



Dear Applicant,

Thank you for contacting Ferland Property Management to request an application for conventional housing. Enclosed, please find the following forms that you will need to complete:

- ✓ **Conventional Housing Rental Application**
- ✓ **Applicant Consent to Tenant Screening**
- ✓ **Resident Selection Criteria Policy**

Complete the entire application. Any application that is not fully completed, cannot be processed. Sign and date the completed application at the bottom. When submitting your completed application, please include a copy of the following information that applies to all members listed on your application.

- Photo ID** (for all household members 18 years of age and older)
- All current sources of Income**, including but not limited to:
Employment, Unemployment, Worker Compensation, Social Security, SSI, DHS,
Pensions, Veterans Administration, FIP, TDI, etc...
- Bank Statement** (If necessary for income qualifying purposes)

Please have anyone in the household over the age of 18 sign & date the Applicant Consent to Tenant Screening. This authorizes Ferland Property Management to verify your Landlord reference, Employment, Credit and Criminal background check.

Please have anyone in the household over the age of 18 read the entire Resident Selection Criteria Policy. Sign & date the Resident Selection Criteria Policy to indicate that they have read and understood the terms.

With your completed application packet, submit a \$15.00 application fee per applicant and a \$50.00 holding deposit to reserve an apartment.

Again, thank you for contacting Ferland Property Management. Please contact us at (401) 728-4000 with any questions.

Sincerely,

Ferland Property Management

Ferland Property Management policies, practices and decisions do not discriminate against any person due to race, color, national origin, religion, sex, familial status, disability, age, sexual orientation, gender identity or expression, marital status, military status, or status as a victim of domestic violence or any other protected class.





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 Fax: (401) 365-1317
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**CONVENTIONAL HOUSING
 RENTAL APPLICATION**



Each Applicant of Legal Age must
 complete a separate Application.

Name of Community: _____
 Number of Bedrooms desired: _____
 Applicant Name: _____
 Email: _____

Location: _____
 Date of Occupancy desired: _____
 Home Phone: _____
 Cell Phone: _____

ARE YOU OF LEGAL AGE? Yes <input type="checkbox"/> No <input type="checkbox"/>	ARE YOU A LEGAL RESIDENT OF THE U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	IF NO, ALIEN REGISTRATION NUMBER: _____
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PLEASE LIST ALL PERSONS THAT WILL OCCUPY THE APARTMENT:

NAME	SS #	RELATIONSHIP
1		Head of Household
2		
3		
4		
5		
6		
7		
8		

PLEASE PROVIDE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (use additional sheets if necessary). If Landlord History is not available to be verified, please provide 2 Character Reference letters recommending you for occupancy from a local professional on their Company letterhead.

CURRENT STREET ADDRESS:	APT #:	CITY:	STATE:	ZIP:
OWN HOME: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, APPROX VALUE:	BALANCE OWED:	IF NO, LANDLORD NAME:	ADDRESS:
LANDLORD PHONE NUMBER:	LENGTH OF RESIDENCE:	RENT PAID PER MO:	UTILITIES:	LEASE EXPIRATION:

PREVIOUS STREET ADDRESS:	APT #:	CITY:	STATE:	ZIP:
OWN HOME: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, APPROX VALUE:	BALANCE OWED:	IF NO, LANDLORD NAME:	ADDRESS:
LANDLORD PHONE NUMBER:	LENGTH OF RESIDENCE:	RENT PAID PER MO:	UTILITIES:	LEASE EXPIRATION:

PREVIOUS STREET ADDRESS:	APT #:	CITY:	STATE:	ZIP:
OWN HOME: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, APPROX VALUE:	BALANCE OWED:	IF NO, LANDLORD NAME:	ADDRESS:
LANDLORD PHONE NUMBER:	LENGTH OF RESIDENCE:	RENT PAID PER MO:	UTILITIES:	LEASE EXPIRATION:

Have you ever been convicted, pleaded guilty or received a sentence in connection with a crime? Yes No

If Yes, please explain: _____

Are you or any member of the Household subject to a Lifetime Sex Offender Registration in any State? Yes No

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, PHA and any owner (or any employee of HUD, PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant 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, PHA or owner responsible for the unauthorized disclosure or improper use.

