth, gross misdemeanors that are sex crimes, violent crimes, armed crimes, or other violent crimes that put our residents at risk. Nature and severity of convictions and how much time has passed are considered. Please feel free to discuss any criminal history with management.

False Information: Any applicant found to have knowingly falsified, misrepresented, or withheld any information on an application will be denied residency. Applications must be completed in their entirety.