

NOTICE OF ELIGIBILITY CRITERIA FOR APPLICANT

When you submit an application, a non-refundable application fee of \$_____ (the "Application Fee") will be charged and collected by Landlord. By signing the application, the Applicant (individual and, if more than one applicant, collectively) is authorizing the Landlord to perform inquiries as to the relevant eligibility criteria used in deciding whether to offer a unit for rent to Applicant. Before the Application Fee is accepted, the Applicant is hereby advised that the eligibility criteria used in deciding whether to rent an apartment to the Applicant are based on the following:

- Rental Application
A review of the information provided by applicant in the Rental Application. False or misleading information provided by Applicant are grounds for denial of the Rental Application.
- Consumer Credit History
A review of the information contained in the Applicant's consumer/credit report, including, (i) Applicant having established credit history (no credit or insufficient credit history will negatively impact rental determination); (ii) Applicant's credit score (this is not the sole determining factor, but low credit score will negatively impact rental determination); (iii) frequency, number and amount of missed and late payments; (iv) size of account balances relative to amount of credit extended and monthly income; (v) frequency and number of write-offs by creditor, accounts closed by creditors, defaults and collection activity; (vi) unsatisfied judgments against Applicant and unsatisfied liens and garnishments on or against any assets of Applicant; (viii) Applicant's bankruptcy history. Landlord does not consider medical expenses or student loan balances as part of this category.
- Rental History/Housing Debt
A review of Applicant's rental history, including, but not limited to: (i) Applicant's rental payment history (late payments/missed payments will negatively impact decision); (ii) tenancy issues, including, without limitation, frequency and subject matter of complaints, whether initiated by landlord or other residents; (iii) whether Applicant provided prior landlord(s) proper notice of intention to vacate; (iv) duration of tenancy and amount of monthly rent paid.
- Landlord & Tenant Court History
Frequency and amount of evictions and/or judgments for possession in the past thirty-six (36) months and only as permitted by the Fairness in Renting Congressional Review Emergency Amendment Act of 2021 (or its progeny).
- Income and Employment Verification
Monthly rental amount for apartment to which the Application pertains must not exceed forty percent (40%) of the total monthly gross income of Applicant. If there are co-applicants, the combined gross monthly income of all applicants is considered. Applicant must submit proof of income and employment. ***Landlord accepts all sources of income.***
- Criminal Background Verification
Pending criminal accusations or criminal conviction history of individuals over 18 years of age who will reside in the rental unit which occurred no more than seven (7) years prior to the date of this Application and only for offenses listed in the Fair Criminal Record Screening for Housing Act of 2016

The Applicant may provide evidence demonstrating inaccuracies within the Applicant's criminal record or evidence of rehabilitation or other mitigating factors. This means the Applicant has the right to provide, among other things, evidence of errors in Applicant's criminal background report, evidence of Applicant's good conduct since the conviction or pending criminal accusation

occurred, or other information you would like the Landlord to use when evaluating Applicant's criminal background.

*Criminal background history will only be obtained and considered **AFTER** Landlord makes a conditional offer to rent to Applicant. Within three (3) calendar days of Landlord providing Applicant with a conditional offer of housing, Applicant may provide any evidence demonstrating inaccuracies or evidence of rehabilitation, good conduct, other mitigating factors or other information Applicant wants landlord to consider. **DO NOT PROVIDE ANY OF THIS EVIDENCE OR INFORMATION BEFORE YOU RECEIVE A CONDITIONAL OFFER OF HOUSING FROM THE LANDLORD.***

If the Application is denied based on the criminal background history, Applicant will receive written notification that includes, with specificity, the reason(s) for the denial and a statement of your right to file an administrative complaint with the D.C. Office of Human Rights.

Landlord will obtain a copy of the Applicant's Consumer Credit Report (which may include credit information or consumer information from one or more of the credit bureaus or consumer reporting agencies) and Criminal Background Report from CoreLogic Rental Property Solutions LLC, who can be reached by mail at: Consumer Relations, P.O. Box 509124 San Diego, CA 92150 or by telephone at: (888) 333-2413.

YOU HAVE CERTAIN RIGHTS UNDER FEDERAL AND LOCAL LAW WITH RESPECT TO YOUR CONSUMER/CREDIT REPORT. IF ANY PERSON OR ENTITY DENIES AN APPLICATION OR TAKES ADVERSE ACTION BASED IN WHOLE OR IN PART ON ANY INFORMATION CONTAINED IN A CONSUMER/CREDIT REPORT, APPLICANT HAS THE RIGHT TO RECEIVE A FREE COPY OF THE CONSUMER/CREDIT REPORT FROM THE AGENCY THAT PROVIDED SUCH INFORMATION TO LANDLORD.

