



Workforce Housing Qualification Guidelines

Prime Real Estate, LLC complies with the Federal Fair Housing Act. Prime Real Estate, LLC does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

Rental Criteria:

- Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Each applicant that is 18 years of age or older, and not a full time student who can be claimed as a dependent on the primary applicant's tax return, will be qualified by Prime Real Estate, LLC in accordance with these qualification standards.
 - Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. These additional requirements include an increased deposit or a Guarantor.
 - A fee of \$50 per application will be due prior to processing any application.
- Verification of identity is required; the following documents may be used to verify identity for all household members:
 - Birth Certificates
 - Social Security Cards
 - Any eligible immigration documentation
 - Permanent Resident Card
 - Temporary Resident Card
 - Employment Authorization Card
 - Driver's License or State issued ID
- The household gross annual income and all assets must be verifiable and accompanied by the following documentation for all household members over the age of eighteen (18). All documents will be retained in the lease file.
 - Proof of income from any of the following:
 - 6 consecutive pay stubs from all jobs or unemployment
 - Social Security Income or Supplemental Security Income
 - State cash assistance
 - Inheritances, lottery winnings, capital gains, any other lump sum amounts
 - Alimony awarded and/or child support
 - Verification of the previous year's income through the following documentation:
 - Tax returns & W-2's and/or 1099's
 - Last six (6) months of bank account statements or statement of account for any/all accounts:
 - Checking accounts
 - Savings accounts
 - Pensions, 403B or 401K accounts
 - IRAs, Keogh Plans and/or retirement accounts
 - Mutual Funds
 - Trust accounts
 - Stocks
 - Bonds
 - Treasury Bills
 - Certificate of Deposits
 - Money Market Accounts
 - Life insurance policies
 - Equity from real estate; rental income
 - Personal property held as investments (i.e. jewelry, antiques, collections, etc.)



- Applicants must have a verifiable rental/mortgage history. Guarantors/co-signers cannot be a substitute for this requirement.
- Applicants must have a favorable credit history.
- Any applicants who have been determined to have criminal conviction or current indictment for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, felony, fraud, or for any crimes involving firearms, weapons, or crimes against persons or property will be denied residency and occupancy. Guarantors/co-signers cannot be a substitute for this requirement.
- To be eligible to rent a workforce apartment, the applicant’s total gross annual household income (including rental assistance) must be within the income guidelines listed below:

Family Size	Minimum Income/Section 8, RAP or other rental assistance	Maximum Income	Apartment Price
1	\$36,540.00	\$53,928.00	Studio - \$1,218
	\$41,310.00	\$53,928.00	1 Bedroom - \$1,289
2	\$41,310.00	\$61,632.00	1 Bedroom - \$1,289
	\$45,990.00	\$61,632.00	2 Bedroom - \$1,539
3	\$45,990.00	\$69,336.00	2 Bedroom - \$1,539
4	\$45,990.00	\$77,040.00	

- If you qualify for the workforce housing program, you will be added to our waiting list of Certified Applicants.
 - Please note that apartment homes included in our Workforce housing program are not deemed “emergency housing” or “subsidized housing”.
 - Apartments will be assigned on a first come first served basis. We will notify you only when a unit is available and you are the next person on the list.
- Our workforce housing application is for workforce apartments within the One Glover Development. Apartments are assigned on a first come first served basis throughout the development, specific building or apartment requests will not be accommodated.
 - If you refuse the apartment assigned to you will be placed at the bottom of our waiting list. Workforce apartments can only be refused once, when called again if you refuse you will be removed from our waiting list.
- Completed applications with supporting documentation must be hand-delivered or mailed to any of our leasing offices. You will be notified by a reasonable communication method of the determination of your eligibility or if any addition information is required.
- The term “Household” refers to all persons intending to live in the apartment, whether or not they are related by blood, marriage or otherwise. Information about all persons intending to reside in the apartment is required.
- For timely process of your application, all required information must be provided at the time of initial application. Incomplete applications and/or those with missing documents will result in process delays and potential disqualification.





Application for Apartment Home Rental

Note: This ENTIRE application must be filled out or it may not be considered for acceptance. Please read the qualifications prior to completing application. All applicants over 18 years of age must submit separate applications.

