

APPLICANT SCREENING CRITERIA – MODEL 2

Fair Housing Statement. Lloyd Management is an equal housing opportunity & fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

Identification and Application Process. Every person over the age of 18 must give consent to be screened and provide a government issued photo ID. ***Social security card may be required to verify identification.***

Application Requirements. Applications must be filled out completely and accurately. Any misstatements or omissions made on your application may be grounds for denial.

Criminal. An applicant with the following criminal convictions (including open cases) will be denied:

- Any Felony level criminal records within 5 years.
- Any Gross Misdemeanor level criminal convictions within 5 years relating to offenses against properties, persons, drugs, and sexual crimes.
- Three or more Misdemeanor level criminal convictions within 5 years relating to offenses against properties, persons, drugs, and sexual crimes.
- Any application that shows evidence of an OFAC Terrorism or Sexual Predator Registry.

Credit. An applicant with the following credit history will be denied:

- Any unpaid non-medical, non-education collections exceeding \$1,000 placed within the last 2 years.
- Any unpaid public record judgement(s) exceeding \$1,000 placed within the last 10 years.
- Any unpaid utility collection account(s).
- Any unpaid housing collection account(s).

Housing History. An applicant with the following housing history will be denied:

- An unlawful detainer, eviction, or money owed to a previous landlord.
- A negative reference of a prior landlord including but not limited to late rent payments, damage to property, poor housekeeping, or pest issues.

Income. Income from all sources must be sufficient to pay the applicant's rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable.

If you have further questions, you may request a complete copy of our Resident Selection Criteria.

Applicants referred via the Coordinated Entry System and/or applicants that are eligible for project-based housing supports will be reviewed on a case by case basis.



Thank you for your interest in applying to live at a Lloyd Management property.

In order to get you in your new home as soon as possible it is very important that you read and follow the guidelines listed below. These standards adhere to government regulations.

The information that you are providing will be kept confidential by the Owner and/or Management Agent, with the exception to prove qualification. Please review each item carefully and provide the requested information truthfully and to the best of your knowledge. Giving false information may subject you to criminal penalties.

INCOMPLETE APPLICATIONS WILL BE RETURNED! Government regulations require that you submit specific documents before you can move in. If you do not have the required documents, please immediately begin the process of obtaining them. **We will begin to process your application without these documents, but you will not be able to move in until the documents are obtained for all household members.**

SUBMISSION CHECKLIST

Place a check mark next to the completed items.

- Complete this entire form by answering ALL questions. If a question does not apply to your household, please write n/a or not applicable in the space provided.
- Include complete addresses and/or contact information where requested on the application.
- If you make any changes or corrections to your information, draw a single line through the error, make the correction, and initial and date the change. Whiteout is NOT accepted!
- Each adult household member (age 18 or older) must sign and date on all signature lines. Your application will be returned if this step is not completed.
- If you don't understand something on the application, please ask questions. It's always better to be safe than sorry.
- Provide a copy of photo IDs for all household members (age 18 or older).
- Provide a copy of Social Security cards for all household members.
- Proofs of income and assets noted throughout the application are attached.
- SECURITY DEPOSIT:** A security deposit equal to one month of rent is required to start processing your application. We can accept checks or money orders written out to Tanglewood Townhomes.
- APPLICATION FEE:** A \$25 application fee PER adult is required to start processing your application. We can accept checks or money orders written out to Tanglewood Townhomes. This must be a separate payment from the security deposit payment.



OFFICE USE ONLY	
Unit Size Requested _____	_____
Unit Number _____	_____
Targeted Move-In Date _____	_____
Date Received _____	_____
Time Received _____	_____

APPLICATION FOR OCCUPANCY

Incomplete applications will be returned

APPLICANT INFORMATION

Applicant Name (Head of Household) _____
First Middle Last

Address _____
Street Address City State Zip

Social Security Number _____ Date of Birth _____ [] Male [] Female [] Decline

Applicant Phone # _____ Applicant Email _____

Alternate Phone # _____ Alternate Email _____

Emergency Contact _____
Name (Someone outside your household) Phone Email

Primary Language _____ Do you require an interpreter? [] Yes [] No

How did you hear about this housing? [] Online [] Newspaper [] Local Agency [] Drive By [] Resident Referral [] Other

What is the combined gross monthly income of all household members? \$ _____

ADDITIONAL HOUSEHOLD MEMBERS

List All Other Household Members First MI Last	Relationship to Head	Date of Birth	Male/Female/ Decline to Answer	Social Security Number
_____	_____	_____	[]M []F []Decline	_____
_____	_____	_____	[]M []F []Decline	_____
_____	_____	_____	[]M []F []Decline	_____
_____	_____	_____	[]M []F []Decline	_____
_____	_____	_____	[]M []F []Decline	_____
_____	_____	_____	[]M []F []Decline	_____

CURRENT HOUSING STATUS

How long have you lived at your current address? From _____ To _____ Is this family or a friend? [] Yes [] No

Name of Owner/Manager _____ Phone # _____ Email _____

Address: _____

Do all adult household members live at this address?.....[] Yes [] No

If NO, include additional adult household's current address and contact information on a separate piece of paper.



