- 1st. Fill out and sign the APARTMENT RENTAL APPLICATION. Answer all questions. An Incomplete application will not be processed.
- 2nd. Submit the application and a money order or check for \$12.50 per applicant 55 and older. This is a non-refundable processing fee*. (We <u>DO NOT</u> accept cash!) We will also need copies of driver's license and social security cards for each applicant 55 and older. The landlord reference <u>MUST</u> be filled out and signed by your landlord. If you live with a parent or other relative, the form can be filled out by them. Any application received without the processing fee, the required identification, and landlord reference will not be processed.
- 3rd. After your application is processed you will then receive an APPLICATION PROCESSING NOTICE in the mail, and a phone call, telling you if you have been approved. If a unit is available at this time an appointment will be made for you to come in and sign all necessary verifications. If a unit is not available, you will be placed on a waiting list and notified when a unit becomes available. <u>Note: Applications are only valid for 120 days.</u>
- 4th. The verifications will be sent to the appropriate business/agencies to be filled and returned to our office
- 5th. Once these verifications are received, you will be notified and an appointment made for you to come in and fill out the remaining paperwork. Please bring with you all driver's licenses, social security cards for yourself and co-applicant (if applicable), birth certificates and/or social security cards for any minor children and, If applicable, a copy of a Divorce Decree.
- 6th. At time of Move -In you will need a paid receipt showing all utilities have been turned on in your name and you will need to provide your utility account numbers. A separate check or money order will be required for the Security Deposit and the first months' rent.

All apartments are leased on a one year legally binding lease agreement.

*FOR THE Safety OF OUR RESIDENTS AND TO COMPLY WITH GOVERNMENT REGULATIONS, A CRIMINAL BACKGROUND, CREDIT CHECK AND RENTAL HISTORY WILL BE RUN ON EACH NEW APPLICANT. DUE TO THE COSTS OF THESE CHECKS, A NON-REFUNDABLE PROCESSING FEE OF \$12.50 WILLBE REQUIRED TO PROCESS EACH APPLICANT.

WE WILL NOT BE ABLE TO PROCESS ANY APPLICATION RECEIVED WITHOUT THIS FEE.





This institution is an equal opportunity provider and employer This institution is designated 55 years of age or older. TDD # 800-722-0353

Green Development 115 N. Broadway Inola OK 74036	GDC-270 Rev 10/15/2022
www.greenmgmt.org Property Applying For:	For Management Use Only Application Received: Date: / / / Mgr. Signature:

Application For Lease

<u>A non-refundable processing fee of \$12.50 per applicant age 55 or older must be paid prior to processing</u>. **No fee is required for HUD Section 8 properties**. The purpose of this application is to allow an initial review of your program eligibility. Additional documentation will be required before eligibility can be fully established. All pages and blanks must be completed. If an item does not apply, write N/A in the space provided. Failure to complete any item on this application will cause the application to be rejected.

Print clearly using Black or Blue Ink - White-out is not acceptable Note: All apartments are leased on a one year legally binding lease agreement.

Primary Contact Name:			
	(First)	(Last)	
Home No: ()	Work No: ()	Cell No: ()	_
Email:	Preferred Co	ntact Method: 🗌 Phone 🗔 Text 🛛 Email	

Do you wish to have priority for an apartment with special design features for individuals with handicaps? Yes ____ No ____ Do you have a service animal? Yes ____ No ____

To quality for communities designated as Elderly, and/or qualify for a \$400 deduction, the applicant or co-applicant must be age 62 or older, or handicapped or disabled.

Please provide the name of the qualifying person(s):

Are you currently homeless? Yes ____ No ____ Can you provide documentation? Yes ___ No ___

List all members of the household who will reside in the apartment. (Including temporarily absent and military members)

Name	Relationship	SSN	Date of Birth	Full Time Student?	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

Total number of persons who will occupy the unit, including unborn child: _____

Do you have a pet? Y	′es	No	_ Describe:	
	(\$500 F	Pet Dep	osit required,	Renters Insurance and vaccination records required, Size & Other Restrictions Apply)

If approved, how long do you plan to live here?



