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PROPERTY: _____



Pre-Application for Occupancy

Submit to the rental office at the property to which you are applying. Burbank Housing's main office does not accept pre-applications.

Thank you for your interest in Burbank Housing's rental communities. Provide ALL information requested on this form. Incomplete pre-applications may not be processed. Using white-out will void this pre-application and you will have to complete a new form. If you make a mistake, draw a single line through the mistake, initial it, and make the correction. Information is used to determine your eligibility for occupancy. This is a preliminary application and gives no lease or rental rights. If there is a vacancy in this rental community for which you are eligible, you will be required to submit additional information to complete the processing of your application.

Part I. Applicant Information

- 1. Name _____ 2. Current Phone Number(s) _____
- 3. Current Alternate Phone Number(s) _____
- 4. Current Mailing Address _____
Number and Street City State Zip
- 5. Current Home Address (If different than above) _____
Number and Street City State Zip
- 6. Does anyone in your household have an application in process at another Burbank property? YES NO
- 7. Are you or any adult member of your household a farmworker employed in the agricultural industry? Agricultural/Farmworker includes farming, cultivation, dairying, harvesting, raising of livestock, bees, poultry, forestry, lumber, handling, drying, packaging, preparation and delivery to storage or market or to carriers for transportation to market. YES NO
- 8. Are all adult household members full-time students? YES NO
- 9. Do you or anyone in your household possess a current Section 8 Voucher/Certificate or other Rental Subsidy? YES NO
- 10. Have you or anyone in your household ever been evicted? YES NO
- 11. Have you or anyone in your household ever been convicted of a crime? YES NO
- 12. Preference: Studio 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom
- 13. Do you or anyone in your household have any special housing needs? YES NO
 If Yes, what accommodations? Wheelchair accessible Visual impairment Hearing impairment
- 14. Will you or anyone in your household require a live-in care attendant? YES NO
- 15. Proposed household members (adults and children) including yourself:

A) Name _____ Social Security Number _____
 Birth Date _____ Occupation _____
 Company/School Name _____ Telephone Number _____
 Company/School Address _____
Number and Street City State Zip

B) Name _____ Social Security Number _____
 Birth Date _____ Occupation _____
 Company/School Name _____ Telephone Number _____
 Company/School Address _____
Number and Street City State Zip

C) Name _____ Social Security Number _____
 Birth Date _____ Occupation _____
 Company/School Name _____ Telephone Number _____
 Company/School Address _____
Number and Street City State Zip

D) Name _____ Social Security Number _____
 Birth Date _____ Occupation _____
 Company/School Name _____ Telephone Number _____
 Company/School Address _____
Number and Street City State Zip

E) Name _____ Social Security Number _____
 Birth Date _____ Occupation _____
 Company/School Name _____ Telephone Number _____
 Company/School Address _____
Number and Street City State Zip

Part II Household Income, Assets and Subsidies

16. Income: List below income received from all sources by all members of the household. Sources may include employment, SSI, aid to families with dependent children, alimony and child support, pensions, interest and dividends, and unemployment benefits. Show amount on an annual basis. Use additional pages if necessary. Do not include income of live-in attendant. Include any food stamp allotment. **List the gross annual income for each source (all income prior to any taxes or deductions).** For example: If you make \$8.00 per hour and work 40 hours a week all year. Your gross annual income would be \$8.00 x 40 hours x 52 weeks a year = \$16, 640.00

Household Member Name	Income Source(s)	Gross Annual Amount(s)
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

17. Assets. List all household assets for all members of the household, including minors. Assets are the value of equity in property owned, checking accounts, savings accounts, IRAs, 401k's, annuities, mutual funds, trust accounts, CD's, money market accounts stocks, bonds, whole life insurance and other forms of capital investment. Do not include personal automobiles or furniture. Briefly describe the assets and show the total estimated value. Use additional pages if necessary.

Name of Household Member	Description of Assets	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Part III - Certification. I declare under penalty of perjury under the laws of the State of California that the information contained in this application and any information or documents offered in support of this application are true and correct. I acknowledge that false information herein may constitute grounds for rejection of this application and termination of any right of occupancy, and constitutes a criminal offense under the laws of this state. I recognize that, as part of the procedure for processing this pre-application, an investigative consumer report will be prepared with information obtained through personal interviews with my landlord, neighbors, friends, and others with whom I am acquainted. This includes information as to my employment, income, character, general reputation, personal characteristics and mode of living. A routine criminal records check may also be run. I authorize such investigation of myself and any minor listed as an occupant of the property and the obtaining of a credit report.

NOTE: Qualifying as an income eligible household does not give you any lease or rental rights. You will be approved and offered a unit only when you have been presented with a written lease. Thank you.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Submit your completed pre-application to the rental office at the property to which you are applying.

Section 7. Federal Government Affirmative Fair Housing - The following information is requested to be completed by the Applicant on a voluntary basis to enable monitoring or compliance with Federal Laws prohibiting discrimination. If the Applicant does not provide this information, the sales agent will complete this item based on visual observation or surname.

RACE CATEGORIES		ETHNICITY CATEGORY
<u>Single Race</u>	<u>Two or More Races</u>	<u>Hispanic or Latino</u>
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> American Indian or Alaskan Native and White	<input type="checkbox"/> Mexican/Chicano
<input type="checkbox"/> Asian	<input type="checkbox"/> Asian and White	<input type="checkbox"/> Puerto Rican
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Black or African American and White	<input type="checkbox"/> Cuban
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> American Indian or Alaska Native and Black or African American	<input type="checkbox"/> Other Hispanic/Latino
<input type="checkbox"/> White		

Decline to state

The information regarding race, natural origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through HUD or the USDA Rural Development, that Federal Laws prohibiting discrimination against applicants on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic orientation, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program 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/national origin and sex of individual applicants on the basis of visual observation or surname.