



Expert Knowledge - Exceptional Service

Dear Applicant,

Date: \_\_\_\_\_ (Keep this page for your records.)

Thank you for inquiring about our apartments.

**Points to remember when completing our application:**

- We will run a background check of credit and criminal, which includes a national sex offender search. In order to process your application; there is a **\$20 Fee** (per person over the age of 18)
  - Application **WILL NOT** be processed without the background check fee.
  - The fee is payable via check, money order, or cash in office
- Applications WILL NOT be processed if they are missing the fee and/or any information.
  - **Which location(s) are you applying for?** Please list the properties or locations at the top of the application. A list for reference is included with this application
  - If any of the information does not apply to you, please enter “**NIA**” (not applicable) in the appropriate box so we do not mistake it as **missed information**.
- **Sign and date all required areas** (Please double check the application before submitting)  
Rejection of the application may occur due to a history/conviction exists of any of the following:
  - 1. Sex offender;
  - 2. Disturbances of neighbors;
  - 3. Destruction of property;
  - 4. Drug-related criminal activity;
  - 5. Criminal activity;
  - 6. Prior evictions or poor landlord reference(s)
- **Please attach a copy of the SOCIAL SECURITY CARDS (for all people listed on the application) and DRIVER’S LICENSES or PHOTO ID (for everyone over the age of 18).**
- You will receive a letter within **10 BUSINESS DAYS** regarding if you have been accepted or denied.
- Our office **WILL NOT** verify the following by phone:
  - Estimated time until your application receives approval/denial
  - Your place on the waiting list
- Please DO NOT call the office about the status (this slows down the application process).
- Once your application has been added to the waitlist, it is **VERY IMPORTANT** you contact our office immediately of **ANY CHANGES** in your address or phone number.

If you have any other questions about the application, please feel free to call the number listed below, Monday through Friday, 8:00 am to 5:00 pm. Hearing impaired individuals can contact us by calling (800) 526-0844 for relay service.

We look forward to helping you find your new home!

Sincerely,

**Terra Properties Inc.**

110 Executive Drive Highland, IL 62249  
PH: 1-800-736-8669 FX: 1-618-654-1480  
[mail@terra-properties.com](mailto:mail@terra-properties.com)  
[www.1800rentnow.net](http://www.1800rentnow.net)

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Terra Properties Inc. is an equal opportunity provider.



# Terra Properties' Residential Portfolio

## Multi-Family Complexes- Income Based Apartments

AVA	AVA APTS – 302 S RUSSELL & 301 S. 5 <sup>TH</sup> ST.
COULTERVILLE	COULTERVILLE APTS. – 7 <sup>TH</sup> & CEDAR STS
GIRARD	HERITAGE NORTH – 114 W MOUND
GIRARD	HERITAGE WEST – (1), 213/ (2), 215 BRENDA LANE
HIGHLAND	DAFFODIL – (1-8) 1330 DAFFODIL, (9-24) 1340 DAFFODIL LANE
HIGHLAND	SOUTHWEST APTS – 701 & 705 13 <sup>TH</sup> ST
HIGHLAND	TOWN & COUNTRY APTS – 1410 & 1510 30 <sup>TH</sup> ST
LITCHFIELD	MAPLE ST I & MAPLE ST II- 1213 N. MAPLE STREET
NEW BADEN	COUNTRY PLACE I – 407-425 EAST POOS DRIVE
NEW BADEN	COUNTRY PLACE II – 412-422 POOS DRIVE
PINCKNEYVILLE	ORCHARD APTS. - 705 VIRGINIA CT.
ST JACOB	WESTGLEN APTS – 215 JACOB STREET
TRENTON	OAKLAND APTS – 116 N. OAK STREET
TROY	SILVERCREEK APTS – 402, 408, 414, 420, 424 MEADOW DRIVE
VANDALIA	VANDALIA HEIGHTS APTS – 1928, 1922, 1916, 1910, 1904 W. RANDOLPH, & 220 N. ADAMS

## Restricted 62+, Handicap, Disabled only. (Must meet 1 of the 3 restrictions). Income Based Apartments

CARLYLE	WESTLAKE APTS – 2110 WEST LAKE DRIVE
HIGHLAND	NORTHTOWN EAST – 85 SUPPIGER LANE
HIGHLAND	PLAZA GARDEN APTS – 200 SUPPIGER LANE
HIGHLAND	SENIOR PLAZA APTS – 2676 EAGLE WAY
OKAWVILLE	OKAWVILLE SENIOR APTS – 302 & 304 N. MILL STREET
PATOKA	PATOKA SENIOR APTS – NORTH OAK STREET
TROY	IDLEWOOD – 601 & 527 LOWER MARINE RD
VALMEYER	VALMEYER SENIOR APTS – 100, 104, & 112 EAST WOODLAND RIDGE

## Conventional Units- Rented at a Base Price, *not* income based.

*HIGHLAND	EL CASTILLO-719 SYCAMORE
*HIGHLAND	PLAZA 19 APTS – 325 SUPPIGER LANE
*MASCOUTAH	MASCOUTAH APTS – 31 SOUTH COUNTY ROAD
*VANDALIA	J & J II APARTMENTS- 1405 7 <sup>TH</sup> STREET & 710 FLETCHER

## What rental units and/or locations are you applying for?

Please write on the top line.

