



Dear Prospective Tenant,

The management 'team' at Kensington Village looks forward to your residency!

Please provide us with the following information as soon as possible so we may begin the application process:

- Completed application for each adult 18 years of age and older who will occupy the apartment.
- Completed application for co-signer, if applicable.
- Application fee of \$25.00 for each adult who will reside in the apartment.

**\*\*Note:** This fee must be remitted as a money order or bank certified check.

Please DO NOT fill out money order until your application has been reviewed with a KV representative.

**YOUR APPLICATION FEE IS NON-REFUNDABLE.**

- Each applicant will provide two (2) recent payroll stubs from your current employer.
- Each applicant will provide detailed documented information for 'source of income'. This will ensure accurate verification during your application process.
- Upon approval of application, each applicant will provide at least two (2) forms of acceptable identification. You will need a 'photo' ID, such as a driver's license or passport, school, work or military ID card. You may also be asked for your birth certificate, voter's registration, health insurance, social security or ITIN card.

**Please read the attached income criteria sheet and other useful information.**

**ALL CHILDREN WOULD BE REGISTERED IN THE BUFFALO PUBLIC SCHOOL DISTRICT**

If you have any further questions, please telephone our office. Our staff is here to help you fill out your application and review your documents in order to expedite the process and ensure you of an apartment.

Please be advised that we will NOT hold an apartment without ALL proper required documentation, fees, deposit monies received, paid in full and a signed lease agreement.

*Our management team takes great pride in caring for our Residents!  
We look forward to listing your name as a Kensington Village Apartments Resident!*

Sincerely yours,  
KV Management 'Team'

**PLEASE NOTE:**

In the event your application is NOT approved you will forfeit the entire \$25.00 application fee, as stated above and in the Kensington Village Apartments application document.

*'Home ... It's all about YOU!'*

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KENSINGTON VILLAGE APARTMENTS	UTILITIES INCLUDED	MINIMUM INCOME
One Bedroom \$670 (max 2 persons)	Gas, Electric, Water, Sewer, Trash Pick Up	\$18,900.00
Two Bedroom \$720 (max 4 persons)	Gas, Electric, Water, Sewer, Trash Pick Up	\$20,200.00
Three Bedroom \$685 (max 6 persons)	Water, Sewer, Trash Pick Up	\$23,900.00

Description of Property

Our ONE, TWO and THREE bedroom apartment homes include the following:

- gas range
- refrigerator
- hardwood floors throughout the apartment
- window blinds throughout the apartment.
- smoke detector
- so much more

Please Note:

*Our three (3) bedroom apartments have basement storage with gas washer and dryer hookup.*

Please Note:

All of our apartments are mirror images of one another. Our management policy is to show apartments that are market ready. Your apartment location will be shown to you and held for you upon receipt of your deposit and positive credit verification.

Qualifying Criteria Includes:

Income: Credit verification will include the income of all persons who will become lease holders.

- One (1) bedroom apartment minimum \$18,900.00
- Two (2) bedroom apartment minimum \$20,200.00
- Three (3) bedroom apartment minimum \$23,900.00

Credit Verification Includes but is not limited to:

- All creditors must be paid as agreed
- Employment Disclosure
- Criminal History

Rental History

- Current and previous property owners will be included in your resident history report.
- Any evictions or judgments in your name will disqualify/reject you from residency.

Kensington Village Apartments Application for Residency Includes:

- Application completed with detailed information and submitted to our office along with a Non-Refundable \$25.00 application fee submitted in the form of a money order or bank certified check.
- Lease agreement provides a minimum of one (1) year residency.
- Short term lease available with additional premium due per month; based on availability.
- Security deposit required
- Signed lease agreement and deposit monies are required to be paid within five (5) business days of transaction start date.

Pet Policy: You may have one (1) indoor declawed / neutered cat per apartment with signed Pet Agreement.

- Veterinarian documentation of same to be provided ... **NO DOGS ALLOWED**

Please Note:

The management of Kensington Village Apartments will NOT hold an apartment without a signed lease and ALL monies owing paid in full.

Check out our websites for additional information:

[www.save-rent.com](http://www.save-rent.com)



*'Home ... It's all about You!'*

## Kensington Village Apartments

### Application

**ALL INDIVIDUALS 18 YEARS OF AGE AND OLDER MUST COMPLETE A SEPARATE APPLICATION**

**Unit Type Desired**     1 Bedroom     2 Bedroom     3 Bedroom

Head of Household Name \_\_\_\_\_

Your Name (if different from Head of Household) \_\_\_\_\_

Current Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

1. **LIST ALL PERSONS WHO WILL RESIDE IN THE UNIT STARTING WITH THE HEAD OF HOUSEHOLD:**

Full Name	18 or Over (Y/N)	Social Security No.

