



East Baltimore Historic District Phase III

AKA

Preston Place Homes

1601 E. Preston Street

Baltimore, Maryland 21213

(410) 276-2207 Fax 410-276-2219

THE SELECTION AND SCREENING CRITERIA FOR SECTION 811 PRA UNITS

Preston Place Homes will consider applications for Section 811 PRA Units rental units, provided the applicants meet the guidelines listed below and are referred by the Maryland Department of Disabilities. The initial determinants for consideration of eligibility are the prospective applicant's annual income and family composition.

1. Establish whether section 811 applicant(s) are also eligible to reside in the specific project for which they have applied. Prospective applicants must meet the current income limits established by the Housing Authority of Baltimore City ("HABC"), CDA and HUD. Prospects who are accepted to income restricted properties must meet with management annually to recertify their household income. Applicants for HUD properties may be required to meet additional qualifications.
2. All prospective residents will be given a personal interview, during which the (1) apartment community rules and policies are discussed, (2) the requirements that tenants participate in the maintenance of the property are explained, and (3) the applicant's willingness to participate actively in the community is assessed.
3. The prospective tenant will be asked to complete a rental application, which is to be reviewed by the on-site Property Manager and/or the Regional Manager as soon as possible after its submission. The applicant must complete the application. All adult occupants must sign the application. In addition, all verification forms must also be filled out completely and truthfully.
4. Inquiries may be made of each applicant to determine whether the applicant (or members of the household) is currently an illegal user of a controlled substance or whether applicant or member of the household has been convicted for the illegal use of a controlled substance. The owner can attempt to verify the accuracy of the information provided by the applicant by consulting a third party.
5. Maryland Department of Disabilities will be responsible for maintaining a current waitlist.
6. The following information will be obtained from all applicants.
 - The names and ages of all adults and children who will live in the residence
 - Birth certificates for all household members
 - Applicant must provide social security numbers for all applicants and household members six years of age or older and proof of numbers reported
 - All adults in each applicant family must sign an Authorization for Release of Information prior to receiving assistance and thereafter for subsidized properties
 - Unit for which the family is applying must be the family's only residence in subsidized properties.



PRESTON PLACE HOMES

1129 N. CAROLINE STREET
 BALTIMORE, MARYLAND 21213
 (410) 276-2207 * (410) 276-2199 FAX

RESIDENTIAL RENTAL APPLICATION

FOR OFFICE USE ONLY:	Date Received: _____	Time Received: _____
Agent: _____	Guest Card # _____	Application # _____

To the applicant: Please help to process application promptly and properly by clearly completing all applicable sections. Thank You.

Property Address: _____ Unit No: _____ Rent \$ _____

Date of Application: _____ Desired move-in date _____

PERSONAL INFORMATION

Applicants Full Name _____

Date of Birth _____ Social Security No. _____

Driver's License Number & State _____

Full Name of All Other Residents	Relationship to You	Date of Birth	Social Security No.



RENTAL HISTORY

Present Address _____ Apt. No. _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell _____

At Present Address/Date From _____ to _____

Present Landlord or Mortgage Co. _____ Telephone _____

Contact Person _____ Monthly Rent/Mortgage \$ _____

Reason for Moving _____

Previous Address _____ Apt. No. _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell _____

At Present Address/Date From _____ to _____

Previous Landlord or Mortgage Co. _____ Telephone _____

Contact Person _____ Monthly Rent/Mortgage \$ _____

Reason for Moving _____

EMPLOYMENT INFORMATION

Employed Full-Time Part-Time Not Employed Retired Student

Present Employer (or most recent) _____

Employer's Address _____

Telephone _____ Dates Employed / From _____ to _____

Position Held _____ Department _____

Supervisor _____ Gross Monthly Income \$ _____

Previous Employer _____

Employer's Address _____

Telephone _____ Dates Employed / From _____ to _____

Position Held _____ Department _____

Supervisor _____ Gross Monthly Income \$ _____

If Student, please list _____ **Full-Time** **Part-Time**

Telephone _____ Major/Field of Study _____

Present Grade Level _____ Expected Date of Graduation _____

CO-APPLICANT INFORMATION

Co-Applicant's Full Name _____ Date of Birth _____

Social Security No. _____ Driver's License No. & State _____

Employed Full-Time Part-Time Not Employed Retired Student

Present Employer (or most recent) _____

Employer's Address _____

Telephone _____ Dates Employed / From _____ to _____

Position Held _____ Department _____

Supervisor _____ Gross Monthly Income \$ _____

OTHER INFORMATION

Total Number of Vehicles _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Other Cars, Motorcycles, etc. _____

How many pets do you or other occupants own? _____

Kind of Pet, Breed, Weight, and Age _____

Do you understand that the property for which you are applying may have a **NO** pet policy? _____

Have You or your Co-Applicant ever been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No

Broken a Rental Agreement of Lease? Yes No

Been sued for damage to rental property? Yes No

Declared Bankruptcy? Yes No

Comment/Explanation _____

If there are any other sources of income you would like us to consider, please list income, source and person (s) who we could contact for confirmation.

Amount \$ _____ Per _____ Source _____ Telephone _____

Amount \$ _____ Per _____ Source _____ Telephone _____

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

(1) If the landlord approves this application, the applicant (s) agree to enter into a lease using Landlord's Section 811 Lease. (2) I hereby affirm that my answers to the foregoing questions are true and correct, and that I have not knowingly withheld any fact of circumstances, which would, if disclosed, affect my application unfavorably. As an inducement to enter into the Lease, I authorize the Landlord to verify any information contained in this application and to obtain an investigative consumer report including information as to my character, general reputation, personal characteristics and connection with any information they give. I understand that as part of this investigation, a visit to my residency may be made. I have also been advised that I have the right, under the Fair Credit Reporting Act, to make a written request, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation requested.

I/We have fully read and understand all of the provisions of the Application and acknowledge receipt of a completed copy of same.

Applicant Signature

Co-Applicant Signature

Date

Printed Name

Printed Name



1601 E. PRESTON STREET

BALTIMORE, MD 21213

(410) 276-2207- FAX (410) 276-2199

UTILITY ALLOWANCE SCHEDULE

One Bedroom	\$162	Effective 9/1/17
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