Date: _____ Property Name: _____ Apt #: _____
Last Name: _____ First Name: _____ MI: _____ Sr., Jr., _____
Email address: _____ Preferred Phone #: _____

Total # of Occupants: _____ Please list all occupants under the age of 18

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____
Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____
Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____

HOUSING INFORMATION: Please provide 5 years of address history

Present Address: _____ City: _____ State: _____ Zip: _____
How long have you lived there? _____ Rent: \$ _____ Landlord (Co. or person): _____
Landlord's Phone: _____ Landlord's Fax: _____
Reason for moving: _____

Previous Address: _____ City: _____ State: _____ Zip: _____
How long have you lived there? _____ Rent: \$ _____ Landlord (Co. or person): _____
Landlord's Phone: _____ Landlord's Fax: _____
Reason for moving? _____

EMPLOYMENT INFORMATION: Please provide at least 6 month of employment history

Present Employer: _____ Position: _____
Address: _____ City: _____ State: _____ Zip: _____
Start Date: _____ Supervisor: _____ Supervisor/ HR Phone #: _____

Please Include Salary Amount at Very End of Application

OTHER INCOME:

Source Description: _____

Please Include Other Income Amount. if Applicable. at End of Application

VEHICLE INFORMATION:

Vehicle/Recreational #1 (Make, Model, Year): _____
License Plate #1: _____ State: _____ Color: _____
Vehicle/Recreational #2 (Make, Model, Year): _____
License Plate #2: _____ State: _____ Color: _____

PET INFORMATION: Maximum of two pets per apartment. A current dog license is required as well as a photo of the pet(s).

INITIALS I have received a list of restricted breeds and confirm that the pets listed below are not a match (or mix/partial breed) to any of the restricted breeds.

Pet #1 Type: _____ Breed: _____ Name: _____
Pet #2 Type: _____ Breed: _____ Name: _____



EMERGENCY CONTACT INFORMATION:

Name: _____ Relationship: _____ Contact #: _____
Address: _____ City: _____ State: _____ Zip: _____
Allow Permission to Enter authorization: Yes: No

PRIME REAL ESTATE, LLC RESERVES THE RIGHT NOT TO LEASE TO ANY INDIVIDUAL WHO HAS BEEN EVICTED, BROKEN A PRIOR LEASE, DECLARED BANKRUPTCY, BEEN SUED FOR NON-PAYMENT OF RENT OR DAMAGE TO RENTAL PROPERTY, CONVICTED OF CERTAIN CRIMES, ARRESTED FOR CERTAIN CRIMES WHERE A TRIAL IS PENDING, OR WHO IS LISTED BY THE FBI AS A FUGITIVE OR A TERRORIST. TO DETERMINE APPLICANT'S ELIGIBILITY, PLEASE ANSWER THE FOLLOWING QUESTIONS:

HAS ANY APPLICANT EVER BEEN EVICTED OR ASKED TO MOVE OUT? YES ___ NO ___ BROKEN A RENTAL AGREEMENT OR LEASE? YES ___ NO ___
DECLARED BANKRUPTCY? YES ___ NO ___ BEEN SUED FOR NON-PAYMENT OF RENT OR FOR DAMAGE TO RENTAL PROPERTY? YES ___ NO ___

HAS ANY APPLICANT EVER BEEN CONVICTED OF A FELONY, ANY CRIME INVOLVING VIOLENCE, ANY CRIME INVOLVING DRUGS, DAMAGE TO PROPERTY, OR A SEXUAL OFFENSE? YES ___ NO ___ BEEN ARRESTED FOR ANY OF THE FOREGOING OFFENSES WHERE A TRIAL IS PENDING? YES ___ NO ___ IF "YES" IS MARKED FOR ANY RESPONSE, PLEASE PROVIDE FURTHER DETAILS ON THE REVERSE SIDE OF THIS APPLICATION (E.G., DATE OF CONVICTION AND TYPE OF OFFENSE). FURTHER INFORMATION MAY BE REQUIRED TO DETERMINE ELIGIBILITY FOR A RENTAL.

By submitting this application, I agree to enter into a lease agreement for apartment # _____ on/or before _____ with Prime Real Estate, LLC for the apartment home under the terms specified in this application. I understand that this application for an apartment is subject to acceptance or denial.

I hereby state that the information set for above is true and complete and authorize verification of the information and references given including the investigation of a professional credit check, arrest/convictions record and background check for all applicants. Should any statement made above be a misrepresentation or untrue, the application for occupancy will be denied and the application fee will be retained to off-set expenses related to application processing.

