

Received by (Print) _____

Date Received _____

Time _____ am/pm

WAIT LIST PRE-APPLICATION

Preferred Move In Date: _____ ASAP _____ Other (list month & year) _____

How many in Household? _____ Size needed: _____ 1bdrm _____ 2 bdrm _____ 3 bdrm

MAXIMUM OCCUPANCY STANDARDS: (Not all unit sizes are available at all properties)

1 BEDROOM..... 2 PERSONS
2 BEDROOMS..... 4 PERSONS 3 BEDROOMS..... 6 PERSONS

YOUR CONTACT INFORMATION:

Name Phone # Email Address

Street Address Apt. # City State Zip Code

PREFERRED METHOD OF CONTACT: ___ phone ___email ___ mail (choosing this method may cause you to miss a housing opportunity)

Please be advised, the pre-waitlist application, must be returned to our office in order to be added to our waitlist.

The following information will be used to determine preliminary eligibility for placement on the waitlist. Finally, eligibility can only be determined with the complete application process including third party documentation of all income, and all eligibility requirements are met.

PLEASE PRINT CLEARLY using blue or black ink. Provide all requested information. Incomplete applications will not be accepted for placement on the wait list.

HOUSEHOLD COMPOSITION:

APPLICANT FULL LEGAL NAME Additional Household member Additional Household member

CO-APPLICANT FULL LEGAL NAME Additional Household member Additional Household member

Do all members of the household have a valid social security number [] Yes [] No
Are **ALL** members of the household FULL TIME STUDENTS (including any and all adults): [] Yes [] No
If Yes: Is the household comprised of a single parent and child? [] Yes [] No File a joint tax return? [] Yes [] No

Will there be any pets/animals? [] Yes [] No If YES, # of Pets _____; Breed of Pet(s): _____

NOTE: Providing this information does not guarantee acceptance of your animal as some properties do not permit pets, or may have weight limits or breed restrictions. Additional information will be obtained prior to move in.

INCOME:

INCOME INCLUDES: Gross amount of wages, salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal services of all adults in the household, social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, unemployment compensation, disability compensation, worker's compensation, severance pay, welfare assistance, (AFDC), alimony and child support, unearned income of minor children such as social security, recurring monetary gifts or contributions regularly received, net income from a business.

INCOME DOES NOT INCLUDE: Student financial assistance, personal loans, meals on wheels, special pay to a household member serving in the Armed Forces exposed to hostile fire, value of allotment provided under the Food Stamp Act of 1977, payments received under Domestic Volunteer Service Act of 1973, payments received under Title V of the Older Americans Act, earned income tax credit, and income from the employment of children under the age of 18 years.

APPLICANT INCOME: Employed [] YES [] NO [] Retired [] Self-employed [] Not/Un Employed

Employer Name or Source of income Rate of pay [] Hour, [] Month Average hours per week Position/Occupation

(b) If employed do you earn tips, overtime, bonuses, commissions or other compensation? [] Yes [] No
If yes, how much \$ _____ per [] Week [] Month [] Year (Check One)

CO-Applicant INCOME: Employed YES NO Retired Self-employed Not/Un Employed

Employer Name or Source of income _____ Rate of pay Hour, month _____ Average hours per week _____ Position/Occupation _____

(b) If employed do you earn tips, overtime, bonuses, commissions or other compensation? Yes No
If yes, how much \$ _____ per: Week Month Year **(Check One)**

OTHER INCOME (including income received on behalf of minors such as child support, SS, SSD): YES NO

\$ _____ Week Month Year SOURCE _____

\$ _____ Week Month Year SOURCE _____

OTHER INFORMATION: HAVE YOU EVER: Been evicted from Tenancy? Yes No
Filed for Bankruptcy? Yes No Been convicted of any crime? Yes No Taken out a Student Loan? Yes No

If yes to any of the above, please describe: _____

This is not a guarantee of the first available apartment or a guarantee of a specific rental rate. When an apartment becomes available, we will call the first person listed. If we are unable to reach you, we will leave a message if possible and continue on to the next person on the list.