2. Does anyone live with you now who is not listed above?     Yes     No

3. Do you expect a change in your household composition?     Yes     No

Explain if you answered yes to either question: \_\_\_\_\_

4. Do you currently have any form of rental assistance and/or have you applied for assistance? If so, please specify the subsidizing agency: \_\_\_\_\_.

**INCOME (Please list all sources of income for all family members)**

List all income from all types of employment, public assistance, child support, alimony, social security, SSI, disability, unemployment benefits, workers compensation, pensions, annuities, veterans' benefits, student financial assistance and any other income:

Name	Source of Income/Type of Income	Annual Income

**ASSETS (Please list all asset sources for all family members)**

List all checking, savings accounts (including IRAs, Keogh accounts, and Certificates of Deposits, Mutual funds, etc.) and all stocks, bonds, trusts, real estate, life insurance or other assets and their value owned for all household members:

Name	Bank Name	Type of Account	Balance

Within the past two (2) years, have you sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below their fair market value.  Yes  No

If yes, please list the assets, value and date of transaction:

**PREVIOUS RENTAL HISTORY**

Name and address of Your Present Landlord:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

How Long Have You Lived There? \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

Is this landlord a relative?  Yes  No

Name and address of Your Former Landlord:

Previous Address you lived at: \_\_\_\_\_  
Landlord Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

How Long Have You Lived There? \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Name and address of Your Current Employer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

How long have you worked there? \_\_\_\_\_

**GENERAL INFORMATION**

Do you have a pet?  Yes  No If yes, Weight \_\_\_\_\_ Description \_\_\_\_\_

Do you have a waterbed?  Yes  No If yes, waterbed insurance company \_\_\_\_\_

**MARKETING**

How did you hear about us?

Newspaper  Internet  Friends/Family Referral (please list Name \_\_\_\_\_)

Apartment Spotlight Magazine  Other: \_\_\_\_\_.

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**ALL APPLICANTS**

I authorize Kensington Village Apartments to obtain an investigative Credit Report and/or a Criminal Background Report, and check registered sex offender status in connection with this application. This report may include information as to my character, general reputation, personal characteristics and/or mode of living and credit standing. I understand that I may request the name of the reporting agency providing this information. I understand that the above information is being collected to determine my eligibility. I authorize the owner/manager/PHA to verify all information provided on this application and to contact previous or current landlords or other sources of credit and verification information, which may be released to appropriate Federal, State, or local agencies. I further certify that if the result of this verification process allows me to receive rental assistance, the unit I/we occupy will be my/our only residence.

I have read this application and hereby state that the information provided by me on this application is accurate and complete, and I acknowledge that in the event I enter into a lease with Kensington Village Apartments that lease may be cancelled by the lessor in the event any information provided by me in this application or any other document furnished by me is materially inaccurate or incomplete.

I understand that if approved for residency all applicants 18 or older must sign the Lease and its attachments as well as the Section 42 Tax Credit Tenant Income Certification, and that I must live in the unit and that unit must be my only place of residence.

*Please refer to the Resident Selection Criteria for program eligibility and reasons for possible rejection. I have received a copy of the Resident Selection Criteria from the leasing office and copies will be available upon request.*

*Applicants being placed on a waiting list will be subject to policies, resident selection and approval, and rejection requirements in effect at the time that a unit becomes available. **I will contact the office if there are any changes to my address, phone number, household composition or income.***

**Due to a pending federal program, total household income for new applicants must meet federal Section 42 Tax Credit Income Limits and guidelines.**

I acknowledge that I must also complete and sign the attached Income/Asset Certification.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_



## INCOME/ASSET CERTIFICATION

(To be completed by all household members, 18 yrs or older)

NAME \_\_\_\_\_

UNIT # \_\_\_\_\_

I certify that I **HAVE** or **DO NOT HAVE** any of the following:

