



Time Received: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**APPLICATION FOR OCCUPANCY**

**Applicant Name:** \_\_\_\_\_ **Property Applying to:** \_\_\_\_\_

**Contact Info: Home/Cellular Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Current Address, City, State, Zip:** \_\_\_\_\_

**Size of unit you are applying for:** \_\_\_ 1BR \_\_\_ 2BR \_\_\_ 3BR

**Date you want to move-in:** \_\_\_\_\_

<b>HOUSEHOLD INFORMATION – Failure to accurately respond to any question during the application process is cause to deny the family admission</b>									
Relationship to Applicant	Last Name	First Name	Middle Initial	Date of Birth	Age	Social Security #	Sex	Ethnicity**	Race *
Applicant									

Race and Ethnic Data Reporting – This information is requested by us to ensure that Federal Laws prohibiting discrimination against applicants on the basis of race, color, national origin and sex, 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/agent is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.

**\*\*ETHNICITY – Please use the following codes to indicate the National Origin of your household members:**

(A) Hispanic/Latino; (B) Not Hispanic/Latino

**\*RACE – Please use the following codes to indicate the race of your household members (Use all that apply):**

(1) American Indian or Alaska Native (2) Asian (3) Black or African American (4) Native Hawaiian or Other Pacific Islander (5) White (6) Other

**Applicant and all household members must provide a complete list of all states in which they have resided in.**

<b>Prior, Current and Future Housing Status</b>		
Yes	NO	All questions must be answered
		Have you rented from CEPCO Management Inc. in the past? If yes, where? _____
		Do you or any member of your household want to claim Handicapped/Disabled status?
		Do you require a unit with accessible features for assistance with mobility, hearing, or visual impairments?
		Have you or any member of your household had an eviction action filed against you?
		Have you or any member of your household been convicted of a crime?
		Are you or any member of your household subject to a lifetime sex offender registration requirement in any state?
		Do you anticipate any changes to your household composition in the next 12 months?

<b>RENTAL REFERENCES – List all places you have lived for the last five years, attach separate paper if you need more room</b>				
Dates Rented	Property Name	Landlord Name	Phone	Address, City, State, Zip

Applicant Name: \_\_\_\_\_ Property Applying to: \_\_\_\_\_

Prior to occupancy, verification of birth dates, social security numbers, income, assets and expenses may be required.

HOUSEHOLD INCOME INFORMATION - Indicate which incomes are received for all household members.					
YES	NO		YES	NO	
		Employment Income			Social Security or Pension or Annuities
		Unemployment Compensation			Regular Cash Contributions
		Child Support			Income from other agencies
		Alimony Payments			Interest from asset accounts
		Welfare or Public Assistance			Other Income

HOUSEHOLD INCOME SOURCES - Indicate household member, income source and gross annual income amount.		
HOUSEHOLD MEMBER	SOURCE OF INCOME (Name, address, and phone number)	GROSS ANNUAL INCOME AMOUNT

HOUSEHOLD ASSET INFORMATION - Indicate which assets are held by household members.					
YES	NO		YES	NO	
		Checking Accounts			Certificate of Deposit (CD)
		Savings Accounts			Money Market Funds
		Stocks or Bonds			Retirement Account
		Real Estate			Pension Funds
		Annuity Accounts			Other Assets

HOUSEHOLD ASSETS HELD - Indicate household member, asset source, and asset value.		
HOUSEHOLD MEMBER	ASSETS HELD/TYPE OF ASSET (Name, address, and phone number)	ASSET VALUE

**SIGNATURES AND DATE** - Your application will only be accepted, for consideration if signed and dated by all applicants 18 years of age and older.

I/We certify that all information in this application for occupancy is true to the best of my/our knowledge and that false statement or information is punishable by law and will lead to cancellation of the application or termination of tenancy after occupancy.

I/We do hereby authorize CEPCO Management Inc. and their staff to contact any agencies, offices, groups or organizations to obtain and verify any information which is deemed necessary to complete my/our application for housing.

I/We understand that by signing this form, I/We are granting CEPCO Management Inc. permission to verify my/our credit, public, collection, criminal, eviction, and rental history.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

An application reference fee, in the amount of \$\_\_\_\_\_ for each adult member of the household is required (HUD properties do not require application fees) for the purpose of checking the applicant's credit, public, collection, criminal, eviction, and rental history through their background screening company. We only require the application fee to be paid when a unit is available or will be available and your application is being considered for occupancy. Our written Resident Selection Criteria is available upon request.

**CHECKS OR MONEY ORDER ONLY, MADE PAYABLE TO THE PROPERTY NAME YOU ARE APPLYING FOR.**

**Rental Screening Company:**  
**Rental History Reports - 7760 France Ave S, Suite 1173, Minneapolis, MN 55435**  
**Telephone: 888-389-4023**