

**Corporate Office**

540 South First Street  
Montevideo, MN 56265  
Phone: 320.269.6640  
Fax: 320.269.7789  
office@vanblc.com

**Branch Office**

5709 SW 21st Street, Ste 104  
Topeka, KS 66604  
Phone: 785.350.2289  
Fax: 785.350.2290  
ksoffice@vanblc.com

**www.vanblc.com**

Serving Minnesota, Kansas, Missouri, Nebraska, Iowa

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## PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION

- ☐ A non-refundable application fee of \$40 per Adult must be submitted with the application. (Checks and Money Orders should be made payable to Normandy Apartments.)
- ☐ Please write phone numbers for all banks, employment, and other institutions where assets are held and income is received.
- ☐ All household members, 18 years of age or older, must sign and date all areas indicated.
- ☐ If you receive Social Security/SSI Benefits please enclose a copy of your most recent awards letter.
- ☐ We also require copies of Social Security card for all members living in the household and Driver's License/Photo ID for all household members 18 years of age or older.

**Please keep in mind, when returning your application, the cost of postage will be higher. Contact your local Post Office for the correct postage amount.**

**If you have any questions regardg this application please call  
320-269-6640 to contact:  
Mathew @ ext. 233 or units@vanblc.com**



Thank you for your interest in the properties managed by Van Binsbergen & Associates, Inc. Please take the time to thoroughly complete this application. Incomplete applications considerably lengthen the processing time. You may contact our office for assistance and any questions. Completed Applications are processed in order of date and time received.

**A non-refundable application fee of \$40.00 for each Adult member of the household MUST be included in order to process the application. MONEY ORDERS OR CHECKS NEED TO BE MADE PAYABLE TO: Normandy Apartments.**

**Return completed application and application fee to:**  
**Van Binsbergen & Associates**

**540 South First Street**  
**Montevideo, MN 56265**

**Fax: 320-269-7789**  
**Email: units@vanbllc.com**

#### OFFICE USE ONLY

Date Received

Time Received

Fee Paid

Date Paid

#### APPLICATION FOR OCCUPANCY AT:

|               |                        |  |
|---------------|------------------------|--|
| Property Name | Requested Move-In Date |  |
| City          | State                  |  |

What size unit are you requesting?

☐

1 Bedroom

☐

2 Bedroom

☐

3 Bedroom

☐

Other

How did you hear about this housing? \_\_\_\_\_

|                 |            |     |  |
|-----------------|------------|-----|--|
| Applicant Name  |            |     |  |
| Mailing Address |            |     |  |
| City            | State      | Zip |  |
| Phone           | Cell Phone |     |  |
| Email           |            |     |  |

#### CURRENT INFORMATION:

Do you wish to claim a deduction from your household income based on "Elderly Household" status, where one household member is 62 or older, handicapped or disabled?.....

☐

Yes

☐

No

Do you wish to have priority for handicap accessible unit with special design features? .....

☐

Yes

☐

No

Will you have a caregiver/attendant living with you? .....

☐

Yes

☐

No

*If yes, a criminal background check is required for each caregiver/attendant.*

Do you have a Letter of Priority issued by the USDA Rural Development due to displacement from another property?.....

☐

Yes

☐

No

Do you own any pets?

☐

Yes

☐

No

If yes, describe \_\_\_\_\_

*Pets are not allowed except in designated projects.*

Do you have a direct express/debit card for SS, SSI, child support or employment? .....

☐

Yes

☐

No

Have you received energy assistance in the past and/or do you anticipate receiving it within the next 12 months?.....

☐

Yes

☐

No

**NOTE:** Verification of disability must be obtained for individuals applying for disabled/handicap designated properties. Please provide contact information for verifying physician, clinic, hospital or other relevant third party facility.

|                  |       |     |  |
|------------------|-------|-----|--|
| Physician's Name |       |     |  |
| Clinic/Hospital  |       |     |  |
| Address          |       |     |  |
| City             | State | Zip |  |
| Phone            |       |     |  |



Equal  
Housing  
Opportunity

Van Binsbergen & Associates, Inc. is an Equal Opportunity Provider, and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410  
 Or call (202) 720-6382 (Voice and TDD).

**IN CASE OF EMERGENCY NOTIFY:**

|         |  |              |     |
|---------|--|--------------|-----|
| NAME    |  |              |     |
| ADDRESS |  |              |     |
| CITY    |  | STATE        | ZIP |
| PHONE   |  | CELL         |     |
| EMAIL   |  | RELATIONSHIP |     |

**PLEASE NOTE:** If you fail to supply ALL requested information where necessary, this application may be deemed unacceptable and returned to you for completion.

**BACKGROUND HISTORY**

Have you or any household member ever been evicted from housing or found ineligible for rental assistance due to violence or drug related criminal activity?

☐ Yes ☐ No

Are you a current illegal user of controlled substance?

☐ Yes ☐ No

Have you ever been convicted of the illegal use of a controlled substance?

☐ Yes ☐ No

Have you ever been convicted of a drug violation: Use, attempted use, possession, manufacture, sale or distribution?

☐ Yes ☐ No

Have you successfully completed a controlled substance abuse recovery program or are you presently enrolled in such a program?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

Are you or other household member subject to any state lifetime sex offender registration?

☐ Yes ☐ No

**HOUSING HISTORY**

Have you lived independently from your parents/guardians?  
*If no, skip to personal reference section.*

☐ Yes ☐ No

Have you owned your own home(s) for the last seven years?  
*If no, complete the following.*

☐ Yes ☐ No

Have you been evicted/unlawful detainer from any type of housing for any reason?  
If yes, provide date and explanation : \_\_\_\_\_

☐ Yes ☐ No

List all states/years where all adult members have resided? \_\_\_\_\_

Have you had a prior rental with our management company?  
If yes, provide date and property : \_\_\_\_\_

☐ Yes ☐ No

Are you currently receiving property based rental assistance or Section 8 Choice Housing voucher?