If you need to request a reasonable accommodation at any time during the application process, please inform the landlord at: The Woodner Apartments, (202) 328-2815, woodnerapartments@yahoo.com

Applicant's Name (print)

Applicant's Signature

Date

If more than 1 applicant, EACH APPLICANT must sign a separate Notice of Eligibility Criteria for Applicants

RENTAL APPLICATION

The Woodner Company

Applicant Name _____ **Date of Birth** ___ / ___ / ___ **Soc Sec.#** _____
Phone: _____ **Cell Phone** _____ **Email Address** _____
Co-Applicant Name _____ **Date of Birth** ___ / ___ / ___ **Soc Sec.#** _____
Phone: _____ **Cell Phone** _____ **Email Address** _____

RESIDENTIAL INFORMATION (APPLICANT)

Present Address: _____ Apt# _____
 City _____ State _____ Zip _____
 Occupancy from _____ to _____
 Present Landlord's Name _____
 Landlord's Phone _____ Rent \$ _____
 Landlord's Address _____
 City _____ State _____ Zip _____

THIS SIDE FOR OFFICE USE ONLY

Landlord References Initials _____
 Company Name _____
 Contact Name _____
 Monthly Rent \$ _____ On time? Y N
 Length of Tenancy _____ Good tenant? Y N
 Notice to vacate? Y N Sued? Y N
 Comments: _____

EMPLOYMENT INFORMATION (APPLICANT)

Present Employer _____
 Position _____
 Address _____
 City _____ State _____ Zip _____
 Work Phone _____
 Supervisor Phone _____ Supervisor _____
 Annual Gross Income\$ _____ Fax: _____
 Employment dates from _____ to _____
 If student, School _____ ID _____
 Other Income \$ _____ Source _____

THIS SIDE FOR OFFICE USE ONLY

Employer References Initials _____
 Company Name _____
 Contact Name _____ Title _____
 Salary \$ _____ (Yr, Mo, Wk)
 Performance _____
 Length _____ Position _____
 Comments _____

RESIDENTIAL INFORMATION (CO-APPLICANT)

Present Address: _____ Apt# _____
 City _____ State _____ Zip _____
 Occupancy from _____ to _____
 Present Landlord's Name _____
 Landlord's Phone _____ Rent \$ _____
 Landlord's Address _____
 City _____ State _____ Zip _____

THIS SIDE FOR OFFICE USE ONLY

Landlord References Initials _____
 Company Name _____
 Contact Name _____
 Monthly Rent \$ _____ On time? Y N
 Length of Tenancy _____ Good tenant Y N
 Notice to vacate? Y N Sued? Y N
 Comments: _____

EMPLOYMENT INFORMATION (CO-APPLICANT)

Present Employer _____
 Position _____
 Address _____
 City _____ State _____ Zip _____
 Work Phone _____
 Supervisor Phone _____ Supervisor _____
 Annual Gross Income\$ _____ Fax: _____
 Employment dates from _____ to _____
 If student, School _____ ID _____
 Other Income \$ _____ Source _____

THIS SIDE FOR OFFICE USE ONLY

Employer References Initials _____
 Company Name _____
 Contact Name _____ Title _____
 Salary \$ _____ (Yr, Mo, Wk)
 Performance _____
 Length _____ Position _____
 Comments _____

Auto Make _____ Year _____ Color _____ State _____ Tag _____

ADDITIONAL FINANCIAL INFORMATION MAYBE BE REQUIRED

DEPENDENT OCCUPANTS (Only those listed on application are permitted to occupy apartment):

Name	Date of Birth	Relationship to Applicant	Income (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Nearest Relative _____ Phone _____
 Address _____

A \$100.00 rental deposit is required with each application along with a \$75.00 (\$75 room mate/cosigner) application NON-REFUNDABLE FEE. If the application is withdrawn by the applicant, the \$100 rental deposit is forfeited. If the applicant is rejected, the \$100 rental deposit fee will be refunded. A \$150.00 non-refundable move-in fee due at time of move-in.

This application is made subject to approval of The Woodner Company and may, without designating cause, be disapproved by it. It is agreed that any such disapproval shall not be considered a reflection upon the applicant. I/We hereby authorize The Woodner Company to obtain personal reports on myself/ourselves including, but not limited to: Credit Reports, Housing Court Records,

Criminal Background Checks, and whatever other reports and records The Woodner Company deems necessary in order to process my/our application, as well as in the future, to verify compliance and/or in the event that I/We should default under my/our lease. I/We hereby agree to hold The Woodner Company, its employees and its affiliates harmless from and against any claims that may arise as a result of these investigations. If this application is accepted, it will be made part of the lease entered into by the applicant and the landlord. I have been advised that I have the right under the Fair Credit Reporting Act to make a written request, within 30 days, for a complete and accurate disclosure of the nature and scope of any investigation.

PLEASE NOTE: NO PETS ALLOWED WITHOUT EXPRESS WRITTEN PERMISSION OF THE LANDLORD
I hereby warrant that all representations set forth above are true and if the aforementioned landlord deems any answer or statement herein to be false or misleading, it shall be considered that the lease granted by virtue of this application may be cancelled at landlord's option. I further represent that I am not now renting and never have rented an apartment or other property under any other name, nor have I ever been dispossessed from any apartment or other property, nor am I now being dispossessed.

SIGNED (Applicant) _____ DATE _____
SIGNED (Co-Applicant) _____ DATE _____

For Internal Use Only

Apt# _____ Rent: _____ Apt. Type _____
Security Deposit _____ MI Date _____ Length of Lease _____
Parking _____ Source _____



EQUAL HOUSING
OPPORTUNITY