This institution is an equal opportunity provider and employer. This institution is designated 55 years of age or older. TDD # 800-722-0353



	Applicant	
Home No: ()	_Work No: ()	Cell No: ()
Email:	Preferred Contact Method	<u>∃</u> : □ Phone □ Text □ Email
(First) (Middle)	(Last) Other names use	···
Current Address:		
How long have you lived at this address?	? Years and Mo	onths.
SSN: Age:	Date of birth://Driver's L	_icense #: State:
	dow(er) Separated Are you a	
List all income and anticipated income (In	ncome includes; child support, alimony, so	ocial security, gifts, and unemployment benefits)
Amount Per Month	Source/Employer	Mailing Address
Yes No	fair market value in the two years preced	
If Yes please list: Date: Marke	t Value: Amount Received:	Description:
Yes No If Yes please list:	household furnishings and personal auton Value or Equity	
Credit reference (Complete those that ar	re applicable)	
Name of your bank?	City	State Zip
() Checking Acct No:	()Savings Acct No	
References:		
Name of Present Landlord:		Do you own your home? Yes No
Address:	City ave you lived there? Reason f	Do you own your home? Yes No State Zip for Moving?
Other Information: 1. Have you ever been evicted from othe 2. Have you ever been convicted of a fel 3. Are you currently using illegal drugs? 4. Have you ever been convicted of selling	-	ugs? Yes No
agrees that any false statement will disqualify the h If applicant is accepted, the proposed premises will location. Applicants hereby expressly grants permis contracts to contact any individuals, agencies, or of program eligibility and ability and intent to pay rent this may include obtaining credit reports and crimin or any other entities, private or public. Applicant ho its agents to approve this application or to deliver o	cts given in the application and household questionn nousehold from consideration for leasing and will con I be the permanent household residence and member ssion to Green Companies Development Group, Inc. ther entities that it deems necessary for the purpose or other amounts due should they be accepted as a nal reports and contacting creditors and credit bureau usehold members understand that this application is	haire are true and complete. Applicant understands and institute grounds for eviction if discovered after acceptance. ers will not maintain a separate dwelling unit in any other and Chameleon Development and the entities with which it of verification of the household's initial and continuing tenant. Applicant household members understands that us, current and past employers, current and past landlords, s preliminary only and involves no obligation of the Owner or on on household to accept such premises should they be determine eligibility.

For various state and federal programs I hereby certify under penalty of law, that all information provided is true and complete. Applicant household members agree to fully and promptly report any changes to the information provided prior to move-in.

Applicant Name:			 	
How did you hear abo	ut our apartments	s?		
Facebook		Craigslist	Apartments.com	
Google		Newspaper	Zillow	
Current Tenant Other:		Family Member	Friend	

TENANT SELECTION CRITERIA

Acceptance is based on our Tenant Selection Criteria. A full version of our Tenant Selection Criteria is available upon request from the site manager.

REQUIRED DISCLOSURE NOTICE

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:

Applicant 1 American Indian/ Alaska Native 2 Asian 3 Black or African American 4 Native Hawaiian or other Pacific Islander 5 White	 	Co-Applicant 1 American Indian/ Alaska Native 2 Asian 3 Black or African American 4 Native Hawaiian or other Pacific Islander 5 White	
Hispanic or Latino Non-Hispanic or Latino	_	Hispanic or Latino Non-Hispanic or Latino	_
Gender:()Male()Female		Gender:()Male()Female	

TENANT GRIEVANCE AND APPEAL PROCEDURE

It is your right to submit a full application. Applications rejected because they are incomplete may be completed within 10 days without prejudice. If the community offers assistance provided by either HUD or USDA, an appeal procedure is available, as provided in HUD Handbook 4350.3 or USDA's Tenant Grievance and Appeal Procedure (RD Instruction 3560). For those programs, applicants rejected for reasons other than an incomplete application may request an informal meeting with management to present additional facts which might have a bearing on the adverse decision. If the adverse action cannot be resolved through the informal meeting, a formal hearing may be requested. All requests for review must be made in writing, to the address provided, within 14 calendar days of receipt of the adverse notice.

