



RENTAL APPLICATION: **Workforce Housing**

Thank you for your interest in Hubbard County HRA Workforce Housing. 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 18 years and older applying to reside in the property must provide a \$40.00 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 manages properties governed under the IRS Section 42 Tax Credit Housing Program. However, this facility program is designed for moderate-income families. It differs from subsidized housing as the rent is not based on income.

Once the application is received, we will place your name on a waiting list if we do not have a unit available. 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 (ability to pay for market-rate units), landlord references, credit, criminal history, and the completeness of your application. For our full tenant selection criteria list please contact us.

A \$40.00 nonrefundable application fee is required for each adult to cover the cost associated with the eligibility review and will be due when we start processing the application. We will contact you at that time at the number you provide. **Do not send an application fee with this application.**

Any false or misleading information will result in your application being denied.

Please return the completed Application to:



UBBARD COUNTY HRA

315 Career Path

Park Rapids, MN 56470

or

Email to: cpfeifer@hubbardhra.org

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

of interested Bedrooms 1 2 3 Building: _____

Head of Household Applicant Information (18 years of age or older)		
Full Name:		
Date of Birth:	SSN:	Phone:
Email:		

Co-Applicant Information		
Full Name:		
Date of birth:	SSN:	Phone:
Email:		

Household Composition				
Applicants/residents, complete this application in your own handwriting. List all persons who will be living in your home. Give the relationship of each family member to the head of household.				
	Additional Household Member's Names	Relationship	Date of Birth	SSN
1				
2				
3				
4				

Head of Household 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		

Co-Applicant Current Housing Information (if different from the head of household)				
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		

Head of Household Employment Information				
Current Employer:				How long?
Employer Address:				
City:	State:	Zip Code:		
Phone:	Email:	Fax:		
Position:	Annual Income: \$			

Co-Applicant Employment Information

Current Employer:		How long?
Employer Address:		
City:	State:	Zip Code:
Phone:	Email	Hours worked per week?
Position:		Wages per hour \$

Head of Household Emergency Contact: (a person not residing with you)

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

Co-Applicant Emergency Contact: (if different from Head of Household)

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

Housing History and References

1. Has any household member previously rented from Hubbard County Housing and Redevelopment Authority? If yes, when? _____	Y	N
2. Has any household member ever been evicted? If yes, when? _____	Y	N
3. Does any household member have an outstanding balance due with a prior landlord? If yes, where? _____	Y	N

Housing History and References Continued (Starting with the most recent)

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:	
2. 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:	

Personal References

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

Criminal History

Has any household member ever been convicted, adjudicated, or plead guilty to a felony?	Y	N
Has any household member ever been convicted, adjudicated, or plead guilty to an assault?	Y	N
Has any household member ever been convicted, adjudicated, or pleaded guilty to illegal use, manufacture, or distribution of a controlled substance or possession of drug paraphernalia?	Y	N
Has any household member ever been convicted, adjudicated, or plead guilty to criminal sexual conduct, harassment, or stalking?	Y	N
Has any household member ever been convicted, adjudicated, or plead guilty to criminal damage to property or gang-related crimes?	Y	N
Is any household member a sex offender?	Y	N
Does any household member have any pending criminal charges?	Y	N

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

Household Income

Please attach documentation to verify the household monthly income.

Gross household income includes salary, commissions, bonuses, earnings from part-time employment, interest, dividends, tips, gains on the 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 based on 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 Origin-(A) Hispanic/Latino; (B) Not Hispanic/Latino

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

BY SIGNING THIS APPLICATION (Required by all adults intending to be part of the household.)

I/we certify that all information in this application is true to the best of my/our knowledge and that I/we 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/We 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/our application for housing.

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

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

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

As part of our normal procedure, a one-time charge of \$40.00 per adult household member is needed to conduct a report of previous housing history, credit inquiry, and criminal background check. Applicant authorizes management to make credit and background checks through Rental History Reports:

[Rental History Reports 7900 West 78th Street Suite 400, Edina, MN 55439](#)

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

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-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 for which you are applying. 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 a legally emancipated minor. There are criteria that all our applicants must meet.

Occupancy Limits: Two (2) people may occupy a one (1)-bedroom apartment. Four (4) people may occupy a two (2) bedroom apartment with a maximum of two (2) unrelated adults. Six (6) people may occupy a three (3) bedroom apartment with a maximum of three (3) unrelated adults. We do make exceptions for a household size if a minor is one (1) year of age or younger.

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's tax return or three (3) most recent bank statements. Two (2) years of employment history are 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 of 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: The property manager will perform a criminal history check on you to verify the information provided by you on the lease application. The 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, and gross misdemeanors 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.

Credit History: The property manager will obtain a Credit Report to verify your credit history. The property manager's decision to lease the Property to you may be based on this information.

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.