

## Tenant Selection Criteria

Dear Prospective Resident:

The following summarizes the charges and the requirements necessary to qualify for an apartment in our community. In order to process your application we must receive and verify from all applicants, a government issued photo identification. In addition all applicants must also provide a Social Security card. If we cannot verify identity through our screening process, applicant may be required to show additional documents verifying the Social Security number.

- All applicants must be at least 18 years old.
- Each Applicant must complete his or her own application and pay a non-refundable fee of \$18 per adult over 18.
- If there is more than 1 applicant, each applicant must qualify independently, as it relates to criminal and rental history. Income will be combined to determine eligibility. Your source of income must be from a verifiable source.
- Applicant must have given proper notice to last landlord; must have positive past landlord verification, cannot currently be under eviction or under the threat of eviction and must have prompt payment history that is verifiable.
- If prior residential history is from a home with a mortgage, this will be considered in lieu of landlord history.
- No prior evictions.
- Utilities must be put into your name and verified before you will be allowed to move in.
- No prior landlords in collections.
- Applicant must not have been convicted of a felony.
- Applicant must not have been convicted of misdemeanor in the last 5 years, involving the use, possession or intent to distribute a controlled substance or illegal drug or convicted of a crime involving violence against any person including, but not limited to, any form of assault, battery, domestic violence, and/or harm, injury or assault.
- Applicant must not have been convicted of any crime involving sexual menacing, assault or molestation offense, including children.
- Pets are NOT allowed except in Elderly and Disabled Properties. Service animals with **approved** paperwork will be accepted.

\_\_\_\_\_  
Prospective Resident                      Date

\_\_\_\_\_  
Prospective Resident                      Date

\_\_\_\_\_  
Property Manager                      Date





# BURLINGTON TERRACE APARTMENTS, LTD.

2895 Douglas Drive, Burlington, KY 41005

Phone 859 586-5628

TDD# 1-800-648-6056

(for Speech & Hearing Impaired)

DATE \_\_\_\_\_

Apartment Size \_\_\_\_\_

(Number of Bedrooms)

## RENTAL APPLICATION

**IMPORTANT:** It is a requirement of the United States Department of Agriculture to obtain a complete copy (all forms and attachments) of the most recent FEDERAL TAX RETURN for ALL ADULT HOUSEHOLD MEMBERS, 18 years and older. If your household is exempt from filing a federal tax return, please indicate by checking the box following this statement. EXEMPT

APPLICATION PROCESSING FEE IS \$18 PER ADULT HOUSEHOLD MEMBER 18 YEARS OF AGE AND OVER. THIS IS DUE AT THE TIME THE APPLICATION IS PROCESSED. ONCE PROCESSED, THIS FEE IS NON-REFUNDABLE.

Name of Head of Household \_\_\_\_\_

Spouse Name, Co-Tenant, Other Adult Member \_\_\_\_\_

Current Address: Street Number, Street Name, City, State, Zip Code (Please do not use PO BOX#) \_\_\_\_\_

Telephone Contact Number

Daytime ( ) - \_\_\_\_\_

Evening ( ) - \_\_\_\_\_

Marital Status: (Circle one)

Single

Married

Divorced

Separated

Have you ever used another name? Y/N

If yes, please indicate name: \_\_\_\_\_

Do you have a pet? Y/N Description of pet \_\_\_\_\_

NOTE: NO PETS ALLOWED

**Family Composition: List all members of your household below including part-time residents:**

Member No.	Name(s)	Relationship To Head	Birthday MM/DD/YY	Soc Sec #	Sex (M/F)	Full Time Student Y/N
1		HEAD				
2						
3						
4						
5						
6						

Anticipated change(s) in family size? (Y/N) \_\_\_\_\_ Any anticipated changes in # of students? (Y/N) \_\_\_\_\_

**Anticipated Income: Present employment and all income received by all household members:**

Member # (from above)	Source of Income: Indicate Name of Source: Employer Social Security, Child Support, Address & Telephone	Position	Dates From/To	Gross Monthly

**ASSETS:**

Member #	Describe type (Bank Account, Stocks/Bonds, Property/Real Estate).	VALUE
		\$
		\$

**CREDIT REFERENCES: (Credit Cards, School Loans, Car Payment, Mortgage Payment, etc):**

Member #	Company Name (Creditor)	Monthly Payment	Balance Due

**BANK REFERENCES:**

Member #	Bank Name Location	Type of Account Checking/Savings	Avg. Balance	Interest Earned? Y/N

**Vehicles: (Including company cars, motorcycles, etc.)**

Member #	Drivers License #	Make/Model	Year	Color	Car Plate #	Monthly Pmt

**RESIDENCE HISTORY AND CURRENT, PREVIOUS LANDLORDS:**

Current Address		Rent Monthly	Utilities/Mo	Move-In Date	Reason for Leaving
Landlord Name	Landlord Address			Landlord Phone #	
Previous Address		Rent Monthly	Utilities/Mo	Move-In Date	Reason for Leaving
Landlord Name	Landlord Address			Landlord Phone #	
Previous Address		Rent Monthly	Utilities/Mo	Move-In Date	Reason for Leaving
Landlord Name	Landlord Address			Landlord Phone #	