PREVIOUS HOUSING STATUS

Your previous address _____

How long did you live at your previous address? From _____ To _____ Is this family or a friend? [] Yes [] No

Name of Owner/Manager _____ Phone # _____ Email _____

Address: _____

List every state in which each household member has lived: _____

ELIGIBILITY INFORMATION

The following questions pertain to yourself and every member of your household who will occupy the unit. Check either Yes or No in response to each question. All questions must be answered; for those questions that do not apply, you are required to indicate so by answering "not applicable" or "n/a".

1. Do you certify that this will be your only place of residence? [] Yes [] No

2. Are you or any member of your household currently receiving Rental Assistance?..... [] Yes [] No

[] I am currently receiving housing assistance in another complex. I understand that, according to my current lease, I must provide the required written notice to the agent currently managing the property where I live.

3. Have you or any member of your household ever been evicted from any type of housing? [] Yes [] No

4. Have any household members: [] Been Homeless [] Lived in Public Housing [] Fled Housing Due to Violence [] None

5. Are you or any member of your household a veteran?..... [] Yes [] No

6. Have you or any member of your household ever been convicted of a felony? [] Yes [] No

7. Is at least one member of your household a US citizen or eligible immigrant?..... [] Yes [] No

8. Are ANY members of your household currently or expected to be a student within the next 12 months? [] Yes [] No

If YES, then list all household members (including children) who are or will be students:

Student Name	Age	School Name & City	Full/Part Time (Check One)		Financial Aid (Check One)	
			[] FT	[] PT	[] Yes	[] No
_____	_____	_____	[] FT	[] PT	[] Yes	[] No
_____	_____	_____	[] FT	[] PT	[] Yes	[] No
_____	_____	_____	[] FT	[] PT	[] Yes	[] No
_____	_____	_____	[] FT	[] PT	[] Yes	[] No
_____	_____	_____	[] FT	[] PT	[] Yes	[] No

HOUSEHOLD INFORMATION

9. Is there someone not listed on this application who would normally be living in the household? [] Yes [] No

If YES, please explain: _____

10. Do you have a live-in care attendant? [] Yes [] No



HOUSEHOLD INFORMATION (cont.)

11. Do you expect the following change(s) to your household?[] Yes [] No
If YES, baby due/obtaining custody: _____ OR, adopting/receiving a foster child: _____ OR, any addition: _____
Date Date Date
12. Do you wish to have priority for a handicap accessible unit with special design features?[] Yes [] No
13. Do you have a pet?[] Yes [] No
14. Are you, or any member of the household, subject to a lifetime sex offender registration in any state?[] Yes [] No
If YES, which household member: _____

INCOME

Do you or any household members, including minor children, currently receive or expect to receive income from the following?

- 15. Employment**.....[] Yes [] No
If YES, complete the following *and include 4 to 6 current, consecutive pay stubs.*

Household Member Name	Employer Name, Full Address, & Phone Number
_____	_____
_____	_____
_____	_____
_____	_____

- 16. Unemployment Benefits or Severance Pay**[] Yes [] No
If YES, household member name: _____ *and include a copy of your 12-month benefit payment history.*

- 17. Worker's Compensation**.....[] Yes [] No
If YES, household member name: _____ *and include 4 to 6 current, consecutive pay stubs.*

- 18. Are you self-employed or run your own business?** (At home party sales, babysitting, cleaning, etc.).....[] Yes [] No
If YES, household member name: _____ Date business opened: _____

- 19. Cash Benefits from the County** (Do not include food or medical support)[] Yes [] No
If YES, household member name: _____ If YES, County contact info: _____

- 20. Military pay** (including allowances)[] Yes [] No
If YES, household member name: _____ *and include 4 to 6 current, consecutive pay stubs.*

- 21. Veteran's Administration Benefits**.....[] Yes [] No
If YES, household member name: _____ *and include a copy of a current award letter less than 120 days old. The letter must be dated by the Veterans Administration.*

- 22. Social Security Benefits, Disability, or Death Benefits**[] Yes [] No
If YES, household member name: _____ *and include a copy of a current award letter less than 120 days old. The letter must be dated by the SS Administration.*

- 23. Regular payments from a pension or retirement plan** (PERA, Railroad, etc.)[] Yes [] No
If YES, household member name: _____ Company Information: _____



INCOME (cont.)

