

# APPLICATION SCREENING DISCLOSURE

First off, thank you for considering application to one of our quality rental units. Please read below to learn about our application screening process and what you can expect.

## Application Process:

- We offer application forms to everyone who enquires about the rental.
- We review applications in the order they are received by us.
- We may require up to 5 business days to verify information on the application; however, most applications are processed in 2-3 days.
- If we are unable to verify information on the application, the application may be denied.

## SCREENING GUIDELINES -

### Complete Application:

- Unless joint applicants are married, each must submit a separate application.
- Incomplete applications will not be reviewed.
- We will accept the first qualified applicant(s).

### Identification:

- Applicants must submit valid identification including a copy of:
    - Driver's license
- The following items should be available upon request:
- Social Security Card

### Prior Rental History:

- Rental history of 4 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

### Income:

- Income should be verifiable through pay stubs, employer contact, current tax records, social security documentation, etc...

### Credit/Criminal/Public Records Check:

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony or is a sex offender may be denied of tenancy.

### Screening Process:

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, criminal records report, and public records report.
- If you pay a security deposit to hold an apartment it is non-refundable if you change your mind. We only accept payments in the form of money order or bank checks until after you have moved in.

### You can fax, email, hand-deliver or mail your application to us at:

- Email: [smainehousing@gmail.com](mailto:smainehousing@gmail.com)
- Fax : 207-286-0580
- Hand Delivery: 22 South Street Biddeford, ME 04005
- Mail: SMAH, PO Box 2287, Biddeford, ME 04005

Phone: **207-292-9293**



FOR OFFICE USE:

Account: \_\_\_\_\_  
Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Denied: \_\_\_\_\_ Date \_\_\_\_\_  
Reason: \_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR RENT**

This is a rental application *only* and does not constitute acceptance of the applicant as a tenant, nor a rental agreement or tenancy relationship between the parties. **A separate rental application is to be completed by each unmarried adult.** Inaccurate or falsified information will be grounds for denial of the application or eviction from the premises.

Property Address \_\_\_\_\_ REQUESTED MOVE IN DATE \_\_\_\_\_

How many Bedrooms will you need? \_\_\_\_\_

**1. APPLICANT NAME** (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
CELL PHONE# \_\_\_\_\_ EMAIL: \_\_\_\_\_  
EMPLOYED BY \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
EMPLOYER ADDRESS \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
HOW LONG - years \_\_\_\_\_ months \_\_\_\_\_ POSITION \_\_\_\_\_  
MONTHLY GROSS PAY \$ \_\_\_\_\_ OTHER INCOME (describe) \$ \_\_\_\_\_

**2. SPOUSE NAME** (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
CELL PHONE# \_\_\_\_\_ EMAIL: \_\_\_\_\_  
EMPLOYED BY \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
EMPLOYER ADDRESS \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
HOW LONG - years \_\_\_\_\_ months \_\_\_\_\_ POSITION \_\_\_\_\_  
MONTHLY GROSS PAY \$ \_\_\_\_\_ OTHER INCOME (describe) \$ \_\_\_\_\_

**A. PRESENT ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_  
LANDLORD \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**B. PREVIOUS ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_  
LANDLORD \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOW LONG years \_\_\_\_\_ months \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_  
LANDLORD \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**USE BACK IF NECESSARY FOR ADDITIONAL LANDLORDS**

**C. MONTHLY EXPENSES:**

Car: \_\_\_\_\_ Credit Card: \_\_\_\_\_  
Car Insurance: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Utilities: \_\_\_\_\_  
Loans: \_\_\_\_\_  
Student Loans: \_\_\_\_\_ Other: \_\_\_\_\_

**D. PERSONAL REFERENCE:** (Local, if possible)

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
\_\_\_\_\_

**E. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**F. AUTO(S) TO OCCUPY OFF-STREET PARKING SPACE OR GARAGE:**

Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**G. FULL NAMES OF PERSONS AND DATE OF BIRTHS TO OCCUPY DWELLING: (NOTE: Occupancy is limited to individuals listed.)**

\_\_\_\_\_ DOB: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_ DOB: \_\_\_\_\_

**H. ANY ANIMALS/PETS: (Breed, age, )** \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

How did you find out about our rental?  newspaper  drive-by  word of mouth  other \_\_\_\_\_

Have you given legal notice where you now live?  yes  no

**Do you have a rental subsidy? If yes please tell us which kind** \_\_\_\_\_

Do you smoke?  yes  no If yes, please initial below stating that you understand there is no smoking on the property \_\_\_\_\_ initials

Name of Renter's Insurance \_\_\_\_\_

Have you been evicted in the last 5 years?  yes  no

Name of landlord and circumstances \_\_\_\_\_

Have you ever filed a petition in bankruptcy?  Yes  No If so, why? \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No  
If so, why? \_\_\_\_\_

**AUTHORITY FOR RELEASE OF INFORMATION**

This release will constitute my/our consent and authority to examine statements and information regarding my/our background. I/We authorize you to contact my/our present and previous landlords, law enforcement agencies, credit agencies, and other references listed above. I/We hereby authorize the release of any and all data or records to Southern Maine Affordable Housing. This authorization is given in connection with a financial, criminal and previous rental history investigation being conducted relative to my/our application for credit dealing with rental property.

I/We understand that I/we acquire no rights in a rental unit until I/we sign a Rental Agreement on the rental unit (noted above) to be held in accordance with the Rental Agreement.

I/We declare the foregoing to be true under penalty of perjury. I/We agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

I/We understand that my/our rent will commence upon the date of approval of my/our rental application and the availability of the dwelling, whichever occurs later.

**Signature of Applicant**

**Date**

**Signature of Co-Applicant**

**Date**

\_\_\_\_\_

\_\_\_\_\_

