

Application Checklist

To apply for tenancy, all persons 18 or older interested in residing at:

referred by:

must file an application with HomeScreen

a product of Tower Grove Neighborhoods CDC

located at:

2337 S. Kingshighway

St. Louis, MO 63110

Monday – Friday 9am - 5pm

tel: 314-865-5530

fax: 314-865-2540

info@myhomescreen.org

www.myhomescreen.org



Each applicant must submit the following materials:

1. Tenant Screening Application with signed Guidelines (available in office or on-line at www.myhomescreen.org)
2. Submit *all* required additional documentation on-line, in person, by fax, or by e-mail:
 - Copy of State Issued Photo ID (Driver's or Non-Driver's License)
 - Proof of Income - two most recent paycheck stubs preferred
 - If you are self-employed, provide two years Federal Income Tax Returns or 1099s
 - If you are relocating for work, provide an offer letter for local employment
 - Proof of Other Income i.e. Child Support, Alimony, SSI, food stamps, retirement, etc. if applicable
 - Temporary Income (unemployment, TANF, etc.) will not be accepted
3. \$50 Application Fee
 - Acceptable forms of payment: money order, credit or debit card

Incomplete applications will not be considered. Applications for a specific unit are processed one at a time on a first come, first served basis.



Tenant Screening Application

Address of unit being applied for: _____

Monthly Rent:\$ _____

Preferred Move-In Date: _____

First Name: _____ Middle: _____ Last: _____

Former Name: _____

E-Mail: _____

Phone Number: _____

SSN: _____ DOB: _____

Occupancy Information:

Total number of people who will reside on the property: _____

Name: _____ DOB: _____ Name: _____ DOB: _____

Name: _____ DOB: _____ Name: _____ DOB: _____

Name: _____ DOB: _____ Name: _____ DOB: _____

Do you have a co-signer? If yes, Name: _____ Contact Information: _____

5-Year Residential History

Current Address: _____

City: _____ State: _____ Zip: _____

Landlord/Mortgage Holder: _____ Contact Information: _____

Rent: _____ Dates Occupied: From: _____ To: _____

Reason for Moving: _____

Previous Address: _____

City: _____ State: _____ Zip: _____

Landlord/Mortgage Holder: _____ Contact Information: _____

Rent: _____ Dates Occupied: From: _____ To: _____

Reason for Moving: _____

Previous Address: _____

City: _____ State: _____ Zip: _____

Landlord/Mortgage Holder: _____ Contact Information: _____

Rent: _____ Dates Occupied: From: _____ To: _____

Reason for Moving: _____

Income Information

Primary Employer: _____

Address: _____ City _____ State _____ Zip _____

Title: _____ Monthly Salary: \$ _____ Start Date: _____

Are you full-time or part-time? (Circle one) Are you self-employed? Yes or No (Circle One) If yes, skip next section

Supervisor Name: _____ Contact Information: _____

Secondary Employer: _____

Address: _____ City _____ State _____ Zip _____

Title: _____ Monthly Salary: \$ _____ Start Date: _____

Are you full-time or part-time? (Circle one) Are you self-employed? Yes or No (Circle One) If yes, skip next section

Supervisor Name: _____ Contact Information: _____

Other Income: Source: _____ Monthly Amount: _____

Source: _____ Monthly Amount: _____



Emergency Contacts:

Name: _____ Relationship: _____ Phone Number: _____
Name: _____ Relationship: _____ Phone Number: _____

PLEASE ANSWER THE FOLLOWING FOUR QUESTIONS:

1. Have you ever been convicted of a crime? **Yes No**

If yes, please explain: _____

2. Have you ever been evicted from tenancy or left owing money? **Yes No**

If yes, please explain: _____

3. Have you ever willfully refused to pay rent when it was due, or lost a part of a security deposit? **Yes No**

If yes, please explain: _____

4. Are you currently receiving a subsidy or housing voucher? **Yes No**

If yes, please explain: _____

HomeScreen will perform a background check, including credit report and criminal background check, and verify references for all applicants. HomeScreen will then make a recommendation to the property owner, and will strictly follow the Federal Fair Housing Act. The property owner always makes the final leasing decision.

