

## **RENTAL APPLICATION CHECKLIST:**

- COMPLETED & *signed* rental application (completed means answering ALL questions)
- Copies of Social Security Cards
- Copies of Driver's License and/or Birth Certificates
- Proof of household income from all sources → Copies of the 4 (or more) most recent consecutive Paystubs and/or a copy of each separate Award Letter (SSI, Food Stamps, Child Support order, etc..)
- \$15 Application Fee per adult.

## **FREQUENTLY ASKED QUESTIONS**

- **How long will it take to know if I have been approved?** That mostly depends on you; getting the application actually completed generally takes the longest. The more documents not provided or questions left unanswered, the more time that has to be spent just gathering information. Thereafter, it can take up to 14 days.
- **What if I need to move RIGHT NOW?!** Unfortunately, we are a small office staff and are only capable of doing so much at one time. If you are in a housing emergency, we can refer you to other agencies which may be able to better meet your needs.
- **What do you look for in a renter?** Our Tenant Selection plan can be accessed via our website or office, and can be further explained upon request.
- **Why do I need to pay this application fee?** Because we are a nonprofit and the rents are kept so low, we are unable to absorb the costs for each applicant. Keep in mind that we are only asking for the minimum amount to cover our costs.
- **Why do I need to provide all of my personal information and documentation?** Many of Clinch-Powell's rental properties have been funded through grants. Each grant has its own set of requirements and guidelines which we must follow. We only ask for the information we need in order process your application. Your application and information will be kept confidentially throughout the process.
- **What if I get paid in cash?** You will either need to provide us with a FULL copy of your tax return and W2's that show your earned income or you will need to get an Employer Verification form from us and have your employer fill it out.
- **When can I look at the property?** AFTER your application has been approved. Our office is located in Rutledge, and Clinch-Powell has numerous rental properties across 7 counties. It is presently just not feasible for us to give a tour of a rental house to every person who *might* be interested. We have pictures and floor plans of our properties that we will be more than happy to provide you.
- **Are utilities included in the rent?** No. You will be expected to transfer water and electric accounts into your name on your move-in date.
- **What happens after we receive your completed application?**
  1. First, we must verify that your household income is within the qualifying range established for the property.
  2. Then we will run criminal background checks.
  3. *After* we have received the fee, we will pull an Equifax Credit Report.
  4. Then the Property Manager will call your references.
  5. After a decision has been made, you will then be informed if your application was approved or denied
  6. The first approved applicant will then be advised of the Security Deposit and pro-rated rent amount.
    - All other approved applicants will be informed of their status and position on the Waiting List
  7. At the agreed upon move-in date, you must pay the security deposit AND first month's (pro-rated) rent. You and the landlord will do a walk-through of the property, sign the lease and get the keys.
- **Does Clinch-Powell accept Section 8 vouchers?** *Yes, but it will sometimes depend on the individual property and/or public housing requirements. You will need to provide us a Request for Tenancy form and something stating what size unit you have been approved for.*
- **What if I am currently applying for a Section 8 voucher?** If your rental application is approved, you may move in, but until your Section 8 voucher (and tenancy) is approved and starts paying Clinch-Powell directly, you will be responsible for the full amount of the security deposit and rent when it is due.
- **Does Clinch-Powell allow smoking inside?** No
- **Does Clinch-Powell allow pets?** As of April 10, 2015, we do not accept pets.