

2515 A Street Anchorage, AK 99503 (907) 677-8490

When submitting you application, please ensure that the information is complete and the requested documents are attached.

DO NOT USE WHITE OUT! APPLICATION WILL NOT BE PROCESSED

The landlord reference check will be faxed to your previous landlord to fill out. <u>Only</u> the applicant's printed name, signature, and date are to be on the form. Nothing else needs to be completed on the form. The remainder is for office use only. **There must be at least one landlord reference to check.**

The following pages are the application. Please fill out the application completely and leave no blank spaces. If it does not pertain to you, please write "N/A".

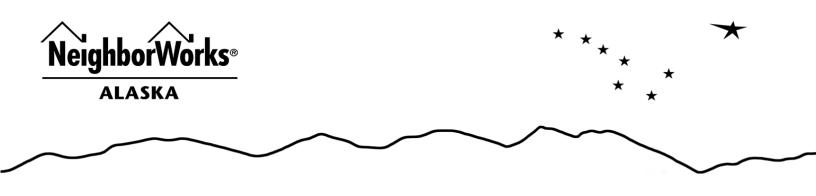
REQUESTED DOCUMENTS:

- There is a \$25.00 application fee per adult. Each adult must complete an application. The fee is non-refundable. This is to cover the administrative cost incurred for a criminal background check and to verify credit history.
- A signed "Landlord Reference" form is required.

To expedite the application process, if a family member receives income from any source such as from the following agencies, please provide recent paystubs. a currently dated print-out, or award letter:

- Employment
- Social Security Income
- Adult Public Assistance
- Alaska Temporary Assistance Program (ATAP/TANF)
- Child Support
- Unemployment
- Photo copy (legible) of driver's license or identification card for all adult applicants. The items copied must contain a picture of the applicant, and date of birth. If you do not have valid identification, your application will not be processed.
- Photo Copy (legible) of All Household Member's social security cards.

Thank you for applying with NeighborWorks® Alaska



Notice all applicants applying to live at NeighborWorks® Alaska's Apartments

Effective September 1, 2016, All of NeighborWorks[®] Alaska's properties listed below will be smoke free.

In order to eliminate the known health hazards of secondhand smoke; the increased maintenance, cleaning, and redecorating costs from smoking; the increased risk of fire from smoking; and the high costs of fire insurance for properties where smoking is permitted, NeighborWorks[®] Alaska adopts this smoke-free housing policy for Hampstead Heath, The Mallary, Merrill Crossing, Spruce View and Stephen's Park Apartments located throughout Anchorage, Alaska.

Indoor Smoking

1. Effective <u>September 1, 2016</u> smoking is not permitted anywhere inside the NeighborWorks[®] Alaska buildings. This includes, but is not limited to, individual living spaces, all shared areas, stairwells, laundry rooms, and any other enclosed areas.

2. This policy applies to all current and new residents, all employees, all contractors and all guests at all times.

Outdoor Smoking

Smoking is not permitted within 20 feet of the entrances or any windows of the NeighborWorks[®] Alaska apartment buildings.

The Mallary
660 West 34th Avenue

Stephen's Park 3200 La Touche Street Merrill Crossing 1275 East 9th Avenue



5, 2515 A Street, Anchorage, AK 99503 p 907.677.8490 f 907.677.8450 www.nwalaska.org

S:\HOUSING DEPARTMENT\Updated & Revised forms for Resident Managers\Application Forms\Bond-Market Rate App & Forms\Multi- Notice to Applicant Smoke Free- Multiple Property.docx

NeighborWorks® Alaska Properties Applying for:□Patriot Square□Panoramic View

□ Stephen's Park

- The Mallary
- Merrill Crossing

Revised: 02/23/2017

- \triangleright Each Adult (18 and Older) Must complete a separate application.
- There is a <u>non-refundable</u> fee of \$25/adult to apply \triangleright

RESIDENTIAL HOUSING APPLICATION Please Print

Last N	Name:		First Name:			M.I.:	
Othe	r/Previous Names (please list all na	mes used					
					State: Zip Code:		
Date of Birth:							
Driver's License/State ID #:				ite: Bedroom Size \			
	il Address:				est Contact Number(s):		
	Did You Hear About Us?						
Are y	ou Active Duty Military? 🗌 Yes 🗌	No			Do You Have a Rental Vo	ucher? []Y	es 🗌 No
Are y	ou a U.S. Veteran? Yes No				If yes, where from?		
Does	the ENTIRE household (adults in	cluded) C	onsist of or Anti	icipate	becoming Full Time Students	Yes No	C
			-		BERS TO RESIDE IN UNIT		
No.	First & Last Name	Gender	Date of Birth	No.	First & Last Name	Gender	Date of Birth
1.				4.			
2.				5.			
3.				6.			
5.				0.			
		LAST T	WO YEARS R	ESIDE	NCE HISTORY		
Curro	nt Landlard Name				Phone #:		
	e nt Landlord Name: ess:						
			Date Tenancy Began:				
	Are You Moving?:						
	you given notice?						
	ous Landlord Name:						
	255:						
	ing or Management Company Name		Zip				
	:				Dates: From:	Тс):
	Did you Move?:						
Othe	r States Previously Lived In:						
		EN	IPLOYMENT	NFOF	RMATION		
Curre	nt Employer:				Your Title:		
Addre	ess:		City:				ip
	rvisor's Name:						
Mont	hly Gross Income: \$		Date Employ	ed:			
	0.					-	NeighborWorks®
S	HOUSING DEPARTMENT\Updated & Revise	d forms for F	esident Managers\A	Applicatio	on Forms\Bond-Market Rate App & For	ms\Application	for Bond.docx

