

B&C Alliance Application

Use this form to determine if a renter or tenant/buyer qualifies for housing units B&C controls.

FOR OFFICE USE ONLY	Date Received _____	_____ Accepted
_____ Income	_____ Credit Report	_____ Denied
_____ Evictions	_____ Rental History	_____ References
	_____ Other	Notified _____

Dear Applicant:

We are working with landlords in this area to maintain the quality of the neighborhood through proper tenant screening. Our standards are fair, applied consistently and are rigidly enforced. Let me point out a few of the important responsibilities you are agreeing to.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other renters in this area are being screened with equal care and, as a result, there may be a reduced risk of illegal activity occurring in the area.

Please review our list of criteria. If you feel you meet the criteria, please apply. Please note that we provide equal housing opportunity; we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, or familial status.

INSTRUCTIONS:

- Complete Application. Do not leave blanks (*Put N/A if it does not apply*)
 - A separate application is required for each non-married adult.*
- State ID or Driver's licenses information must be completed for anyone over 18 years (*we must get copies*)
- We need copies of two of the most recent paychecks or pay stubs (*We need this for each adult on lease*)
- We need (2) separate payments for deposit and 1st months rent

ITEMS REQUIRED WITH APPLICATION

- Completed application for every non-married adult over 18 years and all applicants
- ID with picture (copy for anyone over 18 years)
- Last (2) paycheck stubs for anyone over 18 years and all applicants
- Signed lease by anyone over 18 years and all applicants

Acceptance Criteria

- ☑ A complete application is required for each adult. One application for each adult (18 years of age or older). If a line is not filled in, or the omission is not explained satisfactorily, the application will be returned.
- ☑ Two pieces of I.D. must be shown. We require a photo I.D (a driver's license or other government-issued photo identification card) and a second piece of I.D. as well.
- ☑ Your rental history must be verified by unbiased sources. If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, we will require a qualified cosigner on your rental agreement (qualified cosigners must meet all applicant screening criteria) or an additional security deposit equal to one (1) month's rent. It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.
- ☑ If you owned – rather than rented – your previous home, you will need to furnish mortgage company references and proof of title ownership or transfer.
- ☑ You must have sufficient income/resources. If the combination of your monthly personal debt, utility costs, and rent payments will exceed 35% of your monthly income before taxes, we will require a qualified cosigner on your rental agreement (of an additional deposit equal to one (1) month's rent.).
- ☑ We must be able to verify independently the amount and stability of your income through sources such as pay stubs, employer/source contacts, or tax records. If you are self employed, you will be required to submit a business license, tax records, bank records, or a list of client references.
- ☑ Section 8 applicants must allow information access. Section 8 applicants must sign a consent form allowing the local public housing agency to verify information regarding their rental history.
- ☑ False information is grounds for denial. Your application will be denied if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- ☑ Criminal convictions for certain types of crimes will result in denial of your application. Your application will be denied if, in the last three (3) years, you have been convicted of any type of crime (including the manufacture or distribution of controlled substances) that would be considered a serious threat to real property or to other residents' peaceful enjoyment of the premises.
- ☑ Certain court judgments against you may result in denial of your application. If in the past three (3) years you have been through a court-ordered eviction, or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there has not been more than one such incident, the circumstances can be justified, *and* you provide a qualified cosigner on your rental agreement.
- ☑ A poor credit record (overdue accounts) may result in denial of your application. Credit records showing occasional payments will be acceptable, provided you can justify the circumstances.
- ☑ Poor references from previous landlords may result in denial of your application. You will be turned down if previous landlords report significant complaints such as repeated disturbance of the neighbors' peace; reports of prostitution, drug dealing, or drug manufacturing; damage to the property beyond normal wear; reports of violence or threats to landlords or neighbors; allowing persons not on the lease to reside on the premises; and failure to give proper notice when vacating the property. Also, you will be turned down if a previous landlord would be disinclined to rent to you again for any reason pertaining to lease violations by you, your pets, or others allowed on the property during your tenancy.
- ☑ There is a \$100 earnest deposit, conditionally refundable. If you are accepted as a tenant, the deposit will be applied to your security deposit. If you withdraw your application after we have incurred screening expenses, we will not refund your deposit. In all other cases, the deposit will be refunded.
- ☑ We will accept the first qualified applicant.