I have submitted the sum of \$ _____ which is a **non-refundable application fee** for a credit check and other processing costs of this application. This sum is not a rental payment or security deposit and will be retained by Prime Real Estate Services, LLC to cover the costs of processing the application whether my application is accepted or declined.

I have also submitted a **Holding Deposit** in the amount of \$ _____, which will be treated as follows:

- If I am not accepted as a resident, or if I cancel this application by written Termination Notice delivered during regular business hours to a Prime Real Estate, LLC representative at the leasing office where the Apartment Home is located within 24 hours of the date of this Application (or during the next business day if the leasing office is closed), I will receive 100% of the Holding Deposit back.
- If I cancel after 24 hours, I will forfeit 100% of the Holding Deposit, which will be applied to a "Reservation Fee" in an amount equal to the greater of the Holding Deposit or the product of (i) the number of days from the date of this Application until we received the Termination Notice; multiplied by (ii) the base rent that would have been payable by you under the Lease for the Apartment Home (calculated on a per diem basis). After our receipt of the Termination Notice we will calculate the Reservation Fee, and if the Reservation Fee exceeds the amount of the Holding Deposit you will owe us the difference.
- If I do not cancel this application, the Holding Deposit will be applied to the Lease deposit.

I hereby consent to allow Prime Real Estate Services, LLC, through its designated agent and it employees, to obtain and verify my credit information and criminal background check for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Prime Real Estate Services, LLC and its agent shall have the continuing right to review my credit information, criminal background information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

APPLICANT SIGNATURE: _____ **Date:** _____

LEASING SPECIALIST: _____ **Date:** _____

FOR OFFICE USE ONLY

Approved/Declined By: _____ Date: _____

ID Verification Type: _____ Exp. Date: _____

We take your personal information seriously and will shred the details below once your application is processed. Thank you.

Annual Income: _____ Other Income: _____

Driver's License #: _____ State of Issue: _____ Expiration Date: _____

Social Security #: _____ - _____ - _____ Date of Birth: _____ / _____ / _____





Workforce Housing Employment Verification

Applicant: Please complete the top portion of this form and submit to your application, our leasing office will contact your employer.

Employer: Please complete the lower portion of this form and return to Prime Real Estate, LLC.

To (Name & Address of Employer):	From: Prime Real Estate, LLC Attn: Workforce Housing Program 1 Elmcroft Road, Suite 500 Stamford, CT 06902
Name & Address of Applicant:	I hereby authorize release of my employment information. <hr style="border: 0; border-top: 1px solid black;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div>

TO BE COMPLETED BY EMPLOYER:

Present Job Title: _____ Presently Employed? Yes: No: Term Date: _____

Dates of Employment: _____ to _____ Seasonal Part Time Full Time

Current Base Pay: <input type="checkbox"/> Annual _____ <input type="checkbox"/> Monthly _____ <input type="checkbox"/> Semi Monthly _____ <input type="checkbox"/> Weekly _____ <input type="checkbox"/> Hourly _____	Earnings: To Date Past Year Base Pay _____ Overtime _____ Tips _____ Commission/Bonus _____
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Gross Earnings Previous Year: _____ Gross Earnings Year to Date: _____

Indicate Future Raised and when due: _____

Average Hours Worked per week: _____ Average overtime hours worked YTD: _____

Miscellaneous Notes:

Signature of Employer or Agent for Employer

Date

Title





Workforce Housing Asset Verification

Applicant: Please complete the top portion of this form and submit to your application, our leasing office will contact your bank.
Financial Institution: Please complete the lower portion of this form and return to Prime Real Estate, LLC.

To (Name & Address of Financial Institution):	From: Prime Real Estate, LLC Attn: Workforce Housing Program 1 Elmcroft Road, Suit 500 Stamford, CT 06902
Name & Address of Applicant:	I hereby authorize release of my financial information. <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> Signature Date </div>

TO BE COMPLETED BY FINANCIAL INSTITUTION:

TYPE OF ACCOUNT	ACCOUNT #	CURRENT BALANCE	AVG. BALANCE FOR PREVIOUS 6 MONTHS	DATE OPENED	DATE CLOSED

Notes: _____

 Signature of Bank Official

 Date

 Title