☐ Yes ☐ No

If yes, provide property name or county agency for voucher: \_\_\_\_\_

|                  |       |  |       |  |
|------------------|-------|--|-------|--|
| PRESENT LANDLORD |       |  | PHONE |  |
| LANDLORD ADDRESS |       |  |       |  |
| PROPERTY ADDRESS |       |  |       |  |
| DATES RENTED     | START |  | END   |  |

|                   |       |  |       |  |
|-------------------|-------|--|-------|--|
| PREVIOUS LANDLORD |       |  | PHONE |  |
| LANDLORD ADDRESS  |       |  |       |  |
| PROPERTY ADDRESS  |       |  |       |  |
| DATES RENTED      | START |  | END   |  |

**PERSONAL REFERENCES *Do NOT include family members or landlord references in this section***

|                 |  |       |  |
|-----------------|--|-------|--|
| NAME            |  | PHONE |  |
| MAILING ADDRESS |  |       |  |

|                 |  |       |  |
|-----------------|--|-------|--|
| NAME            |  | PHONE |  |
| MAILING ADDRESS |  |       |  |

|                 |  |       |  |
|-----------------|--|-------|--|
| NAME            |  | PHONE |  |
| MAILING ADDRESS |  |       |  |

**CITIZENSHIP DECLARATION**

Is every member of the household a US citizen?

☐ Yes ☐ No

If no, please list the full name of each non-citizen and supply verification of eligible immigration status.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

Acceptable documentation includes:

- ☐ Proof of age (only for tenants 62 years of age or older)
- ☐ If younger than 62, items required: Verification Consent Format **and one of the following:**
- ☐ Form I-551, Alien Registration Receipt Card (for permanent resident aliens ) ☐ Form I-94 Arrival Departure Record
- ☐ Form I-688, Temporary Resident Card ☐ I-688B Employment Authorization Card
- ☐ Receipt issued by DHS indicating application for issuance of replacement document of above listed categories
- ☐ Form I-151, Alien Registration Receipt Card

**RACE/ETHNICITY**

"The information regarding race, ethnicity and sex designation solicited on this Application is requested in order to assure the Federal Government, acting through the Rural Housing Service, that Federal laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluation of your Application or to discriminate against you in any way."

**Head of Household:****Gender:**☐ Male☐ Female**Ethnicity:**☐ Hispanic or Latino☐ Not Hispanic or Latino**Race:**
☐ American Indian/Alaska Native  
☐ Asian

☐ Black or African American  
☐ Native Hawaiian/Other Pacific Islander
☐ White**Co-Tenant:****Gender:**☐ Male☐ Female**Ethnicity:**☐ Hispanic or Latino☐ Not Hispanic or Latino**Race:**
☐ American Indian/Alaska Native  
☐ Asian

☐ Black or African American  
☐ Native Hawaiian/Other Pacific Islander
☐ White**CERTIFICATION/AUTHORIZATION/CONSENT**

I/We hereby certify the unit applied for will be the household's permanent residence. I/We further certify that I/we do/will not maintain a separate subsidized rental unit in another location.

I/We understand that I/we must pay a security deposit for this unit. I/We understand that my/our eligibility for housing will be based on government program (dependent on property, which may include HUD, RD, Tax Credit) income limits and tenant selection criteria. I/We certify all information provided on this Application is true to the best of my/our knowledge and understand false statements, misinformation, or deliberately withheld information are punishable by law and will lead to cancellation of this Application or termination of tenancy after occupation.

I/We do hereby authorize **Van Binsbergen & Associates, Inc.** and authorized representatives to contact any agencies, law enforcement office, companies, groups, or organizations to verify any information contained in this Application or to obtain and verify additional information or materials which are deemed necessary to complete my/our Application for housing in programs administered by **Van Binsbergen & Associates, Inc.** Further, I/We consent to the release of wage matching data to the RHS and the borrower.

Applicant Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

## Household Questionnaire

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Certification Effective Date:</b><br><input type="checkbox"/> Move-in (MI) _____<br><input type="checkbox"/> Annual Recert (AR) _____<br><input type="checkbox"/> Interim Recert (IR) _____<br><input type="checkbox"/> Resume subsidy (IC) _____<br><input type="checkbox"/> Other Cert/Add HH Member _____ | <b>Household qualifies for the following program(s):</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Section 8<br/> <input type="checkbox"/> Housing Tax Credit<br/> <input type="checkbox"/> HOME<br/> <input type="checkbox"/> NHTF         </div> <div> <input type="checkbox"/> Section 236<br/> <input type="checkbox"/> Section 811<br/> <input type="checkbox"/> MARIF<br/> <input type="checkbox"/> Other _____         </div> </div> | <b>Date Application Rec'd:</b> _____<br><br><b>Time Application Rec'd:</b> _____<br><br><b>Rent Amount:</b> \$ _____ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

**Property Name** \_\_\_\_\_ **Bldg/Unit #** \_\_\_\_\_

## Household Composition

Applicants/residents, complete this questionnaire in your own handwriting. List all persons who will be living in the unit. Give the relationship of each family member to the head of household. **Each household member age 18 years or older and under age 18 if head, spouse, or co-head of household must disclose income and assets and sign and date this application.** If this questionnaire is being completed by an applicant who is applying for occupancy with an existing household, only include the information for the new applicant.