**EMERGENCY CONTACTS:** (In the event of an emergency, designate someone to contact on your behalf)

Name	Address	Phone #

**MEDICAL / DISABLED / HANDICAP ASSISTANCE EXPENSES**

**DO YOU WISH TO APPLY FOR AN ELDERLY EXEMPTION?** (to meet the definition of elderly, the head of household or the spouse of the head of household must be age 62 or older or disabled or handicapped, or the head or spouse of the head of household must be age 18 or older and disabled or handicapped.) YES \_\_\_\_\_ NO \_\_\_\_\_

**Medical Costs:**

1. Head of Household Medicare Premiums – Monthly Amount \$ \_\_\_\_\_

Spouse Medicare Premiums – Monthly Amount \$ \_\_\_\_\_

2 Medical Insurance Coverage – List NAME and ADDRESS of Insurance Company and premium.

Head of Household \_\_\_\_\_ \$ \_\_\_\_\_

Spouse \_\_\_\_\_ \$ \_\_\_\_\_

3 Anticipated Medical/Drug/Prescription costs NOT covered by insurance or reimbursed for the

next 12 months: \_\_\_\_\_ \$ \_\_\_\_\_

4 Medical Bills or Outstanding Costs you are making monthly payments for:

Payments are being made to: \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Monthly Payment Amount \$ \_\_\_\_\_

5 Are you seeing a Physician regularly? (Y/N) \_\_\_\_\_ Name of Dr. \_\_\_\_\_

Address \_\_\_\_\_

6 Any other medical expenses not included above? Explain below and include payment amount.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Disability and/or Handicap Assistance Expenses: Complete ONLY if Disability/Handicap Expenses allow the disabled/handicapped or another household member to WORK:**

List type of expenses, weekly amount, paid to whom:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**CHILD CARE EXPENSES**

Is Childcare expense due to Employment or Education? (Y/N) \_\_\_\_\_

Name(s) of Children Cared For:

\_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Age \_\_\_\_\_

Reasonable unreimbursed child care expenses for the care of children age **13 and under** are deducted from annual income if (1) the care enables a household member to work or go to school; (2) no other adult household member is available to care for the children; and (3) in the case of child care that enabled a household member to work, the expenses deducted do not exceed the income generated by that household member. If the child care provider is a household member, the cost of the children's care cannot be deducted.

**Breakdown of Costs Incurred:**

Name & Address of Person and/or Agency caring for Children:

\_\_\_\_\_  
\_\_\_\_\_

Weekly cost for Childcare \$ \_\_\_\_\_

**CRIMINAL BACKGROUND / CRIMINAL HISTORY**

Do you have a criminal, civil or small claims record? (Y/N) \_\_\_\_\_ If YES, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL NEEDS**

Does anyone in your family/household have special needs? (Y/N) \_\_\_\_\_

Special living accommodations required? (Y/N) \_\_\_\_\_

Please explain: (ground floor apartment, grab bars in bathrooms, modified/removed cabinetry around sinks in kitchen and/or bathroom, doorbell signaler for hearing impaired, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZATION

I/We authorize MLP MANAGEMENT COMPANY, to verify information in this application. I/We further agree that a full disclosure of pertinent facts may be made to MLP MANAGEMENT COMPANY, income, assets, credit history, criminal background, and resident history. This application may be rejected as a result of my/our misrepresentation or insufficient information.

Acceptance of this application and any deposits is not binding upon MLP MANAGEMENT COMPANY until application is approved in writing.

I/We understand that this application and all related inquiries will be used only for its relevance to screening and occupancy at this Property. If approved, I certify that the apartment that I/We lease will function as my/our primary residence. I/We also understand that this application for occupancy at a Low Income Housing Property will require annual recertification of my/our household. I/we understand that eligibility for housing will be based on Rural Development, Section 8, Tax Credit and/or by managements tenant selection criteria. I/we certify that all questions on this application have been completed truthfully to the best of my/our knowledge and belief; and that any misrepresentation of information will lead to the rejection of my/our rental application.

**SIGNATURE OF ALL PARTIES TO THIS APPLICATION, 18 YEARS OR OLDER:**

HEAD of household	Date	Spouse/Other Adult	Date
Other Adult	Date	Other Adult	Date

In order to process your application, there is a \$18 processing fee for each adult member of the household. This fee is due at the time your application is processed for tenancy. Processing consists of obtaining a Credit Report, Landlord Reference, Criminal Records Check, Verification of Income and Assets. Make sure all items are completed and the application and Tenant Release and Consent forms are both signed by all adult household members. The Application Fee is collect when the application is processed. **THIS FEE IS NON-REFUNDABLE** once the application is processed.