HomeScreen will recommend your application if:

- the gross household income is at least three times the rent
- no applicant has any evictions or negative rental references in the past five years
- no applicant has been convicted of any violent felonies, felonies involving crimes against people or properties, or felonies involving drug distribution or manufacturing

If you do not meet the above criteria, please contact the landlord before completing the application. He/she may override a non-recommended application if previously aware of any issues. Keep in mind that the application is non-refundable.

Signature of Applicant

Date



add: 2337 S Kingshighway, St. Louis, MO 63110 tel: 314-865-5530 ext. 103 fax: 314-865-2540

Permission to Obtain Information

Date: _____

Applicant's Name: _____

Address: _____

Social Security #: _____

I do hereby give my permission for HomeScreen and/or its representatives to obtain the following information.

(Applicant's Signature)

FOR OFFICE USE ONLY – APPLICANTS DO NOT WRITE INSIDE THE BOX

Dear Reference of the Applicant:

The undersigned has given you as a reference in applying to rent property and has authorized the disclosure of the requested information. Please complete this information at your earliest convenience.

Please reply as quickly as possible, as property is being held and we are awaiting your response in order to have complete information.

Thank you in advance for your cooperation.

Landlord/Mortgage Holder Information

Employment Verification

Verified by: _____

Verified by: _____

Address being verified: _____

Dates of employment: _____ - _____

Dates of residency: From: _____ To: _____

Position held: _____

Lease expiration date: _____

Hours in typical work week: _____

Rent amount: \$ _____ Rent Assistance? Yes No

Salary: \$ _____ month/ year

Number of late payments: _____

Or Hourly Rate: \$ _____

Number of tenants residing in apartment/home:

Adults _____ Children _____

Did tenant give at least 30 days' notice? Yes No

Did tenant/guests cause any disturbances? Yes No

Did tenant/guests destroy any property? Yes No

Would you rent to this tenant again? Yes No



Prosperity Connection is a 501 (c)3 nonprofit organization that focuses on building financial capability. Prosperity Connection strives to help individuals and families earn economic independence through financial education, community services, and low-cost banking options in an effort to improve their standard of living and better their lifestyle.

One of the ways that Prosperity Connection does this is through free financial education classes and one-on-one financial coaching. Through one-on-one financial coaching, families work with a financial coach to establish their financial goals (whether that be increasing credit, decreasing debt, establishing a savings plan, creating a spending plan, etc.) and create an action plan that assists clients in achieving their financial goals.



Prosperity Connection and HomeScreen have partnered together to in an effort to reach prospective tenants. If you are interested, a financial coach will contact you to schedule an initial appointment. During this 1-hour intake session, you will discuss your personal finance goals and current financial situation with the financial coach. Together, you will come up with an action plan to achieve those goals. You and your coach will continue the financial coaching process by meeting on a regular basis (based on your availability) to take on goals and ensure your successful achievement.

By signing this form, I verify that I would like to receive information from Prosperity Connection regarding free one-on- on financial coaching.

If you would not like to receive information from Prosperity Connection, please do not sign

I understand that Prosperity Connection (“Prosperity”) and Tower Grove Neighborhoods CDC (“TGNCDC”) are in partnership to provide clients with ongoing financial education and financial coaching opportunities. As a participant of these programs, I agree that the following data, if approved by me, will be released by TGNCDC and confidentially reviewed by Prosperity:

- Credit Score
- Outstanding collections
- Monthly expenditures
- Employment and income information
- Evictions and/or Rent and Possession filings



I understand that the Prosperity will never use my name in, or attach my name to, any report or written summary originating from the information in the Salesforce database, interviews, coaching sessions, etc. without my written consent.

I give permission Prosperity to share personal and financial information that is collected in the agencies’ information systems (Salesforce) for the purpose of evaluating the program and providing required reporting to funders of the program. I also agree to provide all personal and financial information requested by Prosperity and TGNCDC.

Signature of Participant _____

Date _____

Printed Name of Participant _____