24. Regular payments from an annuity, trust, or insurance policy [] Yes [] No

If YES, household member name: _____ Company Information: _____

25. Court Ordered Child Support or Alimony (answer yes even if it is NOT being received)..... [] Yes [] No

If YES, household member name: _____ *and include a printout showing payments received in last 12 months. This cannot be a ReliaCard printout.*

26. Non-Court Ordered Child Support or Alimony (paid directly from other parent, not through county/state)..... [] Yes [] No

Name _____ Street Address _____ City, State, Zip _____ Phone # _____ Email _____

27. Student Financial Aid in excess of tuition (from public or private sources; do not include student loans)..... [] Yes [] No

If YES, household member name: _____ Name of School: _____

28. Regular contributions from persons outside the household (including rent, utilities, groceries, cell phone, etc.) [] Yes [] No

If YES, contact person: _____ Address & Phone: _____

29. Any other source not listed above..... [] Yes [] No

If YES, please specify: _____

30. Does any adult member of your household have zero income?..... [] Yes [] No

If YES, household member name: _____

ASSETS

Do you or any household member, including minor children, have any of the following assets?

31. Checking or Savings accounts..... [] Yes [] No

If YES, complete the following for each checking or savings account:

Household Member Name	Institution Name & Full Address
_____	_____
_____	_____
_____	_____

32. Certificate of Deposit or Money Market Fund, IRA, Annuity, 401K account, or Keogh account..... [] Yes [] No

If YES, complete the following for each account:

Household Member Name	Institution Name & Full Address
_____	_____
_____	_____
_____	_____

33. Cash Cards (to receive pay from employment or government benefits such as Direct Express, NetSpend, ReliaCard, EBT, etc.) [] Yes [] No

If YES, household member name: _____ *and include a current printout of the balance, or a copy of your most recent statement, AND a copy of the card.*



ASSETS (cont.)

34. Pension or Retirement funds[Yes [No

If YES, household member name: _____ Agency: _____

35. Stocks, Bonds, Securities or Treasury bills[Yes [No

If YES, household member name: _____ Agency: _____

36. Trust fund[Yes [No

If YES, household member name: _____ Agency: _____

37. Whole life or Universal life insurance policy[Yes [No

If YES, household member name: _____ Agency: _____

38. Do you or any other members of the household own Real Estate or hold a contract for deed?[Yes [No

If YES, household member name: _____ Address: _____

39. Have you sold or disposed of any assets for less than Fair Market Value during the two-year (24-month) period prior to the date of your application?[Yes [No

40. Any other assets not listed above[Yes [No

If YES, household member name: _____ Specify: _____





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 lloydmanagementinc.com

AUTHORIZATION FOR RELEASE OF INFORMATION

By signing below, I/we am/are certifying that I/we have completed this questionnaire and that the information that I/we have provided is complete and true to the best of my/our knowledge. I/We understand that by providing false information, I/we may be denied housing at this property and may be subject to criminal penalties. By signing this form I/we agree to have all of my/our income, assets, school statuses, and medical expense information verified by the owner or management company that are necessary for the certification process.

I/We have read and understand this application. THIS APPLICATION IS NOT A RENTAL AGREEMENT, LEASE, OR CONTRACT.

I/We hereby authorize the Minnesota Bureau of Criminal Apprehension or other such entity, if checks are conducted outside the state of Minnesota, to disclose all criminal history record information to Lloyd Management or to RHR Information Services, acting on behalf of Lloyd Management, Inc., for the purposes of determining my suitability for tenancy. In accordance with the Fair Credit Reporting Act, I/we also authorize the release of any and all credit information for the same purpose.

The information obtained will only be used for determining eligibility and will be kept confidential and not released outside of this scope.

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 application or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized 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). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

I/We hereby authorize the release of the requested information. Information obtained under this content is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent, attached to a copy of this consent. I/We understand and agree that photocopies of this authorization may be used for the purposes stated above.

SIGNATURES OF ALL ADULT HOUSEHOLD MEMBERS ARE REQUIRED BELOW:

_____ *Applicant/Resident Signature* _____ *Date* _____ *Social Security Number*

_____ *Applicant/Resident Signature* _____ *Date* _____ *Social Security Number*

This authorization for release of information will expire thirteen (13) months from the date of signature.

Lloyd Management, Inc. 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 applicant required assistance in completing the Household Questionnaire due to: _____
 Assistance was provided by: (Print:) _____ (Sign:) _____
 Email _____ Phone: _____ Date: _____



**Minnesota Housing Finance Agency
GOVERNMENT DATA PRACTICES ACT
DISCLOSURE STATEMENT**

PRINT NAME(S) OF HOUSEHOLD MEMBERS SIGNING THIS FORM	

Minnesota Housing Finance Agency (“Minnesota Housing”) is asking you to supply information that relates to your application to occupy, or continue to occupy, a unit in the following property (“Property”):

Some of the information you are being asked to provide to Minnesota Housing may be considered private or confidential under the Federal Privacy Act of 1974, and the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13. Section 13.04(2) of that law requires that you be notified of the matters included in this Disclosure Statement before you are asked to provide that information to Minnesota Housing. The owner of the Property (“Owner”) may also ask you to supply information that relates to your application. The Owner’s request for information is not governed by the Minnesota Government Data Practices Act.