### Applicant's Personal Information

(Information regarding Head of Household)

Full Name (First, Middle, Last)			Date of Birth		<b>For Office Use ONLY:</b>  Date Received: _____  Time Received: _____  Amount Paid: _____  Employee Initials: _____
Street Address			Social Security #		
City	State	Zip Code	Driver's License #		
Home Phone #	Cell Phone		State Issuing License		
Applicant's E-mail Address					
Gender (circle one) <b>Male or Female</b>	Hispanic/Latino (circle one) <b>Yes or No</b>		Marital Status (circle one) <b>Single or Married</b>		
<b>Race</b> (circle one)	Black or African American	Asian	American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander	Other

### Co-Applicant's Personal Information

(Information regarding persons **other than** Head of Household; if there is not a co-applicant and/or a child over the age of 18 **skip to next section**)

Full Name (First, Middle, Last)			Date of Birth		
Street Address (if different from applicant)			Social Security #		
City	State	Zip Code	Driver's License #	State Issuing License	
Applicant's E-mail Address			Home Phone #	Cell Phone #	
Gender (circle one) <b>Male or Female</b>		Hispanic/Latino (circle one) <b>Yes or No</b>		Marital Status (circle one) <b>Single or Married</b>	
<b>Race</b> (circle one)	Black or African American	Asian	American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander	Other

### Children and/or Additional Occupant's Information (Complete only for children who will occupy unit)

Child's Full Name (First, Middle, Last)	Date of Birth	Social Security #	Gender (M/F)	Race
Child's Full Name (First, Middle, Last)	Date of Birth	Social Security #	Gender (M/F)	Race
Child's Full Name (First, Middle, Last)	Date of Birth	Social Security #	Gender (M/F)	Race
Child's Full Name (First, Middle, Last)	Date of Birth	Social Security #	Gender (M/F)	Race

Do you anticipate a change in your household composition within the next 6 months? Yes \_\_\_\_\_ No \_\_\_\_\_

Will any of the above household members live anywhere except in the apartment? Yes \_\_\_\_\_ No \_\_\_\_\_

Will any OTHER persons live in the apartment on a less than full-time basis? Yes \_\_\_\_\_ No \_\_\_\_\_

Are any household members a full-time/part-time student at an institute of higher learning? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes" to any of the above, please explain: \_\_\_\_\_

## Background Information

**Elderly/Handicapped/Disabled Verification** *(Please realize that your eligibility for restricted properties must be verified; if this does not apply please skip write N/A and skip to next section.)*

Are you or the co-applicant applying for status as an "elderly Household", where the resident or co-resident is 62 or older, handicapped, or disabled as defined by Rural Development?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you require any special accommodations or modifications to the living unit based on a disability?

Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_.

**Miscellaneous Information** *(circle "Yes" or "No")*

Has any household member ever rented from Terra Properties? If, "Yes", Where?: _____ & When?: _____.	Yes	No
Has any household member ever been evicted from any residence? If, "Yes", who: _____ Explain: _____.	Yes	No
Has any household member ever been banned from a property managed by Terra Properties Inc. or any other property? If, "Yes", Where from?: _____ & When?: _____.	Yes	No
Has any household member been arrested? If, "Yes", who: _____ Explain: _____.	Yes	No
Has any household member been convicted? If, "Yes", who: _____ Explain: _____.	Yes	No
Does anyone in the household currently have any charges/convictions pending against them? If, "Yes", who: _____ Explain: _____.	Yes	No
Are any household members 18 or older listed on a state or federal sex offender registry? If, "Yes", who: _____ What States have they lived in since 1996: _____.	Yes	No
Has any household member ever been evicted from any subsidized housing program for drug related or criminal activity? If, "Yes", who: _____ Explain: _____.	Yes	No

**NO PET POLICY!!**

**NO PETS** are allowed at any of the income based properties; only service animals will be permitted with authorization from a health care professional.

**How did you hear about our properties/apartments?** *(Circle the answer that applies to you.)*

Word of mouth	Newspaper	Brochure/Other Paper Advertisement	Internet/Facebook /Social Media	1800rentnow.net Website	Other
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Landlord/Mortgage Lender Release
(Last 5 years of residency history; SIGN & DATE at the bottom.)

Table with 3 columns: Name, Date of Birth, Social Security #. Rows include Applicant's Name, Co-Applicant's Name, and two Additional Occupant over the age of 18.

To whom it may concern:

Our tenant selection policy obliges us to verify the residential history of all household members applying for occupancy at our rental locations. To comply with this requirement, we ask for your cooperation in supplying information on the prospective residents' residential history. This information will be used only in determining whether the family can be accepted for occupancy.