	<u>HAVE</u>	<u>DO NOT HAVE</u>		<u>HAVE</u>	<u>DO NOT HAVE</u>
<b>INCOME</b>			<b>ASSETS</b>		
<b>Employment Income</b> <small>(wages, salaries, overtime pay, commissions, fees, tips, bonuses)</small>	_____	_____	<b>Checking Account</b>	_____	_____
			<b>Savings Account</b>	_____	_____
			<b>Safety Deposit Box</b>	_____	_____
<b>Income, Salary or Distribution from a Business</b> <small>(self employed or as owner of a business)</small>	_____	_____	<b>Cash On Hand</b>	_____	_____
			<b>Certificates of Deposit</b>	_____	_____
			<b>Trust Fund</b>	_____	_____
<b>Income from Net Family Assets</b>	_____	_____	<b>Stocks, Bonds or Treasury Bills</b>	_____	_____
			<b>Money Market Account</b>	_____	_____
<b>Military Pay</b>	_____	_____	<b>Mutual Fund</b>	_____	_____
			<b>IRA (Individual Retirement Account)</b>	_____	_____
<b><u>Payments in Lieu of Earnings:</u></b>			<b>401K Account</b>	_____	_____
<b>Unemployment</b>	_____	_____	<b>Keogh Fund</b>	_____	_____
<b>Disability</b>	_____	_____	<b>Retirement Fund</b>	_____	_____
<b>Worker's Compensation</b>	_____	_____	<b>Pension Fund</b>	_____	_____
<b>Severance Pay</b>	_____	_____	<b>Life Insurance (excluding Term)</b>	_____	_____
<b>Social Security or SSI for any family members</b>	_____	_____	<b>Land Contract</b>	_____	_____
			<b>Mortgage or Deed of Trust</b>	_____	_____
<b>Veterans Administration Benefits</b>	_____	_____	<b>Real Estate or Other Capital Investments</b>	_____	_____
<b>Welfare (excluding Food Stamps)</b>	_____	_____	<b>Lump Sum Receipts</b> <small>(Inheritance, Insurance Settlement, Capital Gains, Lottery Winnings)</small>	_____	_____
<b>Child Support or Alimony</b>	_____	_____	<b>Personal Property held as an Investment:</b> <small>(e.g. Jewelry, Coins, Antique Cars)</small>	_____	_____
<b><u>Payments from:</u></b>					
<b>Insurance Policies</b>	_____	_____			
<b>Retirement Fund</b>	_____	_____			
<b>Pension Fund</b>	_____	_____			
<b>Death Benefits</b>	_____	_____			
<b>Annuities</b>	_____	_____			
<b>Income from Rental Property</b>	_____	_____			
<b>Student Financial Assistance</b>	_____	_____			
<b>Lottery Winnings paid periodically</b>	_____	_____	<b>INCREASES &amp; CHANGES</b>		
			<b>Expected Income Increase in the next 15 months.</b>	_____	_____
<b>Recurring Monetary Gifts, Contributions or Payments</b> <small>(from persons not living in the unit)</small>	_____	_____	<b>Expected Change in Family Composition in the next 15 months.</b>	_____	_____

**I swear and attest that the above information about my income and assets is true and correct. I understand that increases in total family income may cause me to no longer qualify for residency.**

\_\_\_\_\_  
Household Member (18 yrs or older)

\_\_\_\_\_  
Date

**I have personally met with the applicant/resident regarding the completion of this form and attest that to best of my ability I have explained the content of the form and answered any questions the applicant/resident had.**

\_\_\_\_\_  
Signature of Agent/Owner

\_\_\_\_\_  
Date

**STUDENT ELIGIBILITY QUESTIONNAIRE**

(To be completed by all household members, 18 yrs or older)

Are you (or have you been since January 1<sup>st</sup> of the current year) a student who is enrolled in an institute of higher education as defined below?  FULL-TIME  PART-TIME  NOT A STUDENT

[Institutes of higher education include post-secondary vocational institutions; "proprietary institutions of higher education" which prepare students for "gainful employment in a recognized occupation," and accredited post-secondary colleges and universities.]

**\*\* IF NOT PLEASE SKIP NEXT SECTION AND SIGN BELOW\*\***

All units at Kensington Village are restricted with regard to students. However, many exceptions do apply.

**\*\*Check all that apply\*\***

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <b>YES</b>               | <b>NO</b>                |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are <u>all</u> members of the household full-time students (including children) **?<br>[** Full-time students are enrolled full-time in any elementary, secondary, graduate or post-graduate program.]   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a student receiving assistance under Title IV of the Social Security Act (TANF – Public Assistance/Welfare)? (APPLICANT MUST PROVIDE A COPY OF CURRENT "P/A" BUDGET SHEET)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a student enrolled in a Job Training program receiving assistance under the Job Training Partnership Act or under similar Federal, State or local laws? (APPLICANT MUST PROVIDE A COPY OF THE MISSION STATEMENT FROM YOUR EDUCATIONAL INSTITUTION) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a student who has legal dependents other than a spouse (For example, dependent children or an elderly dependent parent)? (APPLICANT MUST PROVIDE COPY OF MOST CURRENT COMPLETED FEDERAL INCOME TAX RETURN)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a student who is married and filing a joint Federal Income Tax return? (APPLICANT MUST PROVIDE COPY OF MOST CURRENT COMPLETED FEDERAL INCOME TAX RETURN)   |

**DO YOU RECEIVE STUDENT FINANCIAL ASSISTANCE?**  
(IF YES, APPLICANT MUST PROVIDE COPIES OF ALL CURRENT FINANCIAL ASSISTANCE AWARD LETTERS)

*If you are a Full –Time or Part-Time student, what school do you attend?*

Name of Educational Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Signature of Applicant/Resident

Printed Name of Applicant/Resident

Date

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD, the PHA and any owner (or an employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 42 u.s.c. 208 (f) (g) and (h). Violations of these provisions are cited as violations of 42 u.s.