“The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age and disability are complied with. You 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, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Ethnicity: Hispanic or Latino \_\_\_\_\_ Not Hispanic or Latino \_\_\_\_\_  
Race (Mark one or more): 1. American Indian/Alaskan Native \_\_\_\_\_ 2. Asian \_\_\_\_\_  
3. Black/African American \_\_\_\_\_ 4. Native Hawaiian/Other Pacific Islander \_\_\_\_\_ 5. White \_\_\_\_\_  
MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b> Date & Time Received: _____	Signature of Representative: _____
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# Burlington Terrace Apartments, Ltd.

2895 Douglas Drive, Burlington, Kentucky 41005  
TDD# 1-800-648-6056 for Speech & Hearing Impaired

Tel. (859) 586-5628  
Fax (859) 586-5628

## TENANT RELEASE AND CONSENT

I/We \_\_\_\_\_, the undersigned hereby authorize  
\_\_\_\_\_, to release without liability, the  
information regarding my/our employment, income, assets, credit report and criminal  
background check to **Burlington Terrace Apartments, Ltd.**, for purposes of verifying  
information provided as part of my/our apartment rental application.

### INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, employment, income and assets; medical or child care allowances; credit report, property ownership and criminal background check. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

### GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and Present Employers	Welfare Agencies	Veterans Administration
Previous Landlords (including Public Housing Agencies )	State Unemployment Agencies	Retirement Systems
Support and Alimony Providers	Social Security Administration	Banks and Financial Institutions
CSC Credit Bureau for Credit Report, Criminal Background Check and Property Ownership searches.	Medical and Child Care Providers	

### CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that I/we can provide is incorrect.

### Signatures

\_\_\_\_\_  
Head of Household (Print Name) Date

\_\_\_\_\_  
Spouse (Print Name) Date

\_\_\_\_\_  
Adult Member (Print Name) Date

\_\_\_\_\_  
Adult Member (Print Name) Date

Note: This general consent may not be used to request a copy of a tax return, if a copy of a tax return is needed, IRS form 4506 "REQUEST FOR A COPY OF TAX FORM" must be prepared and signed separately.

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TDD# 1-800-648-6056 for Speech & Hearing Impaired

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Fax (859) 586-5628

## VERIFICATION OF U.S. CITIZENSHIP LEGAL U.S. RESIDENCE STATUS

COMPLETE ONE (1) FORM FOR EVERY ADULT HOUSEHOLD MEMBER  
(18 YEARS OF AGE AND OLDER).

In order to verify your identity and legal U.S. Citizenship status, we are required to make copies of two (2) forms of Personal Identification. One form of ID must have a photograph on it.

Photo Identification:

**PHOTO ID HERE.**  
Drivers License, State Issued ID Card, Military Identification Card, Passport. Be sure the ID includes **CURRENT ADDRESS** information as well as **DATE OF BIRTH.**

Place ID above and photocopy.

Secondary Identification:

**2ND IDENTIFICATION HERE**  
Secondary ID must be Social Security Card (signed), Medical Insurance Card, State Issued ID or Military ID (if not used above) or Major Credit Card (blank out account number/expiration date) or GREEN CARD

Place ID above and photocopy.

I hereby certify that my legal given name is \_\_\_\_\_.

I further certify that my CURRENT residence is located at \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# M.L.P. MANAGEMENT COMPANY

2828 East Hills Drive, Lexington, Kentucky 40517-4171  
TDD# 1-800-648-6056 for Speech & Hearing Impaired

Tel. (859) 268-2823  
Fax (859) 266-3286

## Sworn Statement of Federal Income Tax Return

### COMPLETE ONE FORM PER ADULT HOUSEHOLD MEMBER 18+ YEARS OF AGE!

I have submitted my \_\_\_\_\_ (year) U.S. Federal Income Tax Return, including all attachments and schedules.

I hereby swear and attest that this is my FULL FEDERAL INCOME TAX RETURN including ALL ATTACHMENTS SCHEDULES for \_\_\_\_\_ (year). There are \_\_\_\_\_ total pages that make up this FULL COPY of my Federal Return.

\_\_\_\_\_  
Resident (Tenant/Co-Tenant)

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Apartment Manager

\_\_\_\_\_  
Date

**-OR-**

### EXEMPT FROM FEDERAL INCOME TAX RETURN

I hereby certify that I am EXEMPT from filing a U.S. Federal Income Tax return. (Check appropriate box below).

1. My income is exempt from Federal Taxes (Circle One)

A Social Security

B SSI

C Other (specify) \_\_\_\_\_

**-OR-**

2. I am not exempt from filing Federal Taxes, however I have not filed a Federal Tax Return since \_\_\_\_\_ (year), a copy of which is attached. (This full copy includes \_\_\_\_\_ pages.)

\_\_\_\_\_  
Adult Household Member

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

Equal Opportunity Housing