|   | Household Member's Name | Relationship | Date of Birth | Has/Will this person be a student* during this and/or the upcoming calendar year? YES/NO | Social Security Number (not required for agency deferred loans (except MARIF), HTC, HOME, or NHTF) |
|---|-------------------------|--------------|---------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1 |                         |              |               |                                                                                          |                                                                                                    |
| 2 |                         |              |               |                                                                                          |                                                                                                    |
| 3 |                         |              |               |                                                                                          |                                                                                                    |
| 4 |                         |              |               |                                                                                          |                                                                                                    |
| 5 |                         |              |               |                                                                                          |                                                                                                    |
| 6 |                         |              |               |                                                                                          |                                                                                                    |
| 7 |                         |              |               |                                                                                          |                                                                                                    |
| 8 |                         |              |               |                                                                                          |                                                                                                    |

\* Include public and private elementary, junior & senior high, college, university, technical, trade, and mechanical schools. Do not include on-the-job training courses.

## Disclosure of Household Income

List current and anticipated income for the twelve-month period beginning on the anticipated move-in date or effective date of recertification. **Include all full time, part time or seasonal income even if completing this application in the off-season.**

## DOES ANY MEMBER RECEIVE OR EXPECT TO RECEIVE

(Check YES or NO to each item, as applicable, and include gross monthly amount. List sources on page 2.):

| YES<br>Amount | NO |                                                                                                                                                                                                             | Gross Monthly |
|---------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|               |    | 1. Wages, salaries (include overtime, tips, bonuses, commissions, etc.) . . . . .                                                                                                                           | \$            |
|               |    | 2. Does any member work for someone who pays them in cash, is self-employed or does "app" or "gig" work.                                                                                                    | \$            |
|               |    | 3. Regular pay for a member of the armed forces . . . . .                                                                                                                                                   | \$            |
|               |    | 4. Public Assistance (MFIP, GA, MSA) <u>Benefits are received by (circle one)</u> direct deposit check cash card                                                                                            | \$            |
|               |    | 5. Worker's compensation . . . . .                                                                                                                                                                          | \$            |
|               |    | 6. Unemployment benefits or severance pay . . . . .                                                                                                                                                         | \$            |
|               |    | 7. Student financial assistance (public or private, not including student loans) . . . . .                                                                                                                  | \$            |
|               |    | 8. Child support (check yes if you have a court order, even if you are not receiving the full amount awarded) .                                                                                             | \$            |
|               |    | 9. Alimony/Spousal Maintenance . . . . .                                                                                                                                                                    | \$            |
|               |    | 10. Social Security income (including unearned income of minor children) . . . . .                                                                                                                          | \$            |
|               |    | 11. Disability benefits including social security disability . . . . .                                                                                                                                      | \$            |
|               |    | 12. Regular payments from pensions (PERA, railroad, etc.) . . . . .                                                                                                                                         | \$            |
|               |    | 13. Regular payments from retirement benefits . . . . .                                                                                                                                                     | \$            |
|               |    | 14. Death Benefits . . . . .                                                                                                                                                                                | \$            |
|               |    | 15. Regular payments from annuities or life insurance dividends . . . . .                                                                                                                                   | \$            |
|               |    | 16. Regular payments from inheritance, insurance settlement, lottery winnings, etc. . . . .                                                                                                                 | \$            |
|               |    | 17. Net income from rental property . . . . .                                                                                                                                                               | \$            |
|               |    | 18. Regular cash and non-cash contributions, assistance with paying bills (including utilities), or gifts from companies, agencies or individuals not living in the unit (not including groceries). . . . . | \$            |
|               |    | 19. Are any changes to income expected within the next 12 months due to a raise, bonus or other reason?                                                                                                     | \$            |
|               |    | 20. Other (list) _____                                                                                                                                                                                      | \$            |

## Household Questionnaire

## Disclosure of Household Assets

| YES | NO | DOES ANY HOUSEHOLD MEMBER (INCLUDING CHILDREN) HAVE MONEY HELD IN:                                         | Current Balance |
|-----|----|------------------------------------------------------------------------------------------------------------|-----------------|
|     |    | 21. Checking Accounts . . . . . (6 month average balance)                                                  | \$              |
|     |    | 22. Savings Accounts . . . . .                                                                             | \$              |
|     |    | 23. Cash cards used to receive government benefits or other income . . . . .                               | \$              |
|     |    | 24. Online or app accounts such as GoFundMe, Kickstarter, Fundly, local bank, Venmo, CashApp, etc. . . . . | \$              |
|     |    | 25. US Savings Bonds . . . . .                                                                             | \$              |
|     |    | 26. Trusts* . . . . .                                                                                      | \$              |
|     |    | 27. Securities . . . . .                                                                                   | \$              |
|     |    | 28. Whole or Universal Life Insurance Policy (do not include term life insurance) . . . . .                | \$              |
|     |    | 29. 401K* . . . . .                                                                                        | \$              |
|     |    | 30. IRA/KEOGH Accounts . . . . .                                                                           | \$              |
|     |    | 31. Certificates of Deposit . . . . .                                                                      | \$              |
|     |    | 32. Pension/Retirement/Annuity. . . . .                                                                    | \$              |
|     |    | 33. Money Market or Mutual Funds . . . . .                                                                 | \$              |
|     |    | 34. Treasury Bills . . . . .                                                                               | \$              |
|     |    | 35. Stocks . . . . .                                                                                       | \$              |
|     |    | 36. Lump Sum Payment (i.e., inheritance, insurance settlement, lottery winnings, capital gains) . . . . .  | \$              |
|     |    | 37. Are any accounts held jointly with someone not in the unit? Which account and with whom? . . . . .     |                 |
|     |    | 38. Other (include cash on hand) . . . . .                                                                 | \$              |

