

Village Green Townehouses, INC

227 Arbor Ct
Omaha, NE 68108
402-345-5610

Applicant Checklist

Date _____

Name of Applicant (s) _____

Email _____

Phone Number _____

Unit Desired _____

Date Intended to Move In _____

____ Certification of Family Composition

____ Verification of Employment

____ Income/Expense Information

____ Residence History – last 3 years
(For each applicant)

____ Student Verification

____ Co-Sign Agreement

____ Credit Report

____ Subscription Agreement

____ Copies of Driver's License(s)

____ Copies of Social Security Number

____ \$25 application fee for each applicant (check)

____ Voided Check (ACH)

FOR OFFICE TO FILL OUT

Information attached is complete

____ Transfer of Accounting

____ Inspections Scheduled

____ Approved

____ Denied

Property Manager Signature _____ Date _____

Village Green Townhouses

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PROVIDE UPDATED CONDO INSURANCE CERTIFICATE

UNIT COMPOSITION FORM

Certificate Holder

Phone Number

Email

Unit Number

Vehicle 1 Plate # _____ Tag # _____

Vehicle 2 Plate # _____ Tag # _____

Occupation Status (Circle)

Vehicle 3 Plate # _____ Tag # _____

Employed

Vehicle 4 Plate # _____ Tag # _____

Retired

Student

Number of Pets: 0 / 1 / 2 / 3 / 4+ Cats: ____ Dogs: ____ Service Animals: ____

Other: _____

OCCUPANTS OF UNIT

Name

Date of Birth

Relationship

Phone/Email

Emergency Contact: _____

Name

Phone Number

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Income/Expense Information

Subscriber: _____ d/o/b _____

Co-Subscriber: _____ d/o/b _____

Income: Monthly

Subscriber: _____.

Co-Subscriber 2: _____.

Please attach last 2 pay stubs or current student loan information for verification of income.

Estimated Monthly Expenses: (to be filled out by property manager)

Estimated Monthly Carrying Charges: _____.

Phone: _____.

Gas: _____.

Electric _____.

Other: _____.

Estimated Monthly Expenses: _____.

Head of Household: _____ date _____.

(Signature)

_____ Income Approved

_____ Income Denied

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STUDENT VERIFICATION

_____	Desired Unit _____
School Name	

Address	

City, State, Zip	

Student's Name	

Address	

City, State, Zip	

Social Security Number	

The person above is applying for membership in Village Green Townehouses, Inc. and has informed us that he or she is a student. Please verify, by signing below, that the above named person is a student or has been accepted at your school.

_____	_____	_____
Signature of School Official	Title	Date

We would appreciate your prompt return of this form in the attached self-addressed, stamped envelope.

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EMPLOYMENT VERIFICATION

Employer Name

Address

City, State, Zip

Desired Unit _____

The person below is applying to move into Village Green Townhouses, Inc and has informed us that he or she is employed by your company. Please provide us with the information requested so that we can complete our determination of this person's eligibility.

Employee's Name

Address

City, State, Zip

Social Security Number

I hereby authorize the release of the following information: _____

Employee Signature
Date
Is this person employed by you? _____ Position/Title: _____
Length of Employment: _____ Hours worked per week: _____
Present Base Pay: _____ Hourly _____ Salary _____ Annually _____

Total earnings in the last 12 months: _____

Employer Signature
Date

We appreciate your prompt return of the above form to finish the application process.

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RESIDENCE HISTORY – LAST 3 YEARS

First, MI, Last Name (Head of household)

Desired Unit

Current Address (Street address and apt. number)

Phone No. (inc area code)

City, State, Zip Code

From mo. _____ Yr. _____ To mo. _____ Yr. _____

Present Landlord or