1. Minnesota Housing is asking for information that is necessary for the administration and management of a State or Federal program to provide housing for low and moderate-income families. Some information may be used to establish your eligibility to initially occupy, or to continue to occupy, a unit in the Property and/or to receive either State or Federal rental assistance. Other information may be used to assist Minnesota Housing in the evaluation and management of some of the programs it operates.

2. As part of your application, you are asked to supply the information contained in each of the following Attachments that are checked with an “X” (all checked boxes apply):

- | | |
|--|---|
| <input type="checkbox"/> Attachment 1 - Section 8, 236, 202 & 811

<input type="checkbox"/> Attachment 2 - Housing Tax Credit & Section 1602
<input type="checkbox"/> Attachment 3 – ARM, NCTC or LMIR First Mortgage | <input type="checkbox"/> Attachment 4 - Deferred Loan
(other than MARIF)
<input type="checkbox"/> Attachment 5 – MARIF and HOPWA
<input type="checkbox"/> Attachment 6 – HOME and NHTF |
|--|---|

Each Attachment has two parts: Part A and Part B.

3. The information asked for under Part A of the checked Attachment(s) may be used by Minnesota Housing to establish your eligibility to occupy a unit in the Property or to receive State or Federal rental assistance. If you refuse to supply any portion of the information asked for under Part A of the checked Attachment(s), you may not qualify for initial or continued occupancy of a unit in the Property or for receipt of State or Federal rental assistance.

4. The information asked for under Part B of the checked Attachment(s) will help Minnesota Housing evaluate and manage some of the programs it operates and supplying this information will be very helpful to Minnesota Housing. Your failure to provide any of the information asked for under Part B of the checked Attachment(s) will not affect whether or not you qualify for initial or continued occupancy of a unit in the Property or for State or Federal rental assistance.

5. The Owner may also ask for information to determine whether or not it will rent a unit in the Property to you. Supplying or refusing to supply any information requested by the Owner will not affect a decision by Minnesota Housing, but could affect the Owner's decision of whether it will rent a unit to you. The determination by the Owner is separate from Minnesota Housing's determination and Minnesota Housing does not participate, in any way, in the Owner's decision.

6. All of the information that you supply to Minnesota Housing will be accessible to staff of Minnesota Housing and may be made available to staff of the Office of the Minnesota Attorney General, the United States Department of Housing and Urban Development, the United States Internal Revenue Service, and other persons and/or governmental entities who have statutory authority to review the information, investigate specific conduct, and/or take appropriate legal action, including but not limited to law enforcement agencies, courts and other regulatory agencies. The information may also be provided by Minnesota Housing to the Owner's management agents of the Property.

7. This Disclosure Statement remains in effect for as long as you occupy a unit in the property and are a participant in the program(s) identified in #2, above.

I was (We were) supplied with a copy of and have read this Minnesota Housing Finance Agency Government Data Practices Act Disclosure Statement and the Attachment(s) identified in #2, above.

Head of household, spouse, co-head and all household members age 18 or older must sign below:

Applicant/Tenant Signature _____	Date _____
Applicant/Tenant Signature _____	Date _____
Applicant/Tenant Signature _____	Date _____
Applicant/Tenant Signature _____	Date _____

Attachment 2
Housing Tax Credit and Section 1602

Part A

1. Household composition, legal name(s), date(s) of birth, and relationship to the head of household of all household members
2. Student status of household members and, where applicable, evidence that student household meets section 42 eligibility
3. Amount and source of all earned and unearned income of all household members
4. Source, type, value and income derived from all household assets
5. Type, value and income derived from all household assets disposed of for less than fair market value within the past 2 years
6. Disabled or handicapped status of members of your household (for program eligibility, if applicable)
7. Current and/or previous housing history (for program eligibility, if applicable)

Part B

1. Race
2. Ethnicity
3. Gender
4. Social Security Number or Alien Registration
5. Disabled or handicapped status

Attachment 4
Minnesota Housing Deferred Loan Programs
(Other than MARIF or HOPWA)

Part A

1. Household composition including number of adults, number of children and legal name of the head of household
2. Gross Annual Household Income
3. Current and/or previous housing history (for program eligibility, if applicable)

Part B

1. Date of birth of the head of household
2. Race
3. Ethnicity
4. Gender
5. Social Security Number or Alien Registration
6. Disabled or handicapped status
7. Main Source of Household Income