

Dear Applicant,

Date: _____ (Keep this page for your records.)

Thank you for inquiring about Apartment Rentals managed by Terra Properties Inc.

This Application IS NOT for Emergency Housing! Rural Development, USDA requires all applicants approved for occupancy be added to the bottom of an existing Wait List. Wait time is dependent on available vacancies and length of Wait List.

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 \$25 FEE (per person over the age of 18).
 - Application **WILL NOT** be processed without the background check fee.
 - Application **WILL NOT** be processed if credit is on “HOLD” or “FREEZE”
 - The fee is payable via check, money order, cash in office, or **you may apply online**
- **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).**
- **Applications WILL NOT be processed if they are missing the FEE and/or ANY DOCUMENTAION.**
 - **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 (pg. 2).
 - If any of the information does not apply to you, please enter “N/A” (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; | 3. Destruction of property; | 5. Criminal activity; |
| 2. Disturbances of neighbors; | 4. Drug-related criminal activity; | 6. Prior evictions or poor landlord reference(s) |
- You will receive a letter within **10 BUSINESS DAYS** regarding if you have been approved 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).
 - If there is ever a change in any of your contact information (i.e., phone #, mailing address, and/or e-mail); please contact our office immediately, to enable us to update this information.

You may return the Application along with the Fee(s), copy of SS card(s), and DL or Photo ID(s) via. mail, drop box (located at our office) **110 Executive Drive, Highland, IL 62249**, or online(www.1800rentnow.net)

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.



Terra Properties' Income Based Residential Portfolio

These properties are federally subsidized through the USDA Rural Rental Multi-Family Housing program. Rent would be based off of approximately **30% of the gross household income**.

Multi-Family Complexes- Income Based Apartments

Location – Property: Address

Ava, IL – Ava Apartments: 302 S. Russell & 301 South 5th Streets
Coulterville, IL – Coulterville Apartments: 701 South 7th & Cedar Streets
Girard, IL – Heritage Apartments: 114 W. Mound Street & 213-215 Brenda Lane
Highland, IL – Daffodil Apartments: 1330 & 1340 Daffodil Lane
Highland, IL – Southwest Apartments: 701 & 705 13th Street
New Baden, IL – Country Place I Apartments: 412-422 East Poos Drive
New Baden, IL – Country Place II Apartments: 407-425 East Poos Drive
Patoka, IL – Patoka Senior Apartments: 109 North Oak Street (**No Elderly Restrictions**)
Pinckneyville, IL – Orchard Apartments: 705 Virginia Court
St. Jacob, IL – Westglen Apartments: 215 Jacob Street
Trenton, IL – Oakland Apartments: 116 North Oak Street
Vandalia, IL – Vandalia Heights Apartments: 1904-1928 W. Randolph Street & 220 N. Adams

For those 62 years of age or older and/or Disabled Regardless of Age

Location – Property: Address

Carlyle, IL – West Lake Apartments: 2110 West Lake Drive
Highland, IL – Northtown East Apartments: 85 Suppiger Lane
Highland, IL – Plaza Gardens Apartments: 200 Suppiger Lane
Highland, IL – Senior Plaza Apartments: 2676 Eagle Way
Okawville, IL – Okawville Heights Apartments: 302 & 304 North Mill Street
Troy, IL – Idlewood Apartments: 527 & 601 Lower Marine Road
Valmeyer, IL – Valmeyer Senior Apartments: 100-112 East Woodland Ridge

Terra Properties also manages Conventional Rental Properties –

Rents are at a set base price ranging from \$600-\$1,000+ depending on amenities.