PLEASE PROVIDE ALL SOURCES OF INCOME THAT YOUR HOUSEHOLD RECEIVES (use additional sheets if necessary):

HOUSEHOLD MEMBER:	EMPLOYER:	EMPLOYER ADDRESS:		
EMP TELEPHONE NUMBER:	EMP FAX NUMBER:	SUPERVISOR NAME:	LENGTH OF EMPLOYMENT:	ANNUAL WAGES:

HOUSEHOLD MEMBER:	BENEFITS RECEIVED: <input type="checkbox"/> Social Security/SSI <input type="checkbox"/> DHS <input type="checkbox"/> Public Assistance <input type="checkbox"/> Other:			
SS# FOR CLAIMED BENEFITS:	MONTHLY GROSS AMOUNT:			

HOUSEHOLD MEMBER:	PENSION BENEFITS RECEIVED:	ACCOUNT #:
SS# FOR CLAIMED BENEFITS:	MONTHLY GROSS AMOUNT:	

HOUSEHOLD MEMBER:	OTHER INCOME RECEIVED:	MONTHLY GROSS AMOUNT:
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PLEASE PROVIDE ALL SOURCES OF ASSETS/BANK ACCOUNTS THAT YOUR HOUSEHOLD HAS (use additional sheets if necessary):

BANK / FINANCIAL INSTITUTION:	TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> CD	ESTIMATED VALUE:
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BANK / FINANCIAL INSTITUTION:	TYPE OF ACCOUNT: <input type="checkbox"/> Mutual Funds <input type="checkbox"/> IRA's <input type="checkbox"/> Stocks <input type="checkbox"/> Bonds	ESTIMATED VALUE:
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BANK / FINANCIAL INSTITUTION:	TYPE OF ACCOUNT: <input type="checkbox"/> Other:	ESTIMATED VALUE:
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Do you own a Vehicle? No Yes If Yes, Make: _____ Model: _____ Reg. #: _____

Do you have a Pet? No Yes If Yes, Type: _____

Do you have a Waterbed or an Aquarium? No Yes If Yes, Do you have Renter's Insurance? No Yes

How did you hear about these Apartments? _____

This is to inform you that as part of our procedure for processing your application, an investigation report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

Please note that this is application in no way guarantees occupancy. Additional information may be requested to complete processing of your application. Your signature gives written consent to the management to verify information in this application. A false statement or misrepresentation on your application will affect approval of residency. The undersigned makes the foregoing representations knowing that the Owner or Agent will rely on the accuracy thereof in acting on this application.

Application in the name of:

Printed Name

Signature

Date

FOR OFFICE USE ONLY

Received from _____ a Non-Refundable Application Processing Fee of \$ _____ and a Holding Deposit of \$ _____ in the form of Check or Money Order # _____ to reserve the following apartment.

COMMUNITY:	ADDRESS:
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APT SIZE:	FLOOR:	# OF OCCUPANTS:
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MOVE-IN DATE:	LEASE FROM:	LEASE TO:
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RENTAL RATE:	OTHER MONTHLY CHARGES	SECURITY DEPOSIT:	BALANCE DUE AT MOVE-IN:
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AGENT'S INITIALS:	HHID	APPROVED BY:	DATE OF APPROVAL:
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The Non-Refundable Application Processing Fee and Holding Deposit are taken subject to apartment availability and previous applications. Cancellation by the Applicant after 72 hours from the date of this application will result in forfeiture of all monies on account.



APPLICANT CONSENT TO TENANT SCREENING

I authorize Ferland Property Management to investigate the information provided by me or about me in connection with my application to lease a rental home or apartment from Ferland Property Management (the "Landlord"). I personally completed the application form and/or reviewed and confirmed all information provided on the completed application. I hereby certify and declare that all of the information provided by me in connection with my application to lease an apartment or continue leasing an apartment from Ferland Property Management (the "Landlord") is true and correct.

An investigation by RentGrow, Inc. dba Yardi Resident Screening ("YRS") may be completed to include assembly and merger of my credit, criminal, and eviction records. I understand and acknowledge that YRS furnishes consumer reports to property and apartment community managers, and does not itself approve or deny applicants.

My signature below authorizes all entities listed on the application to lease a rental home or apartment from Ferland Property Management (the "Landlord") to release Landlord history, Employment verification, Credit, Criminal, and Eviction record information.

Printed Name of Applicant: _____

Applicant Signature: _____

Date: _____

If there are multiple applicants, each person must provide consent below.

Printed Name of Co-Applicant: _____

Co-Applicant Signature: _____

Date: _____

Printed Name of Additional Co-Applicant: _____

Additional Co-Applicant Signature: _____

Date: _____

Printed Name of Additional Co-Applicant: _____

Additional Co-Applicant Signature: _____

Date: _____



RESIDENT SELECTION CRITERIA POLICY

Effective 4/1/2016

EQUAL HOUSING STATEMENT: Ferland Property Management is an Equal Opportunity Housing provider. Ferland Property Management complies with the Federal Fair Housing Act as well as all state and local housing laws. Therefore, this property and Ferland Property Management policies, practices and decisions do not discriminate against any person due to race, color, national origin, religion, sex, familial status, disability, age, sexual orientation, gender identity or expression, marital status, military status, or status as a victim of domestic violence or any other protected class. All applicants are treated equally and are evaluated for occupancy based on the same terms and conditions as outlined in this Resident Selection Criteria Policy.

