

RENTAL APPLICATION

Please complete this form in blue or black ink (all one color). If you are printing this form, please print **single-sided**.

To submit your application, please make an appointment by contacting our leasing team at 216.961.4242 or propertymanagement@nwneighborhoods.org. Please bring all required documents to your appointment, or we may have to reschedule.

Building: _____ Unit size (number of bedrooms): _____

Requested lease start date: _____ Referred by: _____

Applicant Information

Applicant #1

First Name: _____ Last Name: _____

Legal Name (if different): _____

Have you ever used a different name than the one shown above?

Yes ___ No ___ If yes, please list names and dates when in use:

SSN: _____ DOB: _____ Age: _____

Phone: _____ Alt Phone: _____

Email: _____

Applicant #2 (if applicable)

First Name: _____ Last Name: _____

Legal Name (if different): _____

Have you ever used a different name than the one shown above?

Yes ___ No ___ If yes, please list names and dates when in use:

SSN: _____ DOB: _____ Age: _____

Phone: _____ Alt Phone: _____

Email: _____





General Questions

Has either applicant ever been evicted or otherwise removed from rental housing?

Yes ___ No ___

Do you have housing assistance? Yes ___ No ___ If yes, which agency? _____

Do you or any other member of your household smoke? Yes ___ No ___

Do you have a service animal or emotional support animal? Yes ___ No ___

Please note: All Northwest Neighborhoods properties are pet-free. Service animals and emotional support animals are allowed with documentation.

Have you or any other member of your household ever been convicted of a felony?

Yes ___ No ___

Are you or any family member an employee, agent, consultant, officer, or contractor of Northwest Neighborhoods CDC? Yes ___ No ___

Household Information

Please list all persons, including yourself, who will reside in the apartment.

Full Name	Relationship	Sex	Date of Birth	SSN
1.				
2.				
3.				
4.				
5.				

Are any household members temporarily or permanently absent? Yes ___ No ___

If yes, list the names:

Are there any Foster Children or Adults who are part of the household? Yes ___ No ___

Are any members of your household a student (full or part time?) Yes ___ No ___

If yes, list the names:



Rental History

Please provide the **most recent 3 years** (attach additional page if needed). Please include your current address, whether it's a rental or not.

Current Residence:

Address: _____

City: _____ State: _____ Zip: _____ Rent: _____

Utilities Included?: _____ Dates of Residency: _____

Reason for Moving: _____

Landlord: _____ Daytime Phone #: _____

Previous Residence(s):

Address: _____

City: _____ State: _____ Zip: _____ Rent: _____

Utilities Included?: _____ Dates of Residency: _____

Reason for Moving: _____

Landlord: _____ Daytime Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____ Rent: _____

Utilities Included?: _____ Dates of Residency: _____

Reason for Moving: _____

Landlord: _____ Daytime Phone #: _____

Income and Assets

Please enter the amount received or the asset value for all questions that you answer Yes.

Do you receive or expect to receive:	Yes	No	Amount
Wages, Salaries (includes overtime, tips ,bonuses, and self-employment)?			
Employer 1: _____			
Phone: _____ Email: _____			
Employer 2: _____			
Phone: _____ Email: _____			
Regular cash contributions of gifts from individuals not living in the unit or organizations such as churches, parents, friends, etc. (includes rent, utilities, groceries, etc.)?			
Do you work for someone who pays you cash?			
Money from self-employment (including Uber, DoorDash, etc)?			
Alimony?			
Regular pay as a member of the armed forces?			
Social security payments?			
Pensions?			
Retirements benefits?			
Veterans Administrations benefits?			
Death benefits?			
Unemployment benefits or severance pay?			
Annuities or life insurance dividends?			
Insurance policies?			
Disability or death benefits?			
Retirement funds?			

Have you received or expect to receive any lump sum payments, such as:	Yes	No	Amount
Inheritances?			
Lottery Winnings?			
Insurance settlements for health, accident, workers compensation, etc?			
Capital gains?			
Social security benefits, unemployment compensation, etc?			
Other (specify):			

Required Documentation to Bring to Your Appointment

Please have the following **current (not expired)** documents ready:

1. **Photo Identification** for each adult (18 and older)
2. **Social Security Cards** for all members of the household
3. **Birth Certificate** for all members of the household
4. **Emergency Contact information** (names and addresses)
5. **Proof of Income (bring all that apply)**
 - a. Employment: Eight (8) consecutive paystubs
 - b. Social Security/Welfare: Benefits letter (dated within 120 days)
 - c. Pension: Name and address of pension company; member identification number
 - d. Unemployment: Benefit/award letter (dated within 120 days)
 - e. Self-employment: Past two (2) years' income tax returns
 - f. Child-Support/Alimony: One (1) year payment history
6. **Proof of Assets (bring all that apply)**
 - a. Checking Account: Six (6) consecutive statements (make sure to bring all pages, even if blank)
 - b. Digital Banking: Six (6) consecutive statements (make sure to bring all pages, even if blank)
 - i. Including Chime, CashApp, Venmo, ApplePay, PayPal
 - c. Savings Account: Most recent statement (make sure to bring all pages, even if blank)
 - d. DirectExpress: ATM receipt dated within 120 days
 - e. Stocks, Bonds, Annuities: Most recent statement; broker name and address
 - f. Government Bonds: Actual bonds or a statement showing interest earned and proof of value
 - g. Whole/Universal Life Insurance: Company name, address, and policy number
 - h. Equity in Real Estate: Year-end tax statement showing value of property, and verification of monthly mortgage payments
7. **\$35 Application Fee** payable by money order to Northwest Neighborhoods CDC (non-refundable)