



Tenants to Homeowners, Inc.
The Lawrence Community Housing Trust Program
2518 Ridge Court, Suite 209, Lawrence, Kansas 66046
842.5494 ♦ FAX 785.842.7570 ♦ lawrencelandtrust@yahoo.com ♦ www.tenants-to-homeowners.org

Applicant Screening Policies

APPLICANT PROCESS

Applications may be turned in prior to viewing a property.
We offer application forms to everyone who asks about the rental.
We may require up to 72 hours to verify information on an application.
If we are unable to verify information on an application, the application may be denied.
Applications may be denied based upon demeanor, unacceptable behavior or attitude.
Upon signing of rental agreement, Rent, Deposit, and income verification will be required.
Certain variables in the application process may require an additional deposit and/or co-signer.
Deposit to be paid by Cash or Money Order. Unfortunately, we cannot accept checks on deposit.

COMPLETE APPLICATION

We will not review incomplete applications.

IDENTIFICATION

Applicants must show identification, which must include a photograph.

PRIOR RENTAL HISTORY

Rental history of current and previous landlord references from unbiased/unrelated sources is required.
Applicants must provide us with the information necessary to contact past landlords.
We reserve the right to deny an application if, after making a good-faith effort, we are unable to verify prior rental history.
Prior eviction(s) may result in denial of application.

SUFFICIENT INCOME/RESOURCES

Rent (excluding utilities) shall be at a ratio of 33% of net household income.
Income/Resources must be verifiable through pay stubs, employer contact, and/or current tax records.
Employment MUST be verifiable.
Applicant must be able to get utilities turned on in their name. Proof may be required prior to moving in.

CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

A credit check and/or criminal records check may be performed.
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 may be denied tenancy.

TTH, Inc owns and operates this property. Our mission is to create affordable housing opportunities in Lawrence. For this reason, we aim to keep these rentals below fair market rent. "We are [also] pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin."

TTH, Inc. complies with and bases its policies on the Kansas Landlord Tenant Law.



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Rental Application

Date Received _____

Applicant Information

Name: _____

Current Address: _____

Current Telephone Numbers: Work: _____ Home: _____ Cell: _____

Household Members (including yourself)

Name	Relationship	Date of Birth	Gender

Total in Household: _____

Residence History

(We must have a contact number for at least one landlord reference or the application will be considered incomplete.)

Present address: _____

From: (month/year): _____ To: (month/year): _____

Monthly rent: _____

Landlord name: _____

Landlord address: _____

Landlord telephone number: _____

Previous address: _____

(If less than two years at current address)

From: (month/year): _____ To: (month/year): _____

Landlord name: _____

Landlord address: _____

Landlord telephone number: _____

For office use only



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Employment and Income Information

Current Employers

Applicant

Name	Employer	Start Date	End Date	Position	Monthly Gross Income
<i>Total:</i>					

Other Household Income (SSI, child support, pension, benefits, etc.)

Source	Monthly Gross Amount
<i>Total:</i>	

Total monthly gross income: _____

Bank, Credit and Character References

Bank Information

Bank Name	Account Number	Checking or Savings?

Credit References

Creditor Name	Account Number	Telephone Number	Highest Balance	Current Balance

Character References (list only those people whom you've known at least one year)

Name	Address	Telephone	Relationship

Have you or any member of your household been convicted of a crime in the last five years?

If yes, please indicate what the conviction was for: _____



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Pet and Vehicle Information

Description of pets

Species	Breed	Size	Weight

Description of Vehicles

Make	Model	Color	License Number

Special Needs (these questions are not mandatory; however, they are used to help prioritize applications.)

Are any physical modifications needed?

If yes, please describe: _____

Are you currently homeless, living in a shelter or living in substandard housing?

If yes, please describe: _____

Have you been involuntarily displaced due to death, divorce or other cause?

If yes, please describe: _____

Do you have any other special needs you would like us to consider?

If yes, please describe: _____

I need to find a place by (date): _____

Required Notice: _____

Other Information

Please check one:

_____ I would like to be kept on file and notified when my application is next in line for consideration and a rental becomes available, no matter how long it takes.

_____ Disregard my application if a rental has not become available by (date): _____

Emergency contact:

Name: _____ Telephone Number: _____

Address: _____ Relationship: _____

I certify that all information above is true to the best of my/our knowledge and that I/we are the person(s) who will reside in the residence. I/We agree to allow Tenants to Homeowners, Inc. authorization to investigate any personal, financial and credit records.

Signature _____ Date _____

Signature _____ Date _____