Page 1 of 2

Address:				
In case of emergency, who may we contact?				
Address:	ess: Phone #:			
The applicant certifies that the foregoing information processing fee whether the application is approved or It is the policy of NEIGHBORWORKS [®] ALASKA not to national origin, familial status, or disability status.	denied. It is required that your monthly income be	e at least 2 ½ times the rental amount.		
I AUTHORIZE RELEASE OF INFORMATION REGARDING I NEIGHBORWORKS® ALASKA FOR A PERIOD OF ONE YEA NEIGHBORWORKS® ALASKA INFORMED OF MY CURREN TO DO SO.	AR FROM THE DATE HEREBY SIGNED. I UNDERSTA	ND THAT IT IS MY RESPONSIBILITY TO KEEP		
Print Legal Name	Signature	Date		
WARNING: Title 18, Section 1001, of the United States fraudulent statements in this application. Such false of Statutes.				
S:\HOUSING DEPARTMENT\Updated & Revised forms for Revised: 02/23/2017	or Resident Managers\Application Forms\Bond-Market R	NeighborWorks • CHARTERED MEMBER Rate App & Forms\Application for Bond.docx Page 2 of 2		

Previous Employer:		Yo	Your Title:			
		City:		Zip		
Supervisor's Name:						
Monthly Gross Income: \$		Dates Employed:				
	Δ	DDITIONIAL HOUSHOLD INCOM	IE (i.e. child support, social s	security, pensions, etc)		
Amount \$	per	Source				
Amount \$	per					
Amount \$	per	Source				
Amount \$	per	Source				
Amount \$	per	Source				
		GENERAL INFORMATION				
		er been evicted from any housing?	Yes No			
Do you owe money to a pre If yes, explain:		Yes No				
		been convicted of a crime? Yes				
Are you required to registe	r under a state s	ex offender law? 🗌 Yes 🛛 🗌 No				
	=	in jail or prison within the last three ye				
		REFERENCES				
Father/Mother:			Phone:			



ALASKA

eta

	LANDLORD REFERENCE CH	IECKLIST	
Please release the following informat	ion to NeighborWorks [®] Alaska	a where I have applie	ed for an apartment.
	Applicant:		
	(Print Name)		
Date:	Signature:		
	OFFICE USE ONLY BELOW T	HIS LINE	
Address of Residence:			
Landlord's Name:			
Dates of Residence: From:		0:	
Are you a Relative of the Tenant	? Yes No		
RENT PAYMENT HISTORY			
Amount of Monthly Rent \$			
Have you ever begun or completed evicti	on proceedings? Yes No If	f yes, please explain: _	
Have tenant-paid utilities ever been disco	nnected? Yes No		
UNIT CARE			
Is/was there a security deposit?	Yes No		
Is the unit kept clean, safe and sanitary?	Yes No		
Has the unit been damaged?	Yes No		
If yes, please describe:			
Did the tenant pay for damage?			
Did you keep the security deposit?	Yes No		
Was rodent/insect infestation a problem			
Did the tenant's housekeeping contribute			
GENERAL			
 Was the tenant listed on the least 	se?		Yes No
 Did the tenant violate your lease 	house rules in any way?		Yes No
 Did the tenant allow persons no 	t listed on the lease to live in the	unit on a regular basis	? Yes No
• Did the tenant, family members	or guests cause any disturbances	s or complaints?	Yes No
• Did the tenant, family members	or guests damage or vandalize th	he common areas?	Yes No
• Did the tenant, family members or unit?	or guests engage in criminal activ	vity including, drug-rel	ated activity in the building Yes No
 Has the tenant given you any fal 	se information?		
If yes, please explain:			
Did the tenant, family members or guests		bally abusive manner t	owards neighbors.
yourself or your staff?	, ,,	,	
Would you rent to this tenant again?			Yes No
Additional Comments			
Namo			
Name:			
Reference completed by:		Phone Person to	Person Written Email
. ,			



Race and Ethnic Data Reporting Form

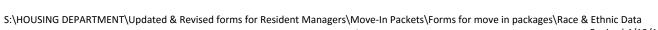
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* Definitions of these categories are available upon request. There are no penalties for persons who do not complete this form.

Tenant/Resident Signature

Date





Reporting Form.xlsx

NeighborWorks® CHARTERED MEMBER



NeighborWorks Alaska

Notice of Occupancy Rights under the Violence Against Women Act¹

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.² The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that NeighborWorks Alaska is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA."

Protections for Applicants

If you otherwise qualify for assistance under NeighborWorks Alaska, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Signature of Head of House Hold

Signature of other household member



Date

Date

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.