EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC

1320 W CLAIREMONT AVE EAU CLAIRE, WI 54701 | PH: 715.832.8420 | FAX: 715.832.0612

Empowering people, advancing cultures, and enhancing the quality of life of the Chippewa valley low-income families

Preliminary Application for Occupancy

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to make sure that people do not use rental units for illegal activities. To that end, we have a thorough screening process.

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.

Note that we provide equal housing opportunity: We do not discriminate on the basis of race, color, religion, sex, disability, national origin, or familial status, as required by state and local law.

Criteria:

1. **A complete application.** One for each adult (18 years of age or older). If a line isn't filled in, or the omission explained satisfactorily, we will return it to you.
    a. **A screening fee of $20 shall be included with the application for each adult 18 years or older.**

2. **Rental History Verifiable from unbiased source.** If you are related to one of the previous landlords, or your rental history does not include at least two previous landlords, we will require a qualified cosigner on your rental agreement, or an additional security deposit.

3. **Sufficient Income/resources.** If the combination of your monthly personal debt, utility cost, and rent payments will exceed 30% of your monthly income, before taxes, we will require a qualified co-signer on your rental agreement. If the combination exceeds 35% of your monthly income, your application will be denied.
    a. We must be able to verify independently the amount and stability of your income. (For example: through pay stubs, employer/source contact, or tax records, bank records, or a list of client references.)
    b. For section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion.

4. **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 ID as well. Present with completed application.

5. **False information is grounds for denial for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

6. **Criminal conviction for certain types of crimes may result in denial of your application.** You will be denied rental if, in the last ten years, you have had a conviction for any type of crime that would be

considered a serious threat to real property or to other residents' peaceful enjoyment of the premises, including the manufacture or distribution of controlled substances.

7. **Certain court judgments against you may result in denial of your application.** If, in the last ten years, you have been through a court ordered eviction, or had any judgement against you for financial delinquency, your application will be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified, and you provide a qualified co-signer on your rental agreement.

8. **Poor credit record (overdue accounts) may result in denial of your application.** Occasional credit records showing payments within three to five days past due will be acceptable, provided the circumstances. Records showing payments past six days are not acceptable.

9. **Poor references from previous landlords may result in denial of your application.** You will be turned down if previous landlords report significant complaint levels of noncompliance activity, including but not limited to:

    a. Repeated disturbance of the neighbors' peace
    b. Gambling, Prostitution, Drug Dealing, or Drug Manufacturing
    c. Allowing persons not on the rental agreement to reside on the premises.
    d. Damage to the property beyond normal wear for which timely reimbursement by the tenant was not provided
    e. Violence or threats against landlords, other tenants, or neighbors
    f. Disabling a smoke alarm or carbon monoxide detector
    g. Smoking inside a rental home governed by a no-indoor-smoking rule
    h. Failure to give proper notice when vacating the property

If you are accepted, you will be required to sign a rental agreement in which you will agree to abide by the rules of the rental unit and/or apartment community. A complete copy of our rental agreement is available for anyone who would like to review it. In addition to other important requirements, please note that your rental agreement will:

- Require that you prevent all household members, guests, and visitors from engaging in any lease-violating behavior
- Forbid you, any member of your household, or your guests, from engaging in illegal drug use, sale, manufacture, distribution, or other criminal activity on or near the property.
- Limit your ability to allow guests to stay for long periods without advance permission of the landlord.
- Forbid (or allow) smoking inside the dwelling unit.
- Provide that serious or repeated violations of the lease requirements on these items, or any other item addressed by the rental agreement, will result in termination of your rental agreement.

Please read the entire rental agreement carefully, as we take each part of the agreement seriously. The agreement has been written to help us prevent activity that disturbs the peace of the community, promote respectful neighborhood behavior, and to help make sure that our tenants are given the best housing we can provide.

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This is <u>not</u> a Lease or Rental Agreement

This undersigned hereby makes application to rent a unit located at_____

Applicant Information:

Name:	**Date of Birth:**	**SS#:**
Last First MI		
Address:	**License Plate #:**	**Make & Model of Vehicle:**
Street City State Zip Code		
Email Address:	**Phone #:**	

Emergency Contact (someone not residing with you)

Name:	**Phone:**
Address:	**Relationship:**
Street City State Zip Code	

Rental History

Current Address

Address:	**Monthly Payment:**	**Since:**
Street City State Zip Code		MM/YYYY – MM/YYYY
Current Landlord:	**Phone:**	

Previous Address:

Address:	**Monthly Payment:**	**Since:**
Street City State Zip Code		MM/YYYY – MM/YYYY
Previous Landlord:	**Phone:**	

Employment Information:

Current Employer

Address:	**Start Date:**
Street City State Zip Code	MM/YYYY – MM/YYYY
Job Title:	**Gross Monthly Income:**
Supervisor:	**Phone:**

Other Employment/Employer

Address:	**Start Date:**
Street City State Zip Code	MM/YYYY – MM/YYYY
Job Title:	**Gross Monthly Income:**
Supervisor	**Phone:**

Co-Applicant Information (must be 18+)

Name:	**Date of Birth:**	**SS#:**
Last First MI		
Address:	**License Plate #:**	**Make & Model of Vehicle:**
Street City State Zip Code		
Email Address:	**Phone:**	

Co-Applicant Employment Information

Current Employer

Address:	**Start Date:**
Street City State Zip Code	MM/YYYY – MM/YYYY
Job Title:	**Gross Monthly Income:**
Supervisor:	**Phone:**

Other Employment/Employer

Address:	**Start Date:**
Street City State Zip Code	MM/YYYY – MM/YYYY
Job Title:	**Gross Monthly Income:**
Supervisor:	**Phone:**

Other Occupants (those under the age of 18 to occupy unit)

Name:	Date of Birth:	SS#:	Relationship:
1.			
2.			
3.			
4.			

Applicant's Personal References

Name:	**Phone:**
Address:	**Relationship:**
Street City State Zip Code	
Name:	**Phone:**
Address:	**Relationship:**
Street City State Zip Code	
Name:	**Phone:**
Address:	**Relationship:**
Street City State Zip Code	

Have you or any of the co-applicant(s) been convicted of a crime? **No** **Yes** (please circle)

If yes, please explain:

The information regarding race, national origin and sex designation solicited on this application is requested. however, applicants are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual's applicants based on visual observation or surname.

Applicant's Race:

- ☐ White
- ☐ Black
- ☐ Hispanic
- ☐ Native American
- ☐ Asian or Pacific Islander
- ☐ Other: _____

Applicant's Sex:

- ☐ Male
- ☐ Female
- ☐ Other: _____

Privacy Act Disclosure:
The principle purpose of collecting the above information is to determine eligibility for occupancy. Information collected will not be shared with third parties unless noted in the Release of Information Authorization Form.

By signing this document, the listed applicant(s) hereby authorizes the Eau Claire Area Hmong Mutual Assistance Association, Inc. (ECAHMAA) to conduct a credit check, background check, and reference check. The applicant(s) also agrees that all information provided is true and accurate. ECAHMAA reserves the right to disqualify the prospective tenant if the information provided is false or misleading.

Signature of Applicant: _____ **Date:** _____

Signature of Co-applicant: _____ **Date:** _____

Completed application with a signed Release of Information Authorization can be mail to:
ECAHMAA 1320 W Clairemont Avenue Eau Claire, WI 54701 OR Fax to 715.832.0612