

Pre-Application for Housing Skyridge Flats

How did you hear
of this property?

☐ Facebook
☐ Craig's List
☐ ApartmentsHQ
☐ Apartments.com

☐ Sign
☐ Friend
☐ Service Agency
☐ Housing Link

☐ dwjonesmanagement.com
☐ Newspaper (Specify) _____
☐ Other (Specify) _____
☐ Local Website (Specify) _____

PERSONAL INFORMATION - all applicants 18 years of age and older

Applicant: _____ Date of Birth: _____
First Last

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Current living situation? ☐ Own ☐ Rent ☐ Residing with Family or Friends ☐ Other (explain) _____

List all states lived in: _____

*Demographic Information-We are requesting the information below to ensure our compliance with certain federal/state discrimination laws or funding program requirements. While not required, we encourage you to furnish your demographic information. Certain programs require us to note the race/national origin and gender of applicants on the basis of visual observation or surname when the information is not otherwise provided. Your demographic information will not be used in evaluating your application or to discriminate against you in any way. Gender : (F) Female; (M) Male; (O) Other; Race: (1) American Indian; (2) Asian; (3) Black or African American; (4) Native Hawaiian/Pacific Islanders; (5) White; National Origin: (A) Hispanic/Latino; (B) Not Hispanic/Latino; .

Which gender do you identify with? _____ National Origin _____ Race _____

Co-Applicant: _____ Date of Birth: _____
First Last

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Current living situation? ☐ Own ☐ Rent ☐ Residing with Family or Friends ☐ Other (explain) _____

List all states lived in: _____

Please attach additional sheets for additional applicants over the age of 18

ADDITIONAL HOUSEHOLD INFORMATION

Total number of household members that will live in the unit (including applicant and co-applicant listed above)

☐ Yes ☐ No Are any household members 17 years of age or younger?

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? (please check all that apply)

☐ Barrier Free unit - designed for wheelchair access
☐ Accessible for vision or hearing impairments
☐ Other

please explain the special features your household needs _____

☐ Yes ☐ No Is applicant or co-applicant handicapped or disabled?

****This is used to determine eligibility for housing that is restricted to elderly households as defined as a tenant or co-tenant 62 years of age or older and/or a handicapped or disabled tenant, which has no other requirements other than being at least 18 years of age or older to legally sign the lease.**

OFFICE USE ONLY

Additional Notes: _____

Date and Time Pre-Application Received: _____

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HOUSEHOLD INCOME INFORMATION FOR PROGRAM QUALIFICATION - include income from all household members (additional information will be required and will be verified when a unit is available)

Examples of some types of income (not all inclusive)

Social Security	Workers' Compensation Benefits	Military Pay
Social Security Disability	Child Support	Self Employment
Pensions, Retirement or Veteran Benefits	Alimony or Spousal Maintenance	Employment, including tips, commissions, wages and salaries
Unemployment Compensation	Public Assistance	

Type of income	How often received			Amount Received
	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Monthly	
	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Monthly	
	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Monthly	
	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Monthly	

CRIMINAL HISTORY - Does any household member have criminal convictions, stays of adjudication or open/pending charges for:

- ☐ Yes ☐ No Any drug related convictions for items such as manufacture for sale, trafficking, selling or smuggling?
☐ Yes ☐ No Any organized crime related convictions for items such as terrorism, blackmail, extortion, racketeering, conspiracy, or attempt to engage in organized crimes?
☐ Yes ☐ No Any felony related convictions for arson?
☐ Yes ☐ No Any sex related convictions for items such as first to third degree sexual assault, child pornography or rape?
☐ Yes ☐ No Is any household member subject to current sex offender registrant under any jurisdiction's or national sex offender registration program/system OR subject to any State Lifetime Sex Offender Registration Requirement?
☐ Yes ☐ No Any violence related convictions for items such as murder or manslaughter?
☐ Yes ☐ No Does any household member have any criminal charges that are open/pending, deferred judgments / continuances for dismissal or enrollment in diversion programs criminal charges?

If you have answered yes to any questions above, please provide a brief description about the conviction or charges, attach additional sheets if needed.

For convictions not described above, we consider the nature, severity, and age of the conviction in determining whether to approve or reject an application. Given the variety of convictions that exist and the need to review accurate records, we cannot make binding pre-application determinations about whether your criminal history may disqualify you from our housing. We make admission decisions after we have ordered and reviewed screening reports.

HOUSING HISTORY

- ☐ Yes ☐ No Has any household member rented in the past?
 If "Yes" complete below
☐ Yes ☐ No Has any household member been delinquent in paying rent or other financial obligations?
☐ Yes ☐ No In the past, has any household member failed to perform any obligations of a rental agreement or have you been a defendant in an eviction lawsuit?
☐ Yes ☐ No Has any household member rented within the past three (3) years?
☐ Yes ☐ No Has any household member rented from D.W. Jones Management? If Yes, Where? _____

ADDITIONAL INFORMATION

All sections must be complete, any incomplete information may result in application being returned for completion
Please notify us of any change of address, phone number or information provided.

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ADDITIONAL COMMENTS

APPLICANT PLEASE NOTE

D.W. Jones Management, Inc. will confirm receipt of this pre-application. Your completed pre-application will be placed on our waiting list. We will contact you as soon as your pre-application comes to the top of the waiting list and we have a unit to offer you. Before we can move you in, we have to determine your eligibility, we will require you to meet with us to complete a full application and may ask you to provide additional information.

In addition, each person in your household age 18 years of age must consent to our criminal and credit history check conducted by Rental Research Services, Inc., P.O. Box 5065, Hopkins, MN 55343; (952) 852-2060.

Submitting this pre-application does not obligate you, the applicant, in any way, nor, does it obligate D.W. Jones Management, Inc. to commit to or guarantee the applicant a rental unit. As described in our Tenant Selection Criteria, the decision to rent to an applicant will be made on the basis of the application meeting the property eligibility requirements and availability of an appropriately sized unit.

Should any information change with your pre-application please contact D.W. Jones Management, Inc. using the contact information listed below to update you pre-application.

BY SIGNING THIS APPLICATION (required of all adults intending to be part of the household)

I/we certify that all information in this application is true to the best of my/our knowledge and that I/we understand that false statements or wrong information is punishable by law and will lead to cancellation of the application or termination of tenancy after occupancy.

I/We do hereby authorize D.W. Jones Management, Inc. and their staff or authorized representatives to contact any agencies, offices, groups, organizations, individuals or businesses to obtain and verify any information or materials which are needed to complete my/our application for housing.

I/We understand that by signing this form I/we hereby authorize D.W. Jones Management, Inc. and their staff to verify the above information and obtain consumer or investigative credit report, criminal background report, income information, asset information, landlord references, and/or eviction records.

ALL HOUSEHOLD MEMBERS
18 YEARS OF AGE AND OLDER
MUST COMPLETE AND SIGN
APPLICATION

Applicant Signature

Date

Co-Applicant Signature

Date

Fair Housing and Equal Opportunity

D.W. Jones Management, Inc. is a fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, status with regard to public assistance, ancestry and sexual or affectional orientation. In addition the owner/agent must comply with local Fair Housing and Civil Rights Laws.

Submit Completed Application to:

D.W. JONES 
MANAGEMENT

4746 Matterhorn Circle

Duluth, MN 55811

OR by Fax at: 218-720-2864

OR by E-mail at: info@dwjonesmanagement.com



Visit our website at www.dwjonesmanagement.com

CREATING BETTER LIVING