\*Include Trusts, 401K, etc., only if the accounts are accessible to the household prior to termination of employment, retirement, or death. If you are unsure, list the account and it will be verified.

| YES | NO |                                                                                                                                                                                   | Value |
|-----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|     |    | 39. Do you now own a home or other real estate? . . . . .<br>If yes, list address(es):<br>_____                                                                                   | \$    |
|     |    | 40. Do you receive payments for a home you sold by contract for deed? . . . . .                                                                                                   | \$    |
|     |    | 41. Do you have any coin collections, antique cars, gems/jewelry, stamps or any other items . . . . .<br>held as an investment (wedding rings and personal jewelry do not count)? | \$    |
|     |    | 42. Are any assets held jointly with another person (e.g., real estate, coin collections, etc.)? List person,<br>asset(s) and percentage of ownership.<br>_____<br>_____          |       |

## DO NOT LEAVE THIS SECTION BLANK.

From 1-42, income and assets above, provide contact information for all "YES" checked items. All information must be verified. (If a household member has more than one source of income and/or asset, use a separate line for each source. Use additional sheets, if necessary.)

| Item Number | HH Member | Name and mailing address of income or asset source and educational institution for household members age 18 or older. | Contact name and phone/fax/email |
|-------------|-----------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------|
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |
|             |           |                                                                                                                       |                                  |

Please attach documentation available to verify income (e.g., divorce/settlement papers, tax returns, social security benefit award letter, etc.).

## Household Questionnaire

## Deductions and Allowances

For Section 8/236 HUD programs only

## A. Day Care

Amount

Do you have childcare expenses for child/ren under age 13 because you work, are actively seeking employment or attending school?

☐ Yes☐ No

\$ \_\_\_\_\_

If yes, name and address of provider \_\_\_\_\_

\$ \_\_\_\_\_ paid per month. Is any portion paid by another person or agency?

☐ Yes☐ No

If yes, name and address of provider \_\_\_\_\_

Do you pay for a Care Attendant or any equipment for a handicapped member of the household necessary to permit that person or someone else in the household to work?

☐ Yes☐ No

\$ \_\_\_\_\_

If yes, name and address of provider \_\_\_\_\_

\$ \_\_\_\_\_ paid per month. Is any portion paid by another person or agency?

☐ Yes☐ No

If yes, name and address of provider \_\_\_\_\_

B. Medical – Complete if the head of household, co-head or spouse are at least 62 years old, handicapped or disabled.

Do you have Medicare?

☐ Yes☐ No

\$ \_\_\_\_\_

Do you have any other kind of medical insurance?

☐ Yes☐ No

\$ \_\_\_\_\_

If yes, name and address of insurer \_\_\_\_\_

Do you receive medical assistance? If yes, do you have a monthly spend-down?

☐ Yes☐ No

\$ \_\_\_\_\_

Do you pay for prescription medication?

☐ Yes☐ No

\$ \_\_\_\_\_

Name and address of pharmacy: \_\_\_\_\_

Do you have any non-prescription (over the counter) medication that your doctor has requested you to use on a regular basis (e.g., insulin, aspirin, etc.)? \_\_\_\_\_

☐ Yes☐ No

\$ \_\_\_\_\_

Do you have any outstanding medical bills on which you are paying?

☐ Yes☐ No

\$ \_\_\_\_\_

If yes, indicate the types of bills owed: \_\_\_\_\_

Do you expect to have extraordinary medical/dental expenses in the next 12 months? If yes, list the amount and type of expense: \_\_\_\_\_

☐ Yes☐ No

\$ \_\_\_\_\_

Name and facility where this can be verified: \_\_\_\_\_

Doctor's name and address: \_\_\_\_\_

*Please bring receipts for your non-prescription medication.*

## Household Questionnaire

I/We hereby certify that I/We ☐ Have ☐ Have not sold or given away any assets for **less than Fair Market Value** during the two-year (24 month) period preceding the date of this questionnaire. Any assets sold or disposed of for less than Fair Market Value must be identified below:

| Household Member | Asset and Estimated Market Value | Date sold/disposed | Amount Received |
|------------------|----------------------------------|--------------------|-----------------|
|                  |                                  |                    | \$ _____        |
|                  |                                  |                    | \$ _____        |
|                  |                                  |                    |                 |

### ADDITIONAL INFORMATION

The following questions pertain to every member of the household. Check either **YES** or **NO** in response to each question. Add an explanation below for all items checked YES.

| Yes                                  | No                       |                                                                                                                                                       |
|--------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>             | <input type="checkbox"/> | Will any household member, including children, live in the unit on a less than full time basis?                                                       |
| <input type="checkbox"/>             | <input type="checkbox"/> | Do you anticipate any change in your household (someone moving in or out) during the next 12 months?                                                  |
| <input type="checkbox"/>             | <input type="checkbox"/> | Does any adult member of the household have zero income? If yes, name(s): _____                                                                       |
| <input type="checkbox"/>             | <input type="checkbox"/> | Does/will the household receive rent assistance? If so, indicate from what source (Section 8, Rural Development RA, etc.).                            |
| <input type="checkbox"/>             | <input type="checkbox"/> | Does your household have any needs that might be better served by a unit which is accessible to persons with mobility, hearing or visual impairments? |
| Explanation: _____<br>_____<br>_____ |                          |                                                                                                                                                       |