- Availability posted with “**FOR RENT**” banner on website www.1800rentnow.net,
(If the banner is not present the property is NOT available)
- These properties require the “**Conventional Application**”; this application is available in our office, online, and/or could be mailed out
 - Please note this application has a **\$35 Fee** (*per person over the age of 18*)

What rental properties 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		For Office Use ONLY: 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 <i>(optional)</i> Male or Female		Hispanic/Latino <i>(optional)</i> Yes or No	Marital Status <i>(optional)</i> Single or Married		
Race <i>(optional)</i> White	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 <i>(if different from applicant)</i>			Social Security #		
City	State	Zip Code	Driver's License #	State Issuing License	
Applicant's E-mail Address			Home Phone #	Cell Phone #	
Gender <i>(optional)</i> Male or Female		Hispanic/Latino <i>(optional)</i> Yes or No	Marital Status <i>(optional)</i> Single or Married		
Race <i>(optional)</i> White	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 the household composition (expecting, fostering, adoption, etc.) 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 answer "Yes" to any of the above, please explain: _____

As of January 31, 2010 were you 62 years of age or older and receiving subsidy? Yes _____ No _____



Background Information

Elderly/Handicapped/Disabled Verification

(Please realize that your eligibility for restricted properties must be verified; if this does not apply please 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 _____

Check Box if you are requesting a ground floor unit.

Explain: _____

**Management will provide reasonable accommodations under Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and regulations implemented thereunder at the barrower's expense unless to do so would cause an undue financial or administrative burden. Reasonable Accommodation Request should be made by contacting the Property Manager at move in or any time during tenancy.*

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

Is the credit of applicant or co-applicants currently on "HOLD" or "FREEZE"? If answered "Yes", credit check cannot be completed until "HOLD" or "FREEZE" has been removed.	Yes	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 PETS POLICY!!

NO PETS are allowed at ANY Rural Development Property (*income based properties*); only service/companion animals will be permitted with authorization from a health care professional.

Pets are permitted at properties with HUD financing; a **\$300 refundable pet deposit** is required to attain a pet. (*Northtown East Apartments, located in Highland, IL; is currently the only property with HUD financing*).

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
---------------	-----------	--	------------------------------------	----------------------------	-------

Landlord/Mortgage Lender Release

(Last 5 years of residency history; **SIGN & DATE** at the bottom.)

Applicant's Name	Date of Birth	Social Security #
Co-Applicant's Name	Date of Birth	Social Security #
Additional Occupant over the age of 18	Date of Birth	Social Security#
Additional Occupant over the age of 18	Date of Birth	Social Security#

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 the purpose 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)



Personal Information

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

Applicant Residential History

(Last **5 years** of residency history; attach additional paper if you require more space. If you **OWN** fill out the top line and skip to the next section.)

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

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

Currently do you Rent or do you Own ? (circle which applies to you)		For How long?	Mortgage Lender?
Co-Applicant's Current Address:		Landlord's #	For Office Use ONLY: Date verified: _____. Means of verification: _____. Date verified: _____. Means of verification: _____.
Current Landlord: Name/Company – Landlord address (include City, State, and Zip Code)			
Residency Dates:	Are you related to the landlord? Yes _____ No _____.		
Co-Applicant's Previous Address:		Landlord's #	
Previous Landlord: Name/Company – Landlord address (include City, State, and Zip Code)			
Residency Dates:	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	Phone #
Contact's Address (include City, State, and Zip Code)		E-mail address:	

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)

Applicant's Employment Income	SSI/SSD Amount (monthly)	Pension (monthly)	Child Support (monthly)	Other (monthly)	Total Gross monthly Income:
Wage (per hour/salary): _____ # of Hours Weekly: _____					
Co-Applicant's Employment Income	SSI/SSD Amount (monthly)	Pension (monthly)	Child Support (monthly)	Other (monthly)	Total Gross monthly Income:
Wage (per hour/salary): _____ # 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/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/Company's Name/ Source of Income	Supervisor's Name	Work / Supervisor #
Employers Address (include City, State, and Zip Code)	Employment Position	Length of Employment

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 property owner. 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.

Head of Household (census information, circle all that applies to you)

<u>Race</u>	White/ Caucasian	Black/ African American	American Native/Alaskan Native	Native Hawaiian/ Pacific Islander	Asian	Other
<u>Ethnicity</u>	Hispanic or Latino			Not Hispanic or Latino		
<u>Marital Status</u>	Married			Single		
<u>Gender</u>	Male			Female		



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

Terra Properties In. is an equal opportunity provider. Rev: 04-26-23, MB

