

PROMISE DEVELOPMENT CORPORATION

"Welcome to Promise Development Corporation Rental Property Management Services."

We hope that you will find a property that meets your needs. For your convenience, the following is a brief overview of the general guidelines used to process an application.

- A COMPLETED APPLICATION FORM: in order to tell us about yourself. EACH adult wishing to live in one of our properties must fill out an application and be approved. All sections of each application must be completed and accurate.
- **EMPLOYMENT:** in order to verify that there is adequate income to make rental payments. In general, we except applicants to have been in current employment at least six(6) months, and that income is verified by providing four (4) to six (6) consecutive check stubs.
- **RENTAL HISTORY:** in order to verify that the prospective tenant has demonstrated a desire to meet lease obligations. In general, we want to verify the amount of current rent and that the rent was paid in a timely manner; that the property was kept in good condition; that there is no history of complaints from other tenants; that all lease obligations have been met; and that the tenancy has been a positive experience.
- **CREDIT HISTORY:** is completed in order to verify that the prospective tenant has demonstrated fiscal responsibility. In general, we look for payments that are made on time, that there are no judgments or bankruptcy records, and that credit responsibilities are in line with income. (Proof of Social Security Cards of all individuals expected to be in the home suffice for credit check.)
- **VEHICLE INFORMATION:** including make, model, color and year of any vehicle to be kept at the rental property.
- A VALID PHOTO ID: so that we can assure the property owner that the person apply for the property is indeed the person moving in.
- **AUTHORIZATION** is for us to verify information given on the application.

No person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, gender, age, disability, marital status or familial status.

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APPLICATION FOR Promise Development Corporation Housing

Please complete all information requested in ink. Do not leave blanks or we may be unable to process your application. Please print. Thank you and we look forward to assisting you.

This is a preliminary application for housing at Promise Development. All information will be verified by the management prior to an applicant being placed on our waiting list for consideration. All applicants must meet established selection criteria.

Return to: Property Management 262 Chelsea Ave. Suite #101 Memphis, Tenn. 38107 Office (901) 800-1404 fax (901) 800-1405

Date of Application	Single Family Homebedroomsbath			
I. <u>Applicant Information</u>				
Applicant Name/Head of Household	Any Alias Names			
Date of Birth Ad	ddress (where you live now/or receive mail)			
City State Zi	p Code Telephone			
How long have you lived at your present ad	dress? Gender: MaleFemale Race			
*Race: White, Black, American Indian/Ala	ska Native, Asian or Pacific Islander, Hispanic, Other			
Marital Status: Single	Married Divorced Widow/Widower			
Children/Dependents: Do you have any chi	ldren or dependents? Yes No			
If yes, how many?	Do they currently live with you?YesNo			
Please list all person living with you	RelationshipAgeSexSocial Security #DOB			
Are the pets vaccinated?Yes	ently?YesNo			
	eanor or felony?YesNo			
If yes, please explain: Provide information on an emergency conta your behalf. NAME: ADDRESS:	ould like to request that would allow you to fully utilize our programs?Yes No			
III. Household <u>Income</u>				
Please provide all income/earnings informa	tion below. This income may include but is not limited to: Employment Income, Self-			

Employment Income, Unemployment Compensation, Social Security, Disability Income, Child Support, Pensions, Baby-Sitting Income, etc. If you have no income, write NONE below.

Name of	Employment or	Weekly	Social Security/	AFDC/TANF	Child	Other Income
Household	Self-Employment	Unemployment	SSI Monthly	Monthly	Support	List-Type and
Member	Gross Weekly	Benefits	Benefits	Income	Monthly	Monthly Amount
Receiving	Income and				Income	(Food Stamps)
Income	Employer Name					
I	- <u> </u>					
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Do you have any other earnings/income or receive any money not liste		
If yes, list type and amount monthly: Does anyone help you pay your bills?YesNo If yes, list name	and monthly amounts	
Does anyone help you pay your offis? resNo fi yes, list name	and montiny amount:	
IV. <u>Housing Assets:</u>		
Do you have a checking account?YesNo Balance	Bank	
Do you have a savings account?YesNo Balance	Bank	
Do you own any real estate/property?YesNo Type	Value	Address
Do you have any of the following: Money Market Account?Yes No Stocks?YesNo BondsYesNo Other (list)		
Have you disposed of any assets for less than Fair Market Value durin	a the two preceding year	$s^2 \square Vas \square No$
If yes, please list	• • • •	5: 103 110

V. Signatures/Certification of True and Correct Information

By completing and returning this application, you will automatically be placed on a waiting list for North Memphis Community Development Federally Funded Permanent Housing Program.

I certify that all that information above is complete, correct and true to the best of my knowledge. I understand that false or misleading information may result in the rejection of my application. I also understand that completion of this application in no way guarantees me that I receive rental housing. Further, I give permission to check any and all my information and/or references contained herein, including but not limited to employers and landlords; and further, I also give permission to check my credit rating and the credit information contained herein either directly or thought a credit reporting agency. Please note, by signing this application, you are allowing the Supportive Housing Staff to complete any needed checks listed below.

