



MILWAUKEE AVENUE APARTMENTS

Dear Applicant,

Thank you for your interest in Milwaukee Avenue Apartments. We are currently accepting applications! In order to determine your eligibility for housing, please complete the enclosed Preliminary Application in its entirety and return it **BY MAIL ONLY** to:

Milwaukee Avenue Apartments
3064 N. Milwaukee Ave
Chicago, Illinois 60618

If a question does not apply to your situation, please answer NA, so that we know you didn't overlook it. All current information must be provided so we can accurately evaluate your eligibility which may affect your placement on our waiting list.

If you have questions while filling out this application, you may call 312-967-7300.

Thanks again for your Interest in Milwaukee Avenue Apartments!

Sincerely,

Property Manager

The property's general occupancy standard is as follows: No more than two people and no less than one person will be permitted to occupy a bedroom. Based on this occupancy standard and the information you provided in your Preliminary Application, you will be placed on all open waiting lists for which your household appears eligible. Please note that if the household is listed on more than one waiting list, the household's refusal of a unit from one list will not affect the household status on any other wait lists the household may currently be listed on.



**MILWAUKEE AVENUE APARTMENTS
PRELIMINARY APPLICATION**

Milwaukee Avenue Apartments is a permanent supportive housing community where every unit is fully accessible and the building is barrier free. To be eligible for housing, applicants MUST have an income that does not exceed 60% of the AMI. Bedroom size is assigned based upon our tenant selection plan. Preference will be given to applicants who would most benefit from the features of the fully accessible units.

If you have any questions, need assistance completing this form, or require another form of reasonable accommodation, please call (312) 967-7300.

First Name: _____ Middle Initial _____ Last Name: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____ Email: _____

1. List all persons who intend to occupy the unit for which you are applying:

Name	Sex *	Date of Birth	Relationship to Household Head	SSN	Full Time Student (Y/N)
			HEAD		

* HUD mandated protections state that household members may not be required to disclose gender for HUD Programs. Sex is an optional field.

2. Select race and ethnicity for head of household:

Racial Categories (Select All That Apply) * Optional			Ethnic Categories (Select One)	
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic or Latino	
<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Other	<input type="checkbox"/> Not-Hispanic or Not-Latino	

3. Please state the total gross **annual** income of your household. (This includes income from employment for all persons 18 years of age and older, alimony and child support, social security, public aid, disability income, pensions, income from assets, interest and regular money gifts.) \$ _____

4. Do you or someone in your household identify as disabled according to the federal definition of a disability? Yes No

5. If Yes, would any member of your family benefit from the features of an accessible unit?

Yes No

Please describe the features needed, not the disability: _____

6. Please list all states and counties of residence since 1996 for all applicants 18 years of age or older (use additional sheets if necessary): _____

AUTHORIZATION TO CHECK CREDIT AND CRIMINAL RECORDS:

I/we understand and hereby authorize agent/owner of Milwaukee Avenue Apartments and any consumer or credit reporting agency or bureau employed by it to investigate my (our) character, general reputation, mode of living, credit and financial responsibility and the statements made in the Preliminary Application, to inquire into and check for criminal records, civil judgments and other relevant information, and to make a consumer or credit report in connection therewith.

I/we understand that any false statement on this application will disqualify my application and my name will not be put on the waiting list. I further agree that if an apartment becomes available and housing assistance is offered, I will provide verification of my eligibility as prescribed by HUD and or Section 42 of the Internal Revenue Code.

Signature (Head of Household)

Signature (Spouse/Co-Head)

Date

The Preliminary Application must be postmarked and received by management via mail.



STATEMENT OF NONDISCRIMINATION ON BASIS OF DISABILITY: The owner and managing agent of this property do not discriminate on the basis of race, color, religion, national origin, familial status, sexual orientation, gender, marital status, military and disability or handicap status in the admission or access to, or treatment or employment in, their federally assisted programs and activities. Applicants with a disability, as defined under HUD's program regulations, have the right to request reasonable accommodations where necessary to participate in the application process or make effective use of the housing program. To make such a request please contact the property's management office.

