

PROPERTY:	
APARTMENT & TYPE:	
MONTHLY RENT:	
Move-In Date:	

Today's Date:

## UNIVERSITY CITY HOUSING COMPANY RENTAL APPLICATION

- 1) A non-refundable application fee of \$40 per applicant is required when an application is submitted. All individuals age 18 or over that intend to reside in the property must apply.
- 2) All applicants must provide his/her government issued photo ID before a showing.
- 3) A hold deposit equal to one month's rent is required to hold a rental unit. A hold deposit is non-refundable after three (3) days from receipt of signed credit card authorization form.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

- 4) All applicants must complete the application in full. Please write "N/A" in any areas that do not apply.
- 5) A minimum of seven (7) years of residential history and seven (7) years of employment history is required.
- 6) A fully completed application and all supporting documentation (including but not limited to proof of income, rental history, employment verification, and landlord references) must be submitted by all applicants no later than \_\_\_\_\_, or University City Housing Company, at University City Housing Company's sole discretion, may cancel my application, release the hold on the apartment, and refund the hold deposit.
- 7) If applicants choose to withdraw this application, they must do so in writing to this office no later than 3 days from receipt of signed credit card authorization form, or applicants may forfeit the hold deposit.
- 8) All applicants must sign the lease within 2 days of receipt. If all applicants fail to sign the lease within 2 days of receipt, University City Housing Company, at University City Housing Company's sole discretion, may place the apartment back on the market, in which case the hold deposit would be forfeited.
- 9) If an application is rejected for any reason, the hold deposit collected will be refunded to applicants in its entirety.
- 10) If an application is approved, the hold deposit will become a credit towards the security deposit to be paid prior to taking occupancy of the apartment.

**APPLICANT:**

Legal Name:			Preferred Name or Nickname:			Date of Birth:		
Email:			Cell Phone:			Social Security #:		
Street Address:						Dates:		
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Landlord/Mortgage Holder:						Phone:		

*All individuals to occupy apartment (over the age of 18):*

Full Name:	Full Name:
Full Name:	Full Name:

More listed on separate page

I hereby agree to the terms and conditions above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**Previous Address (1):**

Street Address:					Dates:	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:					Phone:	

**Previous Address (2):**

Street Address:					Dates:	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:					Phone:	

**Previous Address (3):**

Street Address:					Dates:	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:					Phone:	

More listed on separate page

**EMPLOYMENT/SOURCE OF INCOME:**

Employer:			Phone:		Dates:	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:			City:	State:	Zip:	

Previous Employer/Source of Income  Additional Current Employer/Source of Income

Employer:			Phone:		Dates:	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:			City:	State:	Zip:	

Previous Employer/Source of Income  Additional Current Employer/Source of Income

Employer:			Phone:		Dates:	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:			City:	State:	Zip:	

More listed on separate page

**TOTAL INCOME:**  WEEKLY  MONTHLY  YEARLY \$           

**EDUCATIONAL INFORMATION:**

School Attending/Attended: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Degree:	Graduation Date:
Prior School: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Degree:	Graduation Date:

More listed on separate page

University City Housing Company complies with all Federal and State laws regarding discrimination and does not discriminate based upon age, sex, race, marital status, religion, national origin, or other prohibited classifications.



**PERSONAL INFORMATION:**

Have you ever been convicted or pleaded guilty or "no contest" to a felony (whether or not resulting in conviction)?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in conviction)?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any outstanding judgments or any overdue or unpaid bills or loans?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been ejected for non-payment of rent or otherwise failed to meet your lease obligations?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a co-maker or endorser on a note?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever declared Bankruptcy?
Have you ever refused to pay rent for any reason?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever suffered Foreclosure?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Please explain any "YES" answers and/or any credit difficulties:

**GENERAL/ADDITIONAL INFORMATION:**

Vehicle Make/Model/Year:		Color:	License Plate:
Driver's License Number:	State:	Other Vehicles?	

Nearest Relative NOT living with Applicant:		Phone:	Relationship:
Address:	City:	State:	Zip:

**WILL YOU BE BRINGING A PET WITH YOU?**  YES (please complete the section below)  NO

Type:	Breed:	Weight:	Age:	Color/Characteristics:
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**HOW DID YOU HEAR ABOUT US?** *If from a current resident please put their information below so we may thank them.*

Source/Referral Full Name:	Referral Property:	Referral Apartment:
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I CERTIFY THAT the above information supplied is true and complete to the best of my knowledge. It is agreed that this application may be rejected without further review if landlord discovers any missing or inaccurate information, and I acknowledge that if false or incomplete information has been presented, it may result in forfeiture of any payments made in connection with this application and/or future lease termination. I authorize verification of all information given and understand University City Housing Company and its agents may obtain additional information including, but not limited to, verification of income, employment, residences, credit history, criminal history, bank accounts and personal references. I SPECIFICALLY AUTHORIZE (1) University City Housing Company to obtain such credit reports and tenant screening reports as it deems necessary and prudent to evaluate my application for housing, and authorize and instruct any and all credit reporting agencies and tenant screening services to provide such reports to University City Housing and its agents, and (2) other third party disclosure of and University City Housing Company and its agents' receipt of any other information which may be relevant to this application.

Applicant Signature

Date

Print First Name, Middle Initial, Last Name

Current Street Address

Social Security Number

Current City, State, Zip



**RENTAL APPLICATION &  
UNIFORM RENTAL SCREENING CRITERIA NOTICE**

Your application will not be denied solely because you have an eviction record or solely because your credit score falls below a specific numerical threshold. We will make our decision to rent to you after reviewing your specific application and conducting an individualized assessment based on our uniform screening criteria.

Each individual over the age of 18 who will occupy the apartment must apply and will be evaluated jointly based on the criteria listed below:

1. Rental Application
  - Must be completed in its entirety
  - All information provided may be verified by UCH.
2. Income
  - 3x the gross monthly rental amount (rent plus utility fee - if any)
  - Must provide documentation verifying income
  - Examples of documentation: 2 most recent paystubs; offer letter (if have not started position or have not received first paycheck); bank statements; notarized letter from employer; previous year 1099 if self-employed; proof of other income
  - Income will be considered in light of application as a whole
  - Will accept co-signors for graduate students and individuals who recently completed undergraduate or graduate degree programs.
3. Rental History
  - Reference from a previous landlord
  - Evictions will only be considered if judgment was entered within the last 4 years and has not been satisfied or vacated (excluding judgments by agreement and evictions resulting from failure to pay rent or utility bills during the COVID-19 pandemic)
  - Rental history will be evaluated in light of application as a whole
4. Credit History
  - Good to excellent credit (excluding failure to pay rent or utility bills during the COVID-19 pandemic)
  - Credit history will be evaluated in light of application as a whole
5. Criminal History
  - Relevant criminal history (felonies and misdemeanors involving sexual misconduct), as disclosed on application

If your application is denied, you may notify us by written or electronic means of your intent to dispute or request reconsideration of the denial within forty-eight (48) hours after receiving the denial. Thereafter, you may provide to us within seven (7) business days after such denial, and we will consider the following:

1. Any evidence that information relied upon by us was inaccurate or incorrectly attributed to you or was based on prohibited screening criteria, and/or
2. Any evidence of mitigating circumstances relating to the grounds for denial to establish whether the applicant shows a readiness to satisfy the obligations of tenancy.

By signing below, you acknowledge receipt of a copy of our uniform screening criteria.

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Applicant