FAIR HOUSING DISCLOSURE STATEMENT

The Fair Housing Act prohibits discrimination in the sale, rental, or financing of housing on the basis of race, color, religion, sex, handicap, familial status, or national origin. Federal law also prohibits discrimination on the basis of age. This property, its owners and Green Companies, does not discriminate on the basis of disability status in the admission or access to or treatment or employment in, its federally assisted programs and activities. The contact named below has been designated to coordinate compliance with the 504 (24 CFR, part 8 dates June 2, 1988.) Name: <u>Green Development</u> Address: <u>115 N Broadway</u> City: <u>Inola</u> State: <u>OK</u> Zip: <u>74036</u> Phone: (918) 543-3400 TTY: <u>711</u> Complaints of discrimination may be forwarded to the USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or the Secretary of HUD at Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204- 451 Seventh St. SW, Washington, DC 20410-2000. Elderly Projects are permitted by federal law to restrict occupancy to qualified elderly families.

EQUAL CREDIT OPPORTUNITY ACT (ECOA)

The Federal ECOA prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, or age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

APPLICATION CHANGES

Applications must be updated at least every 120 days to remain active. It is your responsibility to notify us when your contact information changes. If we cannot contact you using the information you provided, or if we do not hear from you within 7 days after we contact you, your application may be removed from consideration.

My initials below indicate I have read and understand all the above paragraphs.

Initials: Applicant _____ Co-Applicant _____

Residence History: Current & Previous Landlords: (Past 2 years' residence including any owned by applicants.)

Current Address	\$Rent/Month	\$Uti	lities/Month	Reason for Leaving	
Landlord Name	Landlord Addre	andlord Address		Landlord Phone	
When did you move in:			When did you	move out:	
Date Verified:	Time Verified:			Mgr. Signature:	

Current Address	\$Rent/Month	\$Utilities/Month	Reason for Leaving	
Landlord Name	Landlord Addre	ss Landlord Phone		
When did you move in:		When did you	u move out:	
Date Verified:	Time Verified:		Mgr. Signature:	

Current Address	\$Rent/Month	\$Utilities/Month	Reason for Leaving	
Landlord Name	Landlord Addre	SS		Landlord Phone
When did you move in:	•	When did you	move out:	
Date Verified:	Time Verified:		Mgr. Signature:	

I hereby authorize the above-named landlords to release the information requested below regarding my tenancy at the rental address listed. **For Section 8 Participant - I understand that this information may be released to my potential landlord.

Tenant Sig	nature	Date
	This section i	<u>is for Management only.</u>
\Box Yes \Box No	. Is the applicant currently renting	ig from you?
\Box Yes \Box No	. If yes, is the applicant current w	vith all rental payments?
\Box Yes \Box No	. Has the applicant been late in th	he last 12 months?
	If yes, how many times?	
\Box Yes \Box No	. Has the applicant ever been mor	ore than 30 days late with a rent payment?
\Box Yes \Box No	. Did the applicant have any pets?	\$?
	If yes, how many and what	t kind/size?
\Box Yes \Box No		cant a lease violation at any time during the last 12 months?
	If yes, what was the reason?	
\Box Yes \Box No	. Has the applicant damaged your	r property?
\Box Yes \Box No	. Have they completed their lease	e term?
\Box Yes \Box No	. If they are still a current resident	nt, have they given you notice that they will be moving?
\Box Yes \Box No	. Did you or will you have to with	thhold part or all the security deposit due to damages?
\Box Yes \Box No	. Would you rent to them again?	
~	Signature:	Date:



This institution is an equal opportunity provider and employer

HUD/RD/LIHTC Required Student Certification

Tenant Name:

Unit: ___

Member Name:

Property:_____

This form is required for each Household Member Age 18 & Over

	Yes	No
Are you currently a fulltime student (including grades K-12)?		
Are you a student at an institution of higher education (even part-time)?*		
Has any adult household member been a full time student 5 months or more out of the current calendar year (months need not be consecutive)?		
Do you anticipate attending higher education or becoming a fulltime student at any time within the next 12 months?		
*Institutes of higher education include post-secondary vocational institutions; "proprietary institutions of higher education" which employment in a recognized occupation," and accredited post-secondary colleges and universities. If you are not sure, please many	h prepare stude rk "yes" and we	nts for "gainful will verify it
If you answered yes to any of the above questions, please complete the following questions. Otherwise, skip these questions and sign below.		
Are you receiving any educational financial assistance?		
Are you disabled? (you need not answer, but some students are only eligible if disabled)		
If yes, were you receiving Section 8 assistance as of November 30, 2005?		
Are you a graduate or professional student?		
Are you at least 24 years of age?		
Are you a veteran of the United States military?		
Are you married?		
Do you file a joint tax return?		
Do you have a dependent child?		
If yes, is anyone else entitled to claim the child on their tax return?		
Do you have dependents other than a child or spouse?		
A student who was previously in a foster care program under Part B or Part E of title IV of the Social Security Act?		
Will you be living with your parents?		
If no, are your parents receiving or eligible to receive Section 8 assistance?		
Are you claimed as a dependent on your parent's tax return?		
Are you claimed as a dependent on the tax return o any non-household member?		
Do you or any member of the household receive assistance under Title IV of the Social Security Act (ie, AFDC or TANF assistance)?		
Are you or any member of the household enrolled in a job training program receiving assistance under the Job Training Partnership Act (JTPA), the Workforce Investment Act, or similar federal, state, or local law?		

PENALTIES FOR MISUSING THIS CONSENT

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8).

Signature_

Date_____



This institution is an Equal Housing Opportunity Provider and Employer and does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. TDD # 800-722-0353

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		Co-Applicant			
Home No: ()	Work No: (()	
Email:		Preferred Cor	tact Method: 🗖 Phone	🗌 Text 🗌 Emai	il
Name:(First) (Middle) (Last)				
Current Address:					
How long have you lived at thi	s address?	Years and	Months.		
SSN:	Age: Date of	birth://	Driver's License #:		State:
Married Divorced Sin	gle Widow(er)	Separated	Are you a full time stu	ident? Yes	No
List all income and anticipated	income (Income incluc	les; child support	alimony, social security	, gifts, and unem	ployment benefits)
Amount Per Month		Source/Employ	er	Mailing Add	ress
Did you dispose of an asset fo Yes No If Yes please list: Date:		-			
Do you have equity in assets, Yes No If Yes pleas Description of Asset	e list:	rnishings and per		n exceeds \$5,000	
Credit reference (Complete th Name of your bank?	,			State	Zin
() Checking Acct No:		() Savings Acct	No		
References: Name of Present Landlord: Address: Phone: () H	low long have you lived	City I there?	Do you Reason for Moving? _	own your home State	? Yes No Zip
Other Information: 1. Have you ever been evicted 2. Have you ever been convic 3. Are you currently using illeg 4. Have you ever been convic Applicant Statements and P All Applicant household members affin agrees that any false statement will di If applicant is accepted, the proposed location. Applicants hereby expressly contracts to contact any individuals, a program eligibility and ability and inter this may include obtaining credit repor or any other entities, private or public. its agents to approve this application offered. Applicant household member	ted of a felony? gal drugs? ted of selling, distributir ermission for Release m that the facts given in the squalify the household from of premises will be the perman- grants permission to Green O gencies, or other entities that ht to pay rent or other amount rts and criminal reports and c Applicant household member or to deliver occupancy of the	Yes No Yes No ng, or possession of Information: application and house consideration for leasi ent household resider Companies Developm tit deems necessary f ts due should they be contacting creditors an ers understand that this proposed premises,	hold questionnaire are true an ng and will constitute grounds ce and members will not main ent Group, Inc. and Chameleo or the purpose of verification of accepted as a tenant. Applica d credit bureaus, current and p s application is preliminary onl or any obligation on household	Id complete. Applicar for eviction if discove tain a separate dwel in Development and of the household's init nt household member past employers, curre by and involves no ob d to accept such pren	ered after acceptance. ling unit in any other the entities with which it tial and continuing ers understands that ent and past landlords, ligation of the Owner or

