

Property Management | 628 M Street NW, Washington, DC 20001

Thank you for your interest in UHOP Properties.

To apply for residency, please complete the following steps and submit all required application materials.

1. Download and complete the Lease Application and Tenancy Verification forms.
2. Print and sign the completed forms.
3. Attach copies of your two most recent pay stubs to verify employment status.
4. Provide a driver's license or other government-issued photo identification.

SUBMISSION OPTIONS

EMAIL mhodge@tuhop.org	MAIL / HAND DELIVERY UHOP Properties 628 M Street NW Washington, DC 20001 c/o M. Hodge
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Please submit complete and legible materials to avoid processing delays.

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EACH ADULT TO APPEAR ON THE LEASE MUST COMPLETE A SEPARATE APPLICATION UNLESS ASSETS AND LIABILITIES ARE JOINTLY HELD.
INCOMPLETE OR ILLEGIBLE INFORMATION WILL DELAY PROCESSING. APPLICATION FEE: \$35.00. PLEASE PRINT CLEARLY.

CONTACT INFORMATION

Role	Last Name	First Name	Initial	Maiden Name	Social Security Number	Date of Birth	Email Address
Applicant							
Co-Applicant							
Other Occupant Name		Relationship		Date of Birth		Email / Phone	

PRESENT RESIDENCE

Street Address	Apt. #	City	State	ZIP
Resided From	To	Monthly Rent	Lease Ends	
Landlord / Property Manager	Contact Phone #	Reason for Leaving		

PREVIOUS RESIDENCE

Street Address	Apt. #	City	State	ZIP
Resided From	To	Monthly Rent	Lease Ends	
Landlord / Property Manager	Contact Phone #	Reason for Leaving		

Applicant Initials: _____

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EMPLOYMENT HISTORY

If an employer refuses to verify employment by phone, the applicant is responsible for providing immediate written confirmation. Military applicants: attach latest Leave & Earnings Statement and/or Transfer Orders. Self-employed applicants: attach a copy of the prior year's U.S. Tax Form 1040 & Schedule C. Hourly/weekly employees: attach copies of the prior year's Form W-2. Applicant(s) shall provide, if necessary, a salary key or authorization code if verification is obtained through an automated employment and salary verification service.

APPLICANT - PRESENT EMPLOYER

Employed By	Business Address	City	State, ZIP	Phone
Position	Supervisor Name and Title	Supervisor Contact #	Employed Since	Salary
If Military: Rank/Rate	Branch	Length of Service		

APPLICANT - PREVIOUS EMPLOYER

Employed By	Business Address	City	State, ZIP	Phone
Position	Supervisor Name and Title	Supervisor Contact #	Employed Since	Salary
If Military: Rank/Rate	Branch	Length of Service		

CO-APPLICANT - PRESENT EMPLOYER

Employed By	Business Address	City	State, ZIP	Phone
Position	Supervisor Name and Title	Supervisor Contact #	Employed Since	Salary
If Military: Rank/Rate	Branch	Length of Service		

Applicant Initials: _____

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FINANCIAL HISTORY

Applicant need not disclose alimony, child support, or separate maintenance income or its source unless applicant wishes it to be considered for the purpose of the application for tenancy.

Bank Name	Account Type	Account No.	Current Balance
Monthly Payment To	For	Balance	Monthly Payment

BANKRUPTCY

Question	Yes	No	Where Filed	Date Filed	Date Granted
Has applicant or co-applicant ever filed bankruptcy?					

ADDITIONAL QUESTIONS

Question	Yes	No	Explanation (if applicable)
Are there any outstanding judgments against applicant/co-applicant?			
Has applicant had property foreclosed upon or given title or deed in lieu thereof in the past seven years?			
Is applicant party to a lawsuit?			
Is applicant obligated to pay alimony, child support, or separate maintenance?			
Is applicant a co-maker or endorser on a note?			

ADDITIONAL INFORMATION

Vehicle Make	Model	Year	Color	State	License Number
Emergency Contact Name	Address	City	State	Phone	Relationship
Contingencies*					

*This application may not be processed until contingencies are agreed to or removed.

Applicant Initials: _____

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APPLICANT'S SIGNATURE

By signing below, I/we acknowledge that the above information is correct and complete and hereby authorize Landlord to obtain information it deems desirable in connection with this application and in connection with any updates, renewals or extensions, including credit reports, civil or criminal actions, rental history, employment/salary detail, police and vehicle records, and any other relevant information. If I rent the unit, I understand my/our rental history, including lease violations and information I/we provide on this application, may be reported to and maintained by National Tenant Network for up to seven (7) years after I vacate the premises.

Name / Address of Interested Property			
Applicant Signature	Applicant Name	Contact Number	Date
Co-Applicant Signature	Co-Applicant Name	Contact Number	Date

IF ACCEPTED, THIS APPLICATION BECOMES A PART OF THE LEASE.

FALSE OR INCOMPLETE INFORMATION WILL DISQUALIFY APPLICANT(S).

THIS APPLICATION SHALL REMAIN ON FILE FOR 12 MONTHS FROM THE DATE OF RECEIPT. AFTER THIS DURATION HAS EXPIRED, THE APPLICATION WILL AUTOMATICALLY BE DISCARDED AND WILL NO LONGER BE CONSIDERED UNLESS THE APPLICATION HAS BEEN UPDATED PRIOR TO THE EXPIRATION DATE.

Applicant Initials: _____

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The following questions will help UHP Properties conduct pre-rental screening and determine past and present history of lease obligations, including financial obligations. Please complete this form and return it promptly.

Name of Applicant

QUESTIONS

#	Question / Response	Yes	No
1	Move In Date:		
2	Lease Expiration Date:		
3	Move Out Date:		
4	Monthly Rent Amount:		
5	Was rent paid on time?		
6	Were eviction proceedings ever started due to nonpayment reasons?		
7	Did the applicant or any guest damage the unit beyond ordinary wear & tear?		
8	Did applicant ever have anyone other than those named on the lease living in the unit?		
9	Did the applicant have pet(s)? If yes, were the pets authorized?		
10	Did the applicant ever give false information?		
11	Was proper move out notice given?		
12	Would you rent to this applicant again? If no, why not?		
13	Does the applicant currently owe for any rent or damages? If yes, how much?		
14	Did you keep any of the applicant's security deposit? If yes, how much and why?		

COMMENTS

Comments		
Signature	Date Prepared	Manager / Landlord
Please Print Name and Title		Phone Number and Extension

RELEASE STATEMENT

I AUTHORIZE YOU TO GIVE INFORMATION ABOUT MY TENANCY TO THE INQUIRING LANDLORD.

Potential Tenant's Signature

Applicant Initials: _____