### SIGNATURES

I/we certify that the foregoing information is true and complete to the best of my/our knowledge and authorize the Landlord to make inquiries to verify the statements herein. I/we further understand that any intentional misrepresentation on this form might result in a default in the rental agreement and/or eviction of this household. If any of the aforementioned information changes, I/we agree to notify Landlord immediately.

|                                        |              |
|----------------------------------------|--------------|
| Applicant/Resident Signature _____     | Date _____   |
| Applicant/Resident Signature _____     | Date _____   |
| Applicant/Resident Signature _____     | Date _____   |
| Applicant/Resident Signature _____     | Date _____   |
|                                        |              |
| Head of household email address: _____ | Phone: _____ |

This applicant/resident required assistance in completing the Household Questionnaire due to: \_\_\_\_\_

Assistance was provided by: \_\_\_\_\_ Date: \_\_\_\_\_

# ANNUAL STUDENT CERTIFICATION

Effective Date: \_\_\_\_\_  
 Move-in Date: \_\_\_\_\_  
 (MM/DD/YYYY)

This Annual Student Certification is being delivered in connection with the undersigned's application/occupancy in the following apartment:

Head of Household Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_  
 Property Name: \_\_\_\_\_ Building Address: \_\_\_\_\_

Check A, B, or C, as applicable (note that students include those attending public or private elementary schools, middle or junior high schools, senior high schools, colleges universities, technical, trade, or mechanical schools, but does not include those attending on-the-job training courses):

- A. \_\_\_\_\_ Household contains at least one occupant who is not a student and has not been/will not be a student for five months or more out of the current and/or upcoming calendar year (months need not be consecutive). *If this item is checked,  no further information is needed. Sign and date below.*
- B. \_\_\_\_\_ Household contains all students, but is qualified because the following occupant(s) \_\_\_\_\_ is/are a PART TIME student(s) who have not been/will not be a full time student for five months or more of the current and/or upcoming calendar year. *Verification of part-time student status is required for at least one occupant. If this item is checked, . Sign and date below. Verification of part time student status is required for at least one occupant.*
- C. \_\_\_\_\_ Household contains all students who were, are, or will be FULL-TIME students for five months or more out of the current and/or upcoming calendar year (months need not be consecutive). *If this item is checked, questions 1-5, below **must be** completed:*

- |                                                                                                                                                                                                                                                                                                               |     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Is at least one student receiving Temporary Assistance to Needy Families (TANF), otherwise known as Minnesota Family Investment Program (MFIP)? (provide release of information for verification purposes)                                                                                                 | YES | NO |
| 2. Does at least one student participate in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or under other similar, federal, state or local laws? (attach verification of participation)                                                                     | YES | NO |
| 3. Is at least one student a single-parent with child(ren) <i>and</i> this parent is not a dependent of someone else, <i>and</i> the child(ren) is/are not dependent(s) of someone other than a parent? (attach student's and if applicable, divorce/custody decree or other parent's most recent tax return) | YES | NO |
| 4. Are the students married and entitled to file a joint tax return? (attach marriage certificate or tax return)                                                                                                                                                                                              | YES | NO |
| 5. Does the household consist of at least one student who was under the care and placement responsibility of the state agency responsible for administering foster care? (provide verification of participation)                                                                                              | YES | NO |

*Full-time student households that are income eligible and satisfy one of the above conditions are considered eligible. If C is checked and questions 1-5 are marked **NO**, or verification does not support the exception indicated,  the household is considered ineligible.*

Under penalties of perjury, I/we certify that the information presented in this Annual Student Certification is true and accurate to the best of my/our knowledge and belief. I/we agree to notify management immediately of any changes in this household's student status. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement.

All household members age 18 or older must sign and date.

|                    |                 |                    |                 |
|--------------------|-----------------|--------------------|-----------------|
| _____<br>Signature | _____<br>(Date) | _____<br>Signature | _____<br>(Date) |
| _____<br>Signature | _____<br>(Date) | _____<br>Signature | _____<br>(Date) |

## TENANT RELEASE AND CONSENT

I/We, the undersigned, hereby authorize all representatives of companies/agencies in the categories listed below to release, without liability, information regarding employment, additional forms of income, benefits, assets, and references to **Van Binsbergen & Associates, Inc.** (Owner and/or Agent), for purposes of verifying information listed on the rental application.

### INFORMATION COVERED

I/We understand that previous or current information regarding my/our household may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identifiers; employment, income and assets; medical or child care allowances. I/We understand this authorization cannot be used to obtain any information which is not pertinent to eligibility as a qualified tenant.

### GROUPS OR INDIVIDUALS WHO MAY BE CONTACTED

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

|                                  |                                    |                         |
|----------------------------------|------------------------------------|-------------------------|
| Past and Present Employers       | Veterans Administration            | Welfare Agencies        |
| State Unemployment Agencies      | Social Security Administration     | Retirement Systems      |
| Support and Alimony Providers    | Banks/Other Financial Institutions | Colleges & Universities |
| Medical and Child Care Providers | Previous Landlords                 | Public Housing Agencies |

### SAVE VERIFICATION CONSENT FORM

For every household member (adult or child) identified as an eligible noncitizen on the application, the signatures below provide consent to the following for the individual and/or signature of parent/guardian for household members under the age of 18:

1. The use of provided evidence/documentation to verify eligible immigration status to enable household members to receive financial assistance for housing.
2. The release of such evidence to the DHS for purposes of verification of the immigration status of the individual.

### CONDITIONS

I/We agree that a photocopy of this authorization may be used for the above stated purpose(s). 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 I/we have a right to review this file and correct any information that is incorrect.

### SIGNATURES

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date



This institution is an Equal Opportunity Provider, and Employer. To file a complaint of discrimination, write to USDA, Director Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (800) 795-3272 (voice), or (202) 720-6382 (TTD).