Please be sure you have answered all questions. Otherwise, we will be unable to process your application.

(Applicant Signature)	(Date)
(Witness Signature)		(Date)
Manager's Comments		****
Prior Residence Chec	k:	
Credit Check:		
Employment/Income	Check:	
Reference Check:		
Criminal Background	Check:	
Disability Verification	n:	
Disposition Check:	Approved/Date: Notified Date:	Disapproved Date:

WARNING: Section 1001, of Title 18 of the U.S. code, makes it a criminal offense to make willful false statements or misrepresentation to any department or agency of the United States as to any matter within its jurisdiction

Applicants will not be discriminated against on the basis of race, color, religion, sex or national origin.

LANDLORD REFERENCE FORM

NAME OF RENTAL DEVELOPMENT: PROMISE DEVELOPMENT CORPORATION

TO CURRENT/PREVIOUS LANDLORD: The renter named below has applied for housing at the rental development named above, which is a Low Income/Affordable Housing Development. As managing agents, we need your help in answering the following questions; your answers will be used to help determine the renters eligibility. Thanks you for your cooperation. Please fax this form to (901) 800-1405.

Sig	nature of owner of managing agent	Phone	e Number		Date	
Ap	plicant's Signature				Date	
Co-	-Applicant's Signature				Date	
My	/our signature(s) as an applicant (s) authorize the	e release of the at	oove informa	tion.		
Rer	nter's Name:	Landl	lord's Name:			
Rer	nter's Address:	Landlo	ord's Address			
The	e following is to be completed by the Landlord:					
1.	When did they rent this property?	From: Month/I	Day/Year	T	o: Month/Day/Year	
2.	Do they still live here now?					
3.	Name of persons who signed lease (including of	wner or managin	ig agent)			
4. 5.	Who lived at this address? Are you related to them or anyone in their hous	ehold by blood o	or marriage o	r the opera	tion of the law?	
6.	What type of structure? House	-			Room	
-		Was it paid on time? Yes No Amount refunded to them? \$				
8. 9.	Why did they move?					
	Did they give proper notice before moving out					
	What are their overall housekeeping habits?					
12.	Was the property left in rentable condition after	r they moved?	Yes		No	
13.	Was the property damaged during their stay?	Yes		No		
14.	Did they have pets? Yes	No				
15.	Did they get along with their neighbors?					
16.	Were they responsible for paying their own hea	t and lights?	Yes		No	
17.	DO you own this rental property listed above?	Yes		No		
18.	If no, who is the owner?					
19.	Would you rent to them again? Yes		No			
20.	Additional comments:					
Nai	me of Person Completing Form		Title			Date

Promise Development Corporation	Promise Development Corporation 262 Chelsea Ave. Suite 101 Memphis, TN 38107 Phone: 901-800-1404, Fax: 901-800-1405 Email: <u>infor@pdevcorp.org</u> Website: <u>www.pdevcorp.org</u> Employment Verification					
THIS SH	ECTION TO B	E COMPLE	ETED BY MANAGEMENT A	AND EXECUT	ED BY APPLICANT	
TO: (Name & Address of Employer) Date:						
RE:						
Aj	oplicant Name		Social Security Nu	mber	Unit No.	
I hereby authorize re	lease of my emp	loyment infor	mation.			
Signature of Applica	 int			Da	te	
		is an applican	t/tenant of a housing program that			
			that stated purpose only. Your pro-			
	THIS	SECTION	TO BE COMPLETED BY	Y EMPLOYE	R	
Employee Name:			Job Title:			
Presently employed:	Yes Date	First Employ	ed No _	Last Date of	of Employment	
Current Wages/Sala	ry: \$	(Circle	e) Hourly Weekly Biweekly S	Semimonthly Mo	onthly Annually Other	
Average No. of regu	lar hours per wee	ek:	Year to date earning: 1	N/A thro	ough	
Overtime Rate: \$		per hour	Average number of overtime he	ours per week:		
Shift Differential Ra	te: \$	per hour	Average number of shift differe	ential hours per w	zeek:	
Commissions, Tips,	Bonuses: \$		(Circle) Hourly Weekly Biw	eekly Semimont	thly Monthly Annually Other	
List any anticipated	change in the em	ployee's rate	of pay within the next 12 months:			
			Effective date of change:			
If the employee is w	ork seasonal or s	poradic, pleas	e indicate the layoff period(s):			
Additional Remarks	:					
Employer's Signatur	e		Employer's Printed Name	Dat	e	
		Emp	oloyer (Company) Name and Addr	ess		
Telephone	Number		Fax Number	E-mail Addr	ress	
Note: Section 1001			akes it a criminal offense to make very a store any matter within its jurisd		ment or misrepresentations to	