For Office Use

Date Rec'd: _____

Time Rec'd: _____



Full Circle Management, LLC
Milwaukee Avenue Apartments
Statement of Rental Criteria
Revised: April 18, 2017

Full Circle Management, LLC is committed to the Fair Housing Act prohibiting discrimination in rental housing based on Race, Color, Religion, Sex, National Origin, Handicap / Disability, Familial Status, and any other Protected Classes defined by local ordinance.

The following qualification standards apply to all applicants:

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee of occupancy.

We require a government-issued photo ID from one adult (18 years of age) per group wishing to tour an apartment and/or submit an application for an apartment.

RENTAL APPLICATION

- ▶ Any prospective resident of the apartment over the age of 18 must apply and be a leaseholder, unless familial status applies. Applicants MUST disclose all intended residents of the apartment.
- ▶ All heads of household must be at least 18 years of age.
- ▶ Falsification of information or omission of information on a rental application is grounds for denial.
- ▶ We reserve the right to request documentation of any information presented by prospect on the rental application.
- ▶ No resident will be permitted to take possession of the apartment without having paid all required move-in fees, deposits, and applicable rent unless prior arrangements have been confirmed by management.

INCOME / EMPLOYMENT

- ▶ Total monthly household Gross Income (of combined applicants) must meet the applicable income guidelines. This shall include all sources of income include, but not limited to employment, self-employment, unemployment, child support, public assistance, social security and SSI.
- ▶ All assets require written verification
- ▶ All income requires written verification.
- ▶ If the applicant is a student, the applicant must meet the applicable Tax Credit student guidelines.

INCOME / RENT GUIDELINES

One Bedroom		Two Bedroom	
Rent	Income Limits	Rent	Income Limits
\$427	\$12,500 - \$18,960	\$513	\$15,500 – 23,700
\$866	\$25,650 - \$37,920	\$1,039	\$30,500 – 47,400

*The above income and rent limits are subject to change without prior notice.

RENTAL HISTORY

- ▶ Any negative rental history **may** be grounds for application denial.
- ▶ Rental history verification must be obtained verifying previous five (5) years rental history.
- ▶ Applicants who have been evicted or owes money to another landlord within the past five years will not be approved.

CREDIT HISTORY AND SCORING

- ▶ A credit report will be obtained for every intended resident over the age of 18 who will sign the lease.
- ▶ Full Circle Management, LLC has partnered with Yardi to assess the credit worthiness of its applicants based on a model designed by Yardi and Full Circle.
- ▶ When scoring credit, the Yardi model will take into consideration several variables to determine an applicant's willingness and ability to pay their rent. The Yardi model has been specifically developed to assess credit worthiness of applicants in the multi-family industry. The following are a few examples of the variables Yardi will take into consideration:



Income to Rent Ratio, Income to Payment Ratio (Revolving Debt), Number of Recent Credit Inquiries, Average Age of Trade Lines, Revolving Debt to Limit, Percent of Bank Card Trades Relation to Total Trades, Total Trade Lines, Percent Never Delinquent, Bureau Scores, Number of Major Derogatory Trade Lines, Economic Trends, Payment Histories, Accounts in Collection. A combination of all the variables is what determines the First Advantage score.

- ▶ If any applicant takes exception with any findings, the applicant is solely responsible for making any corrections and reapplying.
- ▶ If your application is “accepted with conditions” or “declined,” you will be given the name, address, and telephone number of the consumer reporting agencies that provided your consumer information to us.
- ▶ Medical collections are not taken into account.
- ▶ An application will be automatically declined if the applicant has an open bankruptcy within the past 12 months.
- ▶ An application will be automatically declined if a high risk collection (apartment community) is detected.