When you are contacted that an available apartment is or will be available for your requested floor plan and/or time frame, should you choose to accept the apartment a non-refundable application fee of \$25.00 for *each* adult applicant along with a refundable (*conditional*) \$100.00 hold deposit will need to be received in our office within **24 hours** from the time of notification and a full rental application packet with need to be completed as well. If we have not received the application fee(s) and hold deposit, it will signify your decline of the available apartment and we will continue with the next person on the list. Only one offer will be made. Refusal to accept an offer of a requested apartment will result in withdrawal from the wait list without further communication. (Should you wish to remain on the waitlist, an updated Waitlist Pre-Application Agreement will be required.)

Upon receipt of application and payment, the apartment will be reserved until your application has been fully screened and processed including all necessary third-party verifications. Approval will be based upon meeting the income qualifications per the LIHTC Tax Credit Section 42 of the IRS code as well as the results of the credit and criminal background and in accordance with the Tenant Selection Criteria that has been provided at the time of this application.

Warning: Section 1001 of the Title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or cover up by any trick, scheme, device or material fact, or makes any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both".

I certify that the information above is true and correct to the best of my knowledge and belief. I authorize Manage, Inc. to make such investigations into my history as they may deem appropriate, including (but not limited to) verification of employment & income sources, assets, rental history and consumer credit reports and criminal history. Such investigations may or may not take place until the actual application is processed.

By execution of this Waitlist Pre-Application Agreement, I understand it is my obligation to update all contact information if it changes and to report any change of circumstance such as finding another apartment or extending my existing lease. I must contact the office every three (3) months to. Failure to comply will result in withdrawal from the wait list without further communication.

Applicant's Signature

Date

Co-Applicant's Signature

Date

FOR OFFICE USE ONLY

CONTACT TRACKING:

Date	Time	By (Applicant or Agent)	Notes

OFFER DATE _____ **APT #** _____ **ACCEPTED/DECLINED** _____

TENANT SELECTION CRITERIA

**Manage, Inc
380 Linden St.
Reno, NV 89502
775.825.0999**

This property is operated under the Low-Income Housing Tax Credit Program under Section 42 of the Internal Revenue Code and/or the HOME Fund Program under Housing and Urban Development guidelines. These programs require that we obtain written confirmation of ALL income and assets of ALL applicants. Your cooperation in acquiring the necessary information needed to approve your application is required.

FAIR HOUSING AND EQUAL OPPORTUNITY LAWS

Apartment Complexes under the management of Manage, Inc., will comply with all federal, state and local fair housing and civil rights laws, and with HUD equal opportunity requirements. There will be No discrimination because of Race, Creed, Color, Religion, Sex, Disability, National Origin or Familial Status.

ELIGIBILITY REQUIREMENTS

- 1. Must meet income limit requirements.
- 2. Must conform to occupancy standards.
- 3. **For Senior Properties:** Must be 55 years of age or older (Exception: If household member is requiring a live-in caregiver, the caregiver may be under the age of 55. They will be screened for credit and criminal but not for income qualification.
- 4. As a rule, the household must not be comprised in its entirety by full-time students. Thus, if any individual in the household is not a full-time student, the application will not be disqualified, due to student status. If all residents are full time students, the applicants may still qualify for residency if:
 - a. Students file a joint income tax return.
 - b. Enrolled in a job- training program.
 - c. A household consists of a single parent with dependent child or children.
 - d. Receiving assistance under Title IV of the Social Security Act (TANF)
 - e. Previously part of a foster care program.

NOTE: Student status is not subject to any “grandfather” clauses as are income limits. AT NO TIME DURING THE LEASE OR ANY EXTENSION THEREOF MAY THE UNIT BE OCCUPIED ENTIRELY BY FULL-TIME STUDENTS WHO DO NOT QUALIFY FOR ONE OF THE EXEMPTIONS TO STUDENT STATUS.

- 5. Must demonstrate conduct that would not prove detrimental to the apartment community or its residents.

**OCCUPANCY STANDARDS:
(Not all unit sizes are available at all properties)**

1 BEDROOM.....	2 PERSONS
2 BEDROOMS.....	4 PERSONS
3 BEDROOMS.....	6 PERSONS

INCOME LIMITS

Maximum income limits are those in effect at the time of application as designated each year by HUD.
Minimum income limits are 2 (two) times the current rent plus applicable utility allowance.
Minimum Income Limits for Senior Properties is One-Half (1/2) the current maximum income.