APPLICATION

UNIT INFORMATION This is NOT a lease or a rental agreement.

The Undersigned hereby makes application to rent Property located at _____
 Monthly rent \$ _____ Lease term _____

(Check one or both) _____ Earnest Money Paid \$100, _____ Credit Check Fee \$25.00\$ _____ (1st Adult & \$15 for each additional Adult or an out of state application)

APPLICANT INFORMATION

Name:	Date of Birth:	Social Security No:
	Drivers Lic. No:	Exp. Date:
	Phone:	Cell Phone:
Previous Address:	Landlord:	Phone:
Name of Co-Tenant:	Date of Birth:	Social Security No:
	Drivers Lic. No:	Exp. Date:
	Phone:	Cell Phone:
Present Address:		
How long at present address:	Landlord:	Phone:
Current Rent Amount:	Rent Paid Through:	Current Lease Expires:
Previous Address:	Landlord:	Phone:
City/State/Zip Code:		
Relationships:		Pets:
OCCUPANTS:		
Ages:		
Year, Make & Model of Car:	Color:	License:

EMPLOYER & INCOME

	PRESENT OCCUPATION	PRIOR OCCUPATION	CO-TENANT'S OCCUPATION
Occupation			
Employer			
Self Employed, DBA			
Business Address			
Business Phone			
Type of Business			
Position Held			
Name of Supervisor			
How Long There			
Monthly Gross Income			

REFERENCES

BANK REFERENCE:	Address:	Phone:		
CREDIT REFERENCES	ACCOUNT NO.	ADDRESS	PURPOSE	OPEN/CLOSED
PERSONAL REFERENCES	ADDRESS	PHONE	TIME KNOWN	OCCUPATION
NEAREST RELATIVE	ADDRESS	PHONE	CITY	RELATIONSHIP

If you respond “Yes” to any of the following questions, please provide the circumstances and/or details surrounding the event in question.

Have you ever filed a petition for bankruptcy? Y / N

Have you ever been evicted from any tenancy? Y / N

Have you ever been convicted of any crime? Y / N

Have you ever willfully and intentionally refused to pay any rent when due? Y / N

PLEASE READ THIS CAREFULLY AND SIGN THIS APPLICATION

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, the Landlord and I shall sign a written lease or rental agreement. The landlord and I have no rental agreement until the time that the lease or written rental agreement is signed.

I have paid the earnest money deposit and credit report fee indicated on this application. The earnest money deposit will be applied to my deposit if the Landlord enters into a lease or rental agreement with me. If this application is approved, and I fail to enter into a lease or rental agreement, the earnest money and any subsequent payments may be retained to compensate the Landlord’s cost and damages. The earnest money and any subsequent payments will be refunded to me if this application is rejected. The credit report fee is nonrefundable.

My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to a consumer credit reporting agency.

State and Federal law prohibit discrimination by any person engaging in real estate transactions on the basis of religion, race, color, national origin, age, sex, familial status, or marital status.

I expressly authorize the Landlord to obtain a credit report. I understand that if the Landlord denies my application based in whole or in part on the information contained in my credit report, that I am entitled to receive a copy of my credit report, free of charge, from the credit reporting agency supplying the report to the Landlord.

I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CONSUMER CREDIT REPORT.

Signature of Applicant _____ Date _____

Signature of Applicant _____ Date _____

AUTHORIZATION TO RELEASE INFORMATION

Date _____, 2006

I/We _____

The undersigned, and authorize and direct any individual, business organization or Federal, State or Local agency to release and /or verify information which is deemed necessary in connection with processing my/ our application for residency with BC Alliance Inc.

I/We agree that a photocopy of this authorization may be used for the purpose(s) stated above. The original form of this authorization is on file in the offices of BC Alliance Inc.

Name (<i>print and sign</i>)	Social Security #	Date of Birth
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Name (<i>print and sign</i>)	Social Security #	Date of Birth
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In case of Emergency or unpaid obligations please contact:

(This can not be anyone living with you at same residence)

Name (print)

Address (city, state, zip)

Phone (area code, phone number)

7/20/2007

B&C Alliance Inc
PO Box 900
Noblesville, in 46061