CRIMINAL HISTORY

- ▶ As part of the application process, the Criminal Background of all applicants will be checked.
- ▶ Criminal background may be cause for denial of an application.
- ▶ All records will be calculated from the time of final disposition according to the following guidelines:
 - Decline for any Drug Conviction – Felony 20 years, Misdemeanor 5 years.
 - Decline for any DUI Felony Conviction – 10 years.
 - Decline for Unclassified Conviction- Felony 100 years, Misdemeanor 5 years.
 - Decline for Property Conviction – Felony 100 years, Misdemeanor 10 years.
 - Decline for Sex Conviction- Felony 10 years, Misdemeanor 5 years.
 - Decline for Theft by Conviction- Felony 10 years, Misdemeanor 5 years.
 - Decline for Theft by Check Conviction- Felony 10 years, Misdemeanor 5 years.
 - Decline for Traffic Felony Conviction – 10 years.
 - Decline for VCAP conviction – Felony 100 years, Misdemeanor 5 years.
 - Decline for Weapons – Felony 100 years, Misdemeanor 5 years.
 - Decline for any Terrorism related Conviction – No time limit.
 - Decline for the following Conviction Statuses: Active, Probation, and Parole.
 - Decline for “Adjudication Withheld” or “Deferred Adjudication” conviction status within 10 years of date of application.

REJECTION

- ▶ Each applicant will be promptly notified in writing or the reason(s) for rejection.
- ▶ The applicant may within 14 days from date of receipt of notice (excluding designated federal holidays and weekends) notify the management in writing or request to meet with a member of Management who did not participate in the decision to reject the applicant.
- ▶ If the applicant appeals the rejection, the applicant will be provided a written final decision from Management within five (5) business days (excluding designated federal holidays and weekends) of the applicant’s written response or meeting.
- ▶ If the decision is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next available unit.

OCCUPANCY STANDARDS

- ▶ In every family unit and every rooming unit, every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, or if of original configuration need only comply with the regulations in effect at the time of its construction. Every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor area for each occupant 12 years of age and over and at least 35 square feet of floor area for each occupant under 12 years of age. For the purpose of this section a person under two years of age shall not be counted as an occupant.

Security Deposit / Rent

- ▶ All rent must be paid at move-in via cashier’s check, money order or certified funds. Personnel checks will not be accepted at move-in.
- ▶ Security Deposit must be paid in full at move-in unless a reasonable accommodation is requested.



- ▶ A written reasonable accommodation request for a security deposit will be reviewed if the applicant has been referred by a community organization as defined in the Affirmative Fair Marketing Action Plan approved by Illinois Housing Development Authority.

PREFERENCES

- ▶ Preferences will be provided in the following order:
- ▶ Persons with Disabilities
- ▶ Persons who are elderly, displaced, homeless, or disabled single person over other single persons
- ▶ Existing tenant transfers, including but not limited to a change in household composition, a deeper rent subsidy, or for medical reasons certified by a doctor.

PETS

- ▶ Pets are allowed. A pet deposit of \$300.00 will be required.
- ▶ A Pet Addendum will be required for any pet.
- ▶ Must provide documentation of current inoculations and current registration with the City of Chicago.
- ▶ **Service Animals, as defined by the Americans with Disabilities Act and the Federal Fair Housing Act, are not considered pets. They are exempt from those fees and restrictions. However, residents with service animals will be required to sign a Pet Addendum.**

PARKING

- ▶ Parking will be provided on a first come, first serve basis.
- ▶ All vehicles must be registered with management before parking.
- ▶ Regardless of property, all vehicles must be fully operational and current with required inspections, tags, stickers, licenses, insurance coverages, etc.

COMPLIANCE WITH THE LAW

- ▶ In the event that any minimum requirement contained within this document is in conflict with any Local, State, or Federal Rule of Law, the appropriate Local, State or Federal Law will prevail.

If you are disabled or having difficulty understanding English, please request our assistance and we ensure that you are provided with meaningful access based on your individual needs.

Thank you for considering Milwaukee Avenue Apartments!

This project does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. As required in the HUD Occupancy Handbook 4350.3 REV-1, all individuals with disabilities have the right to request reasonable accommodations. Reasonable accommodations are changes, exceptions, or adjustments to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to: participate fully in a program; take advantage of a service; live in a dwelling; or perform a job. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. Requests for Reasonable Accommodations should be brought to the attention of management.