## Government Data Practices Act Disclosure Statement

|                                                                                  |  |
|----------------------------------------------------------------------------------|--|
| <b>Instructions:</b> Print the names of each household member signing this form. |  |
|                                                                                  |  |
|                                                                                  |  |

Minnesota Housing Finance Agency ("Minnesota Housing") is asking you to supply information that relates to your application to occupy, or continue to occupy, a unit in the following property ("Property"):

Some of the information you are being asked to provide to Minnesota Housing may be considered private or confidential under the Federal Privacy Act of 1974 and the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13. Section 13.04(2) of that law requires that you be notified of the matters included in this Disclosure Statement before you are asked to provide that information to Minnesota Housing. The owner of the Property ("Owner") may also ask you to supply information that relates to your application. The Owner's request for information is not governed by the Minnesota Government Data Practices Act.

- Minnesota Housing is asking for information that is necessary for the administration and management of a State or Federal program to provide housing for low- and moderate-income families. Some information may be used to establish your eligibility to initially occupy, or continue to occupy, a unit in the Property and/or to receive either State or Federal rental assistance. Some information may be used to assist Minnesota Housing and its contractors for research purposes and the evaluation and management of some of the programs it operates.
- As part of your application, you are asked to supply the information contained in each of the following attachments that are checked with an "X" (all checked boxes apply):
  - ☐ Attachment 1: For Units Assisted with Section 8, Section 236, Section 202, or Section 811
  - ☐ Attachment 2: For Units Assisted with Housing Tax Credits, Section 1602, Bond Funded NCTC or Bond Funded LMIR First Mortgages, MARIF, HOWPA, HOME, or NHTF.
  - ☐ Attachment 3: For Units Assisted with Deferred Loan Programs (other than MARIF, HOPWA, HOME, or NHTF), Non-bond Funded NCTC or LMIR First Mortgages, or Apartment Renovation Mortgages

**NOTE:** Each attachment has two parts: Part A and Part B.

- The information asked for under Part A of the checked Attachment(s) may be used by Minnesota Housing to establish your eligibility to occupy a unit in the Property or to receive State or Federal

rental assistance. If you refuse to supply any portion of the information asked for under Part A of the checked Attachment(s), you may not qualify for initial or continued occupancy of a unit in the Property or for receipt of State or Federal rental assistance.

4. The information asked for under Part B of the checked Attachment(s) will help Minnesota Housing evaluate and manage some of the programs it operates and supplying this information will be very helpful to Minnesota Housing. Your failure to provide any of the information asked for under Part B of the checked Attachment(s) will not affect whether or not you qualify for initial or continued occupancy of a unit in the Property or for State or Federal rental assistance.
5. The Owner may also ask for information to determine whether or not it will rent a unit in the Property to you. Supplying or refusing to supply any information requested by the Owner will not affect a decision by Minnesota Housing, but could affect the Owner's decision of whether it will rent a unit to you. The determination by the Owner is separate from Minnesota Housing's determination and Minnesota Housing does not participate, in any way, in the Owner's decision.
6. All of the information that you supply to Minnesota Housing will be accessible to staff of Minnesota Housing and its contractors and may be made available to staff of the Office of the Minnesota Attorney General, the United States Department of Housing and Urban Development, the United States Internal Revenue Service, and other persons and/or governmental entities who have statutory authority to review the information, investigate specific conduct, and/or take appropriate legal action, including but not limited to, law enforcement agencies, courts, and other regulatory agencies. The information may also be provided by Minnesota Housing to the Owner's management agents of the Property.
7. This Disclosure Statement remains in effect for as long as you occupy a unit in the Property and are a participant in the program(s) identified in #2, above.

I was (We were) supplied with a copy of and have read this Minnesota Housing Finance Agency Government Data Practices Act Disclosure Statement and the Attachment(s) identified in #2, above.

Head of household, spouse, co-head, and all household members age 18 or older must sign below:

|                            |       |      |       |
|----------------------------|-------|------|-------|
| Applicant/Tenant Signature | _____ | Date | _____ |
| Applicant/Tenant Signature | _____ | Date | _____ |
| Applicant/Tenant Signature | _____ | Date | _____ |
| Applicant/Tenant Signature | _____ | Date | _____ |

## Attachment 1

### For Units Assisted with Section 8, Section 236 Section 202, or Section 811

#### Part A

1. Household composition, legal name(s), age(s), and relationship to the head of household of all household members.
2. Applies to Section 8, Section 236, and Section 202 only: Declaration of citizenship or legal non-citizenship of all household members (does not apply to Section 811)
3. Social Security Number disclosure of all household members
4. Date of birth of all household members
5. Elderly, disabled, or handicapped status of affected members of your household (for program eligibility and/or program allowances)
6. Custody of minor children
7. Student status
8. Housing preferences by program or statute
9. Employment or unemployment status
10. Amount and source of all earned and unearned income of all household members
11. Type, value, and income derived from all household assets
12. Type, value, and income derived from all household assets disposed of for less than fair market value within the past 2 years
13. Participation in self-sufficiency programs
14. Medical expenses (for program allowances)
15. Handicap assistance expenses (for program allowances)
16. Childcare expenses (for program allowances)
17. Need for reasonable accommodation for any member of the household
18. Need for assistive animal and/or devices
19. Credit and criminal history background data of all adult household members
20. Disclosure of the use, sale, distribution, or manufacture of illegal drugs of any adult household members
21. Disclosure of convictions of the use or illegal distribution or manufacture of illegal drugs or controlled substances
22. Disclosure of convictions of a felony or misdemeanor (other than a traffic violation)
23. Disclosure of lifetime registration as a predatory sex offender of any adult household member
24. Disclosure of a pattern of alcohol abuse of any adult household member that would interfere with other tenants' rights
25. Disclosure of receipt of previously received government housing subsidy
26. Disclosure of termination of housing assistance for fraud, non-payment of rent or utilities, or failure to cooperate with recertification procedures
27. Current and previous residency

