

To apply for tenancy, cosigners and persons 18 or older interested in residing at

referred by:

must file an application with HomeScreen



a product of Tower Grove CDC
located at 2337 S Kingshighway
St Louis, MO 63110



Monday – Friday, 9am – 4pm

tel: 314-865-5530

fax: 314-865-2540

info@myhomescreen.org

www.myhomescreen.org

Application Checklist

Each applicant and cosigner must submit the following materials:

- ① Completed & signed tenant screening application available in-office or online
- ② Submit *all* required additional documentation online, in person, by fax, or by e-mail
 - **Copy of government-issued photo ID** (passport, driver's or non-driver's license, etc)
 - **Proof of employment income** - two most recent paycheck stubs preferred
 - If you are self-employed, provide two years of tax documents and/or 2 most recent bank statements
 - If you are relocating for work, provide an offer letter for local employment
 - **Proof of other income** (Child Support, Alimony, SSI, food stamps, retirement, etc)
 - Temporary income (unemployment, TANF, etc) will not be accepted
 - Non-taxable income will not be accepted
- ③ \$50 Application Fee
 - Acceptable forms of payment: money order, credit or debit card

Incomplete applications will not be considered



HomeScreen will perform a background check, including credit report and criminal background check, and verify references for all applicants. HomeScreen will then make a recommendation to the landlord/property owner and will strictly follow the Federal Fair Housing Act. **The landlord/property owner always makes the final leasing decision.**

HomeScreen will recommend your application if:

- the gross monthly income is at least three (3) times the listed rent amount
- no applicant has any evictions or negative rental references in the past five (5) years
- no applicant has been convicted of any violent felonies, felonies involving crimes against people or properties, or felonies involving drug distribution or manufacturing

If you do not meet the above criteria, please contact the landlord/property owner before completing the application. They may override a non-recommended application if previously aware of any issues. **Keep in mind that the application fee is non-refundable.**

Signature of Applicant

Date

Address of property you are applying to rent at: _____

Personal information

First Name _____ Last Name _____ Middle _____

Former Names _____ DOB _____ SSN _____

Contact information

Email address _____ Phone number _____

Emergency contacts

Name _____ Relationship _____ Phone number _____

Name _____ Relationship _____ Phone number _____

Occupancy information

Total number of individuals to live at the property _____

Name _____ DOB _____	Name _____ DOB _____	Name _____ DOB _____
Name _____ DOB _____	Name _____ DOB _____	Name _____ DOB _____

Please answer the following questions.

Have you ever been convicted of a crime?

Yes ☐ No ☐ If yes, please explain: _____

Have you ever been evicted from a tenancy or left owing money?

Yes ☐ No ☐ If yes, please explain: _____

Have you ever willfully refused to pay rent when it was due, or lost part of a security deposit?

Yes ☐ No ☐ If yes, please explain: _____

Are you currently receiving a housing subsidy or voucher?

Yes ☐ No ☐ If yes, please explain: _____

Five (5) year residential history – please list the address & other relevant information for each property you have lived at in the last 5 years, including shelters, temporary housing, and homes owned by family or friends

① **Current address:** _____ City, State, Zip _____

Name of the landlord ☐, property owner ☐, or friend/family member ☐: _____

Contact information for the above listed reference: _____

Rent amount: _____ Move-in date: _____ Move-out date: _____

Why did you leave this residence? _____

② **Previous address:** _____ City, State, Zip _____

Name of the landlord ☐, property owner ☐, or friend/family member ☐: _____

Contact information for the above listed reference: _____

Rent amount: _____ Move-in date: _____ Move-out date: _____

Why did you leave this residence? _____

③ **Previous address:** _____ City, State, Zip _____

Name of the landlord ☐, property owner ☐, or friend/family member ☐: _____

Contact information for the above listed reference: _____

Rent amount: _____ Move-in date: _____ Move-out date: _____

Why did you leave this residence? _____

④ **Previous address:** _____ City, State, Zip _____

Name of the landlord ☐, property owner ☐, or friend/family member ☐: _____

Contact information for the above listed reference: _____

Rent amount: _____ Move-in date: _____ Move-out date: _____

Why did you leave this residence? _____

Income information

Are you employed? Yes ☐ No ☐ if yes, please provide the requested information:

① **Name of the primary company you work for:** _____

Address for main office: _____ City, State, Zip _____

Title _____ Start date _____ Monthly salary: _____ Full time ☐ or part time ☐

HR contact information * _____

* **COMPANY-AFFILIATED CONTACT INFORMATION ONLY. No personal phone numbers or personal e-mail addresses**

Do you have a second job? Yes ☐ No ☐ if yes, please provide the requested information:

② **Name of the secondary company you work for:** _____

Address for main office: _____ City, State, Zip _____

Title _____ Start date _____ Monthly salary: _____ Full time ☐ or part time ☐

HR contact information * _____

* **COMPANY-AFFILIATED CONTACT INFORMATION ONLY. No personal phone numbers or personal e-mail addresses**

Do you receive any income that is not from employment?

Yes ☐ No ☐ if yes, please provide the requested information:

Income source: _____ Monthly amount: _____

Income source: _____ Monthly amount: _____



Permission to obtain requested information

I do hereby give my permission for HomeScreen and/or its representatives to obtain the following information.

I do hereby authorize the release of the requested information to HomeScreen and/or its representatives.

Signature of Applicant

Date

Applicant's full name (*printed*)

Current address

Social Security Number

Dear Reference of the Applicant: The undersigned has given you as a reference in applying to rent property and has authorized the disclosure of the requested information. Please complete this information at your earliest convenience. Please reply as soon as you are able, as a property is being held, and we are awaiting your response in order to have complete information. **Thank you for your cooperation.**

Residential verification

Verified by: _____
Property address: _____
Dates of residency: _____
Lease expiration date: _____
Rent amount: _____ Rent assistance? Yes ☐ No ☐
Late payments? Yes ☐ No ☐
If yes, specify number of late payments: _____
Number of occupants: _____
Did tenant give at least 30 days' notice? Yes ☐ No ☐
Did tenant/guests cause any disturbances? Yes ☐ No ☐
Did tenant/guests destroy any property? Yes ☐ No ☐
Would you rent to this tenant again? Yes ☐ No ☐

Employment verification

Verified by: _____
Dates of employment: _____
Title of position/role: _____
Weekly hours worked: _____
Salary/hourly rate: _____



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connection®

SCAN THE QR CODE
BELOW TO SIGN UP!



CONTACT US:

314-499-9698

hello@prosperityconnection.org

**WHAT WE OFFER AT
NO COST TO YOU:**

PERSONAL FINANCE CLASSES

Our classes provide an understanding of common financial topics, equipping you to build a strong foundation and boost your confidence.

CREDIT REPORT REVIEWS

Get a copy of your credit report, FICO credit score, and personalized tips for improving your credit during this short, one-time appointment.

1-ON-1 FINANCIAL COACHING

Our coaches work with you to set achievable goals, create customized action plans, and change financial habits and behaviors to set you up for long-term success!