ALL APPLICANTS WILL BE ELIGIBLE FOR TENANCY ON A FIRST COME, FIRST SERVED BASIS.

CRITERIA

The following criteria will be used to screen all prospective applicants. All intended residents 18 years of age and older must meet the screening criteria. All applicants 18 years of age and older must pay a non-refundable application fee. At management’s discretion, an additional security deposit may be required.

It is our policy to use the application form, interviews with former landlords, credit reviews and other interviews and verifications to apply the following criteria.

- 1. All applicants are required to not exceed Low Income Tax Credit/HOME maximum income requirements
- 2. Must meet current minimum income requirements
- 3. Demonstration of ability to pay rent on time.
- 4. History of being a good resident. Housekeeping habits. Given current landlord proper notice to vacate.
- 5. Habits conducive to the safety and well being to the community and the residents.
- 6. Review of employment and income.
- 7. Valid Social Security Number
- 8. Valid State or Federal ID
- 9. Credit history.
- 10. Bankruptcies discharged at least 6 months
- 11. Sex Offenses
- 12. Illegal Drug Convictions
- 13. Felony and some misdemeanor convictions (see below)

REJECTION OF APPLICATIONS: Rejected Applicants will be promptly notified in writing.

1. Over maximum income.
2. Do not meet minimum income limits
3. No correct sized units available (see occupancy standards)
4. Negative credit
 - Outstanding debt to any utility provider
5. Negative Rental history. Must not be in default of any current or previous lease and must not owe any money to any current or prior landlord. **Any evictions will result in your application being denied.**
6. Failure to complete the application or verifications are not returned.
7. Providing false information and/or failure to provide required information necessary to complete the application process.
8. All felony and misdemeanor convictions to include but not limited to:
 - a. Arson, breaking and entering, burglary, grand larceny, theft.
 - b. Assault, battery, injury to child or elderly, kidnapping, manslaughter, murder, robbery.
 - c. Blackmail, extortion, racketeering, gang participation
 - d. Sex offender, child pornography, prostitution, sexual assault, rape, sex abuse, statutory rape
 - e. Items where the jurisdiction did not return enough information to determine classification.
9. All felony convictions in the last 10 (ten) years and misdemeanor convictions last 7 (seven) years, include but not limited to:
 - a. Animal abuse, neglect, abandonment, animal bite or attack, dog fighting.
 - b. Counterfeiting, credit card abuse, embezzlement, identify theft, insurance fraud, welfare fraud.
 - c. Cyber Stalking, damage computer software, hacking, wiretapping.
 - d. Abandonment, abuse, domestic violence, endangering a child, **injury to a child**, contributing to the delinquency of a minor, non-support.
 - e. Assault on police officer, contempt, fleeing police, obstruction of justice, resisting arrest.
 - f. Criminal mischief, criminal attempt, engage in riot, hit and run, harassment, disturbing the peace.
 - g. Keeping a gambling place, possess a gambling devise, promotion of gambling.
 - h. Assault with a deadly weapon, discharging a firearm, felon possessing firearm, manufacture destructive device.
 - i. Manufacture for sale, possession of cocaine/meth, attempt to purchase, maintain place for drug use, trafficking or smuggling, drug abuse, possession of marijuana, possession of drug paraphernalia.
 - j. Driving without a license, reckless driving, driving while license revoked, expired tags, child restraint.
 - k. DUI, DWI, DUI causing injury, drunk and disorderly, providing to a minor, selling to a minor.
 - l. Probation Violation, trespassing, fireworks, littering, selling tobacco to a minor.

WAITING LISTS

Applicants will be accepted, placed on a waiting list or rejected. Potentially eligible and acceptable applicants for whom the right size unit is not available will be placed on a waiting list and informed:

1. that they will be contacted when an appropriate sized unit becomes available, and
2. Approximately how long it will take for the unit to become available.

Applicants will be required to contact the Management Office in writing **every three months** in order to remain on the waiting list. A separate waiting list will be maintained for each program segment

CHANGE IN UNIT SIZE

Should current residents require a unit of a different size, they shall be given preference over other applicants. However, they must still go through the qualifying process.

Signature of Applicant

Date

Signature of Applicant

Date