#### Part B

1. Race
2. Ethnicity
3. Gender

## Attachment 2

### For Units Assisted with Housing Tax Credits, Section 1602, Bond Funded NCTC or LMIR First Mortgages, MARIF, HOPWA, HOME (HOME Rental Rehabilitation, HOME Targeted, and HOME Affordable Rental Preservation) or NHTF

#### Part A

1. Household composition, \*legal name(s), date(s) of birth, and relationship to the head of household of all household members
2. Amount and source of all earned and unearned income of all household members
3. Source, type, value, and income derived from all household assets
4. Type, value, and income derived from all household assets disposed of for less than fair market value within the past 2 years
5. Disabled or handicapped status of members of your household (for program eligibility, if applicable)
6. Current and/or previous housing history (for program eligibility, if applicable)

*\*For purposes of reporting to Minnesota Housing under HOPWA, participant names may be coded for confidentiality.*

#### Housing Tax Credits, Section 1602, or bond funded NCTC or LMIR also require:

- Student status of household members and, where applicable, evidence that student household meets Internal Revenue Code Section 42 or Section 142 (bond) eligibility

#### HOME also requires (where applicable):

- Student status of household members and evidence of HOME student eligibility

#### MARIF also requires:

- Receipt of public assistance and/or rental assistance
- Social Security Number or Alien Registration of MARIF-eligible household member
- Evidence of current or recent Minnesota Families Investment Program (MFIP) participant. "Recent MFIP participant" means a family who left MFIP for reasons other than disqualification from MFIP due to fraud no more than twenty-four (24) months prior to the family's application for tenancy in a MARIF unit, and whose income at the time of application is equal to or less than 160% of the federal poverty level for the family's size

#### Part B

1. Race
2. Ethnicity
3. Gender
4. Social Security Number or Alien Registration
5. Disability or mobility impaired status

**Attachment 3****For Units Assisted with Deferred Loan Programs (other than MARIF, HOPWA, HOME and NHTF), Non-bond Funded NCTC or LMIR First Mortgages, or Apartment Renovation Mortgages****Part A**

1. Household composition including number of adults, number of children, and legal name of the head of household
2. Gross annual household income
3. Current and/or previous housing history (for program eligibility, if applicable)
4. Dates of birth of all household members (for program eligibility, if applicable)

**Part B**

1. Date of birth of the head of household
2. Race of the head of household
3. Ethnicity of the head of household
4. Gender of the head of household
5. Disability or mobility impaired status of household members
6. Main source of income of the head of household

(FOR OFFICE USE ONLY)

SITE NAME: \_\_\_\_\_

RHR ACCT #: \_\_\_\_\_

**Personal Information:****General Consent Form**I, \_\_\_\_\_ have made  
Last Name First Middle Maidenapplication with \_\_\_\_\_ for \_\_\_\_\_  
Company Name State Purpose

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth Sex Social Security Number Driver's License State (\_\_\_\_\_) Home Phone**Release:**

I/We authorize Rental History Reports (RHR) and/or the above named company to do a complete investigation of all information provided in my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: credit report, verification of employment and income, criminal record search, rental history references (including MPHA), unlawful detainer/eviction investigation, identity trace, sex offender search, terrorism search, check writing history and personal interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus, banks and other depository institutions, current and former employers, federal or state records including state employment security agency records, county or state criminal records, county agencies as it relates to the applicant's eligibility, non-eligibility and/or benefit amounts received by the tenant, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize RHR to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case, the authorization continues in effect for the maximum period not to exceed one (1) year. Notice to applications applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screen report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-days' notice. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**OUT-OF-STATE CRIMINAL RECORDS SEARCH**

|                        |                |                        |                |
|------------------------|----------------|------------------------|----------------|
| _____<br>City / County | _____<br>State | _____<br>City / County | _____<br>State |
| _____<br>City / County | _____<br>State | _____<br>City / County | _____<br>State |

7900 W. 78<sup>th</sup> Street, Ste. 400 • Edina, MN 55439PH> 952-545-3953 / 888-389-4023 • FX> 952-545-3973 / 888-389-4024 • [www.RentalHistoryReports.com](http://www.RentalHistoryReports.com)

# Informed Consent Criminal Background Check

VB 16

To be used in conjunction with tenant screening for Minnesota Crime Free Multi-Housing Applicant and Rental Housing Ordinance

A search of the Waseca Police Department, Minnesota State Criminal Records, other state record repositories, and/or the Federal Bureau of Investigation's Criminal Justice Information files will be performed on you, pursuant with the lease agreement of the apartment complex to which you are applying. If you do not agree to sign this form, you will not be eligible to be accepted into the apartment complex to which you are applying. By signing this form, you are allowing:

Van Binsbergen & Associates, Inc./Normandy Apartments

(Name of Requesting Landlord/Building Name)

to any criminal data maintained in those files which applies under MN statutes and Waseca City Ordinance.