APPLICANT(S): All household members over the age of eighteen (18) are required to complete a rental application.

A valid, verifiable social security number is required for each applicant. The preferred means of verifying a valid social security number is for a member of the property staff to view an authentic, non-laminated social security card as issued by the Social Security Administration. Other forms of verification are: pay stubs, W-2 forms or 1099 forms.

An I-20 form, I-9 form or an Individual Tax Identification Number (ITIN) will be accepted for applicants without a valid verifiable social security number. The preferred means of verifying a valid ITIN is for a member of the property staff to view an authentic, non-laminated social security card as issued by the Department of the Treasury, Internal Revenue Service (IRS).

OCCUPANCY STANDARD: Ferland Property Management follows occupancy standards as recommended by the Department of Housing and Urban Development (HUD) which states; the maximum number of occupants in an apartment is limited to two (2) persons per bedroom.

APPLICATION FEE: A \$15.00 non-refundable application fee may be required per applicant.

HOLDING DEPOSIT: A \$50.00 holding deposit is required to reserve the apartment while your application is being processed. If Ferland Property Management denies the application, the \$50.00 holding deposit will be returned to the applicant(s). Once Ferland Property Management has approved the application, the balance of the holding deposit (equal to one month's rent) is due within one week of the applicant(s) being notified of the approval. This should be paid in the form of a certified bank check, money order, Visa or Master Card. **If an applicant cancels after 72 hours of the initial time and date of the application, the entire balance on account will be forfeited.**

APARTMENT AVAILABILITY: Apartments become available when a current household provides a written notice of their intention to vacate. The current household has the right to rescind or postpone their intention to vacate at any time. In this event, the apartment previously available will no longer be available. An available apartment will be held for an



applicant(s) when the application has been completely filled out and the application fee(s) and the holding deposit have been submitted.

In order to reserve an apartment, you will need the following:

- A completed application for each occupant over eighteen (18) years of age.
- A \$15.00 application fee per applicant.
- A \$50.00 holding deposit is required and will HOLD the apartment for you while we process your application.
- A completed Applicant Consent to Tenant Screening form signed by each applicant over eighteen (18) years of age.
- Complete landlord history for the last three (3) years.
- Complete employment history.
- Evidence of Income Qualifications – copy of pay stubs, tax returns (if self-employed), bank statements, award letters for pension, SSI, etc...
- Information regarding unusual circumstances, which would affect or be reported in a credit report and/or criminal background investigation.
- If you have a pet, please request a pet application.

In order to process the application timely, all other information must be submitted by 48 hours from the time of application. Ferland Property Management reserves the right to cancel the application if all information to complete the application is not received in this time frame.

RENTAL CRITERIA

LANDLORD / RENTAL HISTORY: Each Applicant(s) is required to provide the name, address and phone number for all of their landlords within the past 36 months. While applicants are only required to provide the previous 36 months of history, all landlord history will be evaluated when become known. An applicant that has been evicted, owes an outstanding balance or has a negative verified landlord history may not be accepted.

INCOME / ASSETS: A qualifying household must be able to verify ONE of the following:

1. Annual gross income to annual rent must equal or exceed a ratio of 2.5:1
2. Combined annual gross income and/or liquid assets* to annual rent must equal or exceed 3.5:1

*Liquid assets are defined in this policy as: money in bank accounts and investments that can be converted quickly to cash and be available to pay the debt of an applicant(s).

If an applicant does not qualify based on the Income / Asset criteria, a co-signor / guarantor may be an option. Each co-signor / guarantor is subject to Income / Asset verification and a credit check. A qualifying co-signor / guarantor will have a combined annual gross income and/or liquid assets* to annual rent equal or exceeding a ratio of 5:1.



CREDIT HISTORY: An unsatisfactory credit report may disqualify an applicant(s) from renting an apartment at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments, unpaid bills, liens judgements and/or bankruptcy.

CRIMINAL BACKGROUND CHECK: Applicants are also subject to a Criminal Background investigation. Negative information associated with a criminal conviction against persons, property, society, children, drug or gang related crime will result in denial.

APPLICANT SCREENING: Each applicant acknowledges Ferland Property Management may use outside screening services to review the applicant's rental application. By placing an application with Ferland Property Management the applicant acknowledges the terms above and consents to such outside services.

Once Ferland Property Management has approved the application, the balance of the holding deposit (equal to one month's rent) is due within one week of the applicant(s) being notified of the approval. This should be paid in the form of a certified bank check, money order, Visa or Master Card.

Amount: \$ _____

Deadline: _____

Please sign below indicating that you have read and understand Ferland Property Management's Resident Selection Criteria Policy.

Applicant Signature and Date

Applicant Signature and Date

Applicant Signature and Date

Applicant Signature and Date

Applicant Signature and Date

Applicant Signature and Date