For various state and federal programs I hereby certify under penalty of law, that all information provided is true and complete. Applicant household members agree to fully and promptly report any changes to the information provided prior to move-in.

CURRENT LANDLORD REFERENCE

Applicant Name:			
Landlord Address:			
	ess listed. **For Section 8	lease the information requested Participant - I understand that this	
Tenant Signature		Date	
The person named above, s would be very helpful if you		tenant of yours is applying to using information.	s for housing. It
* Period of time rented from	you?		
* Did the tenant give prior no	tice to vacate?		
* Was the tenant prompt in p	aying rent?		
* Were there valid complaint	s made against the tenant b	oy neighbors, police or others?	
* Was care given to the premises? Would you rent from them again?		ı?	
* Comments:			
Information submitted by:	name of landlord, Management Co	omnany, Complex Supervisor)	
	and of analoid, Management et		
Landlord Signature:		Date:	
			•
			Æ
EQUAL HOUSING This	s institution is an equal oppo	ortunity provider and employer.	CL

This institution is an equal opportunity provider and employer This institution is designated 55 years of age or older. TDD # 800-722-0353

HUD/RD/LIHTC Required Student Certification

Tenant Name:

Unit: ___

Member Name:

Property:_____

This form is required for each Household Member Age 18 & Over

	Yes	No				
Are you currently a fulltime student (including grades K-12)?						
Are you a student at an institution of higher education (even part-time)?*						
Has any adult household member been a full time student 5 months or more out of the current calendar year (months need not be consecutive)?						
Do you anticipate attending higher education or becoming a fulltime student at any time within the next 12 months?						
*Institutes of higher education include post-secondary vocational institutions; "proprietary institutions of higher education" which prepare students for "gai employment in a recognized occupation," and accredited post-secondary colleges and universities. If you are not sure, please mark "yes" and we will verify it						
If you answered yes to any of the above questions, please complete the following questions. Otherwise, skip these questions and sign below.						
Are you receiving any educational financial assistance?						
Are you disabled? (you need not answer, but some students are only eligible if disabled)						
If yes, were you receiving Section 8 assistance as of November 30, 2005?						
Are you a graduate or professional student?						
Are you at least 24 years of age?						
Are you a veteran of the United States military?						
Are you married?						
Do you file a joint tax return?						
Do you have a dependent child?						
If yes, is anyone else entitled to claim the child on their tax return?						
Do you have dependents other than a child or spouse?						
A student who was previously in a foster care program under Part B or Part E of title IV of the Social Security Act?						
Will you be living with your parents?						
If no, are your parents receiving or eligible to receive Section 8 assistance?						
Are you claimed as a dependent on your parent's tax return?						
Are you claimed as a dependent on the tax return o any non-household member?						
Do you or any member of the household receive assistance under Title IV of the Social Security Act (ie, AFDC or TANF assistance)?						
Are you or any member of the household enrolled in a job training program receiving assistance under the Job Training Partnership Act (JTPA), the Workforce Investment Act, or similar federal, state, or local law?						

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Signature_

Date_____



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