**\*A fee of \$15<sup>00</sup> will be charged for this process\***

1. You have the right to be informed that City of Waseca is requesting a criminal background check to determine if you have been convicted of a crime specified in MSA 299.67(2)
2. You have the right to be informed by Van Binsbergen & Associates, Inc of the results of a criminal background check and to obtain a copy of the results from City of Waseca.
3. You have the right to obtain from the Waseca Police Department, Waseca County Sheriff's Department, and or the MN Bureau of Criminal Apprehension, any records that forms the basis for the report obtained by Van Binsbergen & Associates, Inc.
4. You have the right to challenge accuracy and completeness of information contained in the report or record under MSA 13.04(4).
5. You have the right to be informed by Van Binsbergen & Associates, Inc if your acceptance to Normandy Apartments has been denied because of the results of this background check.

## Applicant Information-Please print clearly

Last Name

First Name

Middle Name

Date of Birth

Have you ever been known by another name? (Maiden, Birth, Nickname, Alias, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list all \_\_\_\_\_

Current Address

Apt. #

City

State

Zip

County

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Race: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you lived in Minnesota for the past ten years? Yes \_\_\_\_\_ No \_\_\_\_\_

List prior address if different than current address: \_\_\_\_\_  
Address Apt. # City State Zip County

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

*I certify and acknowledge that all statements and information provided above are accurate and true to the best of my knowledge and understand that providing false or incomplete information regarding the above background will remove me from eligibility to be accepted into the apartment complex for which I am applying.*

*A search of the above record agencies will be performed on you. By signing this form, you are allowing the above company/individual to access any criminal data maintained in these files. I also understand I will be charged any fees listed above for conducting this background check.*

I authorize this background check to be done.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Subscribed and sworn before me on this  
\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Send results to the following  
potential landlord address: \_\_\_\_\_  
\_\_\_\_\_

Notary Public

This release will be effective for ONE (1) year from date signed.





(FOR OFFICE USE ONLY)

SITE NAME: \_\_\_\_\_

RHR ACCT #: \_\_\_\_\_

**Personal Information:****General Consent Form**I, \_\_\_\_\_ have made  
Last Name First Middle Maidenapplication with \_\_\_\_\_ for \_\_\_\_\_  
Company Name State Purpose

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth Sex Social Security Number Driver's License State (\_\_\_\_\_) Home Phone**Release:**

I/We authorize Rental History Reports (RHR) and/or the above named company to do a complete investigation of all information provided in my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: credit report, verification of employment and income, criminal record search, rental history references (including MPHA), unlawful detainer/eviction investigation, identity trace, sex offender search, terrorism search, check writing history and personal interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus, banks and other depository institutions, current and former employers, federal or state records including state employment security agency records, county or state criminal records, county agencies as it relates to the applicant's eligibility, non-eligibility and/or benefit amounts received by the tenant, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize RHR to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case, the authorization continues in effect for the maximum period not to exceed one (1) year. Notice to applications applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screen report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-days' notice. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**OUT-OF-STATE CRIMINAL RECORDS SEARCH**

|                        |                |                        |                |
|------------------------|----------------|------------------------|----------------|
| _____<br>City / County | _____<br>State | _____<br>City / County | _____<br>State |
| _____<br>City / County | _____<br>State | _____<br>City / County | _____<br>State |

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# Informed Consent Criminal Background Check

VB 19

To be used in conjunction with tenant screening for Minnesota Crime Free Multi-Housing Applicant and Rental Housing Ordinance

A search of the Waseca Police Department, Minnesota State Criminal Records, other state record repositories, and/or the Federal Bureau of Investigation's Criminal Justice Information files will be performed on you, pursuant with the lease agreement of the apartment complex to which you are applying. If you do not agree to sign this form, you will not be eligible to be accepted into the apartment complex to which you are applying. By signing this form, you are allowing:

Van Binsbergen & Associates, Inc./Normandy Apartments

(Name of Requesting Landlord/Building Name)

to any criminal data maintained in those files which applies under MN statutes and Waseca City Ordinance.

**\*A fee of \$15<sup>00</sup> will be charged for this process\***

1. You have the right to be informed that City of Waseca is requesting a criminal background check to determine if you have been convicted of a crime specified in MSA 299.67(2)
2. You have the right to be informed by Van Binsbergen & Associates, Inc of the results of a criminal background check and to obtain a copy of the results from City of Waseca.
3. You have the right to obtain from the Waseca Police Department, Waseca County Sheriff's Department, and or the MN Bureau of Criminal Apprehension, any records that forms the basis for the report obtained by Van Binsbergen & Associates, Inc.
4. You have the right to challenge accuracy and completeness of information contained in the report or record under MSA 13.04(4).
5. You have the right to be informed by Van Binsbergen & Associates, Inc if your acceptance to Normandy Apartments has been denied because of the results of this background check.

## Applicant Information-Please print clearly

Last Name

First Name

Middle Name

Date of Birth

Have you ever been known by another name? (Maiden, Birth, Nickname, Alias, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list all \_\_\_\_\_

Current Address

Apt. #

City

State

Zip

County

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Race: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you lived in Minnesota for the past ten years? Yes \_\_\_\_\_ No \_\_\_\_\_

List prior address if different than current address: \_\_\_\_\_  
Address Apt. # City State Zip County

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

*I certify and acknowledge that all statements and information provided above are accurate and true to the best of my knowledge and understand that providing false or incomplete information regarding the above background will remove me from eligibility to be accepted into the apartment complex for which I am applying.*

*A search of the above record agencies will be performed on you. By signing this form, you are allowing the above company/individual to access any criminal data maintained in these files. I also understand I will be charged any fees listed above for conducting this background check.*

I authorize this background check to be done.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Subscribed and sworn before me on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Send results to the following  
potential landlord address: \_\_\_\_\_  
\_\_\_\_\_

Notary Public

This release will be effective for ONE (1) year from date signed.