

Timbers at Rayleigh

*Thank you for your interest in
our community!*

Welcome to Timbers at Rayleigh! Thank you for picking up an application. Be sure to read the application instruction page to help you complete your application. Do not hesitate to contact us with any questions.

1 Bedroom/1 Bath

\$612

2 Bedroom/2 Bath

\$718

3 Bedrooms/2 Bath

\$785

Amenities:

Highly energy efficient units with Energy Star Range/Refrigerator/Dishwasher/
Central HVAC with Washer & Dryer Connection/Microwaves/Ceiling Fans/Picnic Area with Grills/
Clubhouse with Wireless Internet Service and Cable/Playground/Exercise Room/Gazebo/
Covered Bus Stop Shelter/Computer Center

Property Perks:

Be sure to participate in the community's Biannual Potluck Dinner, 3 different holiday festivities,
Monthly News letters, Monthly Game Night, Monthly Movie Night

Your rent includes:

Trash, Lawn Care, Water, Sewer and Pest Control

You are responsible for connecting and paying:

Electricity, Phone, and Cable



Thank you for considering Timbers at Rayleigh your new HOME!

Application instructions:

- Please return your completed application to the property manager or you can also mail completed applications to:
Timbers at Rayleigh
Attention: Office
1400 Piedmont Cutoff
Gadsden, Al 35903
- All applications must include an application fee in the form of a check or a money-order. The fee is \$50 with an extra \$30 charged for each additional adult on the application. ***The fee is non-returnable.***
- If you would like to expedite the application process, return your application in person and bring the following items:
 - State issued ID
 - Social Security Card
 - Proof of all earned and unearned income
 - Proof of all assets if assets
 - Proof of marital status
 - Birth certificates and social security card for dependants on application
- All applications must be filled out completely. Do not leave anything blank. If there is a blank line on the application that does not apply to you, please write “None” in the section in question.
- Incomplete applications will not be reviewed. A thoroughly completed application will speed up the procedure and make the process easier on you.
- The use of “white out” or “NA” will automatically cause the application to be rejected.
- The Tenant Consent and Release form is part of the application and **must** be signed and returned with the application and application fee.

A security deposit equal to your rent will be due at lease signing. You will not be able to move in without paying a security deposit.

All payments must be check or money-order. ***No cash will be accepted.***

**Thanks again for your interest in our community!
Help us make this your new home!**



Applicant Screening Policies

All applicants are held to a 4 point screening standard.

- **Applicants at Family Properties must pass 3 out of 4 criteria to be considered for tenancy.**
- Applicants at a Rural Development Family Properties must pass 2 out of 4 criteria to be considered for tenancy.
- Applicant at Elderly Properties must pass 2 out of 4 criteria to be considered for tenancy.

The standards are as follows:

1. Leasing Desk score: This score is a feature of Real Page leasing software. Factors that contribute to the Leasing Desk score are: criminal background, check writing history, credit history and rental history.
 - a. Applicants must achieve a minimum of 400 Leasing Desk score. Pass or fail is not the factor in this standard.
2. Rent to income ratio: 40% of the applicants income must be greater or equal to the rent amount. You can determine this by taking the annual income of a household and dividing it by 12. Take the tenant paid rent and divide that by the monthly income. This number must be 0.40 or lower.
3. Checking account: applicant must have a checking account with a positive balance. Only checking accounts qualify for this standard. Savings accounts and Direct Express cards do not count as meeting this standard.
4. Landlord Reference: These references will pertain to the payment of rents in a timely manner, to the care taken of the unit occupied, the history of violence, disruptive behavior, or abuse of a controlled substance could be grounds for rejection. Applicant are required to have 2 years of positive landlord reference. If the applicant has lived with a family member during the prior 2 years, landlord references must be obtained from before that stay to meet this standard.

If an applicant has a previous eviction, the applicant will be rejected regardless of scoring on screening policies. Criminal findings could also result in a denial of the application.

Any applicant who fails to meet the applicable screening requirements will be given prompt written notification of the grounds for rejection.