Your prompt return of this information is appreciated. For your convenience we accept phone conversations, e-mails, faxes, and/or U.S Postal service returns of the forms requested.

Should you have any questions, Please feel free to call 1-800-736-8669, or e-mail at mail@terra-properties.com.

Sincerely,

Terra Properties Inc.

Applicants DO NOT forward this form to your landlord(s) it must be returned, signed, with your application for the application to be processed.

The undersigned understands that the information released pursuant to the authority herein granted shall be for the confidential use of Terra Properties, its successors and/or assigns. This information may be used for purposes of evaluation any tenant application submitted by the undersigned. A photocopy of this authorization may be deemed to be equivalent of the original and may be used as a duplicate original.

I have read this information on the purposes and use of information that is verified and consent to the release of information for these purposes and uses.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(over the age of 18)

Additional Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(over the age of 18)

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# Personal Information

(If any of the below does not apply to you mark **N/A**)

**Applicant Residential History** (Last 5 years of residency history; **If you OWN fill out the top line and skip to the next section**)

Currently do you <b>Rent</b> or do you <b>Own</b> ? (circle which applies to you)		For How long?	Mortgage Lender?
Current Landlord	Landlord's #		<b>For Office Use ONLY:</b> Date verified: _____. Means of verification: _____. Date verified: _____. Means of verification: _____.
Current Landlord's Address (include City, State, and Zip Code)			
Are you related to the landlord?	Yes	No	
Previous Landlord	Landlord's #		
Previous Landlord's Address (include City, State, and Zip Code)			
Are you related to the landlord?	Yes	No	

**Co-Applicant Residential History** (Last 5 years of residency history.)

Currently do you <b>Rent</b> or do you <b>Own</b> ? (circle which applies to you)		For How long?	Mortgage Lender?
Current Landlord	Landlord's #		<b>For Office Use ONLY:</b> Date verified: _____. Means of verification: _____. Date verified: _____. Means of verification: _____.
Current Landlord's Address (include City, State, and Zip Code)			
Are you related to the landlord?	Yes	No	
Previous Landlord	Landlord's #		
Previous Landlord's Address (include City, State, and Zip Code)			
Are you related to the landlord?	Yes	No	

**Emergency Contact** (Emergency Contact **CANNOT** be any of the household members listed on this application.)

Name of Contact	Relationship	Daytime #
Contact's Address (include City, State, and Zip Code)		Evening #

**Household Income Information**

(If any of the below does not apply to you mark **N/A**; you are required to have income to live in income based housing)

<b>Applicant's</b> Employment Income	SSI/SSD Amount (monthly)	Pension (monthly)	Child Support (monthly)	Other (monthly)	<b>Total Gross monthly Income:</b>
Wage: _____ # of Hours Weekly: _____					
<b>Co-Applicant's</b> Employment Income	SSI/SSD Amount (monthly)	Pension (monthly)	Child Support (monthly)	Other (monthly)	<b>Total Gross monthly Income:</b>
Wage: _____ # of Hours Weekly: _____					

**Applicant Income Source Information** (If you are on SSI/SSD please note that in the first line, and move onto the next section)

Employer's/Company's Name/ Source of Income	Supervisor's Name	Work / Supervisor #
Employers Address (include City, State, and Zip Code)	Employment Position	Length of Employment

**Co-Applicant Income Source Information** (If you are on SSI/SSD please note that in the first line, and move onto the next section)

Employer's/Company's Name/ Source of Income	Supervisor's Name	Work / Supervisor #
Employers Address (include City, State, and Zip Code)	Employment Position	Length of Employment



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### Authorization Release

Signatures: *(all household member's over the age of 18)*

**I/We authorize the owner/management to verify all information provided on this application and my/our signature(s) is our consent to obtain such verification. I/We certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to the release of the necessary information to determine eligibility.**

**I/We authorize any person, or credit checking agency having any information on me/us to release any and all such information to the owner/management or their agents or credit checking agents. I understand that the credit report (rental history, arrest and/or conviction records, and retail credit history) will be done through a credit bureau contracted with the apartment community. I understand that a check will be made of the sex offender registry in states in which I have resided.**

**WARNING:** "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, the PHA and any owner (or any employee of HUD, the PHA 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 the verification forms is restricted to the purposes cited thereon. Any person who knowingly or willfully 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 of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA 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 42 U.S.C. 208(f), (f) and (h). Violation of these provisions are cited as violations of 42 U.S.C. 408 f, g, and h."

**All contents of this application and information received from other sources will remain confidential.**

**PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING THIS COMPLETE APPLICATION:**

**BACKGROUND CHECK** – I/we understand that a background, including both criminal and credit, check will be conducted.

**SIGNATURES** (ALL household member's over the age of 18)

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Occupant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Occupant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 applications on the basis of visual observation or surname.

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