2023 Income Limits: Entire household cannot be over this amount. (not based on bedroom size.)

		HOUSEHOLD SIZE							
		1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Etowah Co.	60%	\$27,600	\$31,560	\$35,520	\$39,420	\$42,600	\$ 45,780	\$48,900	\$52,080

Criminal Background

A criminal background check will be completed on all applicants age 18 or older*. Applicants who have been convicted or have a deferred adjudication of the following offenses will be permanently denied from housing:

- Arson
- Kidnapping
- Rape, Sexual Assault, Crimes of a Sexual Nature
- Registered Sex Offender on any State Registration Program
- Capital Murder, Murder, Manslaughter
- Felony Manufacture of Methamphetamines
- 2 or more Felony cases that occurred at different times and that resulted in conviction or deferred adjudication

Applicants who have been convicted of or have a deferred adjudication for the following offenses will be denied from housing now, but may reapply after the below mentioned time frames have expired:

- Felony conviction or deferred adjudication for a Felony offense in the last 10 years
- Misdemeanor conviction or deferred adjudication involving crimes against property, violent crimes against persons or for drug related offenses within the last 5 years.

Crimes related to circumstances protected under Violence Against Women Act may not be considered. For a reasonable accommodation request, please see the Site Manager of the property.

*While all households have been screened prior to tenancy, this does not create a guarantee as to the criminal history of each resident or occupant.

Any applicant who fails to meet the applicable screening requirements or the criminal background criteria will be given prompt written notification of the grounds for rejection. We welcome an interactive dialogue with you regarding any concerns you may have about a rejection of your application due to criminal background screening results.

PREAPPLICATION

NOTE: NO PETS ALLOWED WITHOUT MANAGEMENT APPROVAL

Contact Information:

Applicant Name First Middle Last State ID # State

Co-Applicant Name First Middle Last State ID # State

Email Phone Number Alternate Phone Number

Street Address City State Zip

Landlord Name _____ Phone# _____

General Information:

How did you hear about us? _____

What date would you like to move? _____

What is your reason for moving? _____

What size unit are you interested in (number of bedrooms)? _____

Emergency Contact:

In case of emergency, notify: _____ Phone _____

Street Address _____ City _____ State _____ Zip _____

Relationship _____

In case of serious illness or death, is the above authorized to enter apartment and remove contents? YES NO

Applicant Screening Information:

Does an adult member of your household have a checking account? YES NO

Does your household have two years positive rental history? YES NO

What is your household annual gross income from all sources? _____

Has anyone in your household had an eviction filed against you? YES NO

If yes, please explain: _____

Employment Information:

For Applicant - Name of Business _____ Phone # _____

For Co-Applicant - Name of Business _____ Phone # _____

For Management Use Only:

Date Application Submitted: _____

Date & Amount of Application Fee Paid: _____



APPLICATION FOR RESIDENCY

IF ANY ERROR OCCURS ON APPLICATION, PLEASE PUT ONE LINE THROUGH IT, MAKE CORRECTION, INITIAL CORRECTION, AND DATE IT.

Providing or certifying false information is fraud and among other consequences you could face eviction, imprisonment for up to 5 years and fines of up to \$10,000 for committing housing fraud.

Therefore, please be careful when you fill out this application. You must list:

1. All sources of income for all household members including money received on behalf of your dependents.
2. All assets and income from assets.
3. Any business or asset that you sold in the last two years for less than full value.
4. Accurate student information for all household members
5. The names of everyone who will be living in this household.

I/We have read and understand the above listed requirements.

Applicant Signature

Co-Applicant Signature

Co-Applicant Signature

HOUSEHOLD COMPOSITION (List all persons who will occupy the apartment during the next 12 months. Please only list dependents who will live in this household at least 50% of the time and dependents who are currently away at school but plan to occupy the apartment.)

NAME (First, Middle Initial, Last)	SEX (M/F)	AGE	DOB	*FULL-TIME STUDENT (YES/NO)	RELATIONSHIP TO HEAD OF HOUSEHOLD	SOCIAL SECURITY NUMBER
					Self	

Do you anticipate a change in family size in the next 12 months? YES NO

If yes, please explain _____

MARITAL STATUS APPLICANT: Married Single Divorced Separated Widowed

• Have you ever gone by another name, such as maiden name or married name? YES NO

• If yes please fill in former name: _____

MARITAL STATUS CO-APPLICANT: Married Single Divorced Separated Widowed

• Have you ever gone by another name, such as maiden name or married name? YES NO

• If yes please fill in former name: _____

Will you receive any rental assistance from an agency at time of move in or in the next 12 months? YES NO

If yes, from which agency? _____



Student Information

Have any adults (18 and older) been, or will be, full-time students this calendar year YES NO

If yes, list the months you attended: _____

Educational institution attended by those 18 & over during current calendar year: _____

*NOTE: Households made up entirely of full-time students are not eligible to live in units receiving housing credits. A full-time student is defined as any individual, regardless of age, who has been or will be a full-time student during five calendar months during a calendar year at a regular educational organization. The student meets all of the educational organization's requirements for full-time student status to be considered a full-time student. There are five exceptions to the full-time student restriction:

- Are any of the students listed above: NAME
- a) Single parents and/or their children, who are not dependents of another individual? _____
 - b) Receiving assistance under Title IV of the Social Security Act? _____
 - c) Married to another household member and has filed a joint income tax return? _____
 - d) Enrolled in a federal, state, or local job training program? _____
 - e) Currently or previously been in the foster care system? _____

Income Information

Employment Income (Applicant)

Place of Employment	Annual Gross Income

Employment Income (Co-Applicant)

Place of Employment	Annual Gross Income

OTHER INCOME List all other types of income for all household members that you will receive over the next 12 months. This needs to include, but is not limited to self-employment, VA benefits, unemployment benefits, child support, back child support, alimony, back alimony, Social Security benefits, public assistance, pension, income from retirement funds, death benefits, insurance or annuities, worker's compensation, severance pay and anticipated employment. Also include regular cash contributions and bills that are in your name and that someone else is paying for you.

NAME	TYPE OF INCOME/CONTACT	MONTHLY GROSS AMOUNT



TENANT RELEASE AND CONSENT

I/We _____, the undersigned hereby authorize all persons or companies in the categories listed below to release information regarding employment, income and/or assets for purposes of verifying information on my/our apartment rental application. I/We authorize release of information without liability to the owner/manager of the apartment community listed below and/or the State and Local Agencies/Department's service provider.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquires that may be requested include, but are not limited to: personal identity, student status, credit and criminal history, employment, income and assets, medical or child care allowances. I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

- | | | |
|--|--|-------------------------------------|
| Past and Present Employers | Welfare Agencies | Veterans Administrations |
| Support and Alimony Providers | Educational Institutions | Retirement Systems |
| State Unemployment Agencies | Social Security Administration | Medical and Child Care |
| Banks and other Financial Institutions | Previous Landlords (including Public Housing Agencies) | |
| Credit Reporting Agencies | Household Members | Criminal History Reporting Agencies |

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and **will stay in effect for a year and one month** from the date signed. I/We understand that I/We have a right to review this file and correct any information that is incorrect. **Everyone 18 years of age and older must sign this form.**

SIGNATURES

Signature of Applicant/Resident	Printed Applicant/Resident Name	Date
Signature of CO/Applicant Resident	Printed Co/Applicant/Resident Name	Date
Signature of Adult Member	Printed Adult Member Name	Date
Signature of Adult Member	Printed Adult Member Name	Date
Timbers at Rayleigh Apartment Community Name	Devan Edwards Contact	256-459-7187 Phone

THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.





We Do Business in Accordance With the Federal Fair

Housing Law

(The Fair Housing Amendments Act of 1988)



EQUAL HOUSING

OPPORTUNITY

It is Illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin

In the sale or rental of housing or residential lots
In the financing of housing
In the appraisal of housing

In advertising, the sale, or rental of housing
In the provision of real estate brokerage services
Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

**1-800-669-9777 (Toll Free)
1-800-927-9275 (TTY)
www.hud.gov/fairhousing**

U.S. Department of Housing and Urban Development

Assistant Secretary for Fair Housing and Equal Opportunity

Washington, D.C. 20410

Previous editions are obsolete

form HUD-928.1 (8/2011)

I am aware of my rights to Fair Housing.

Tenant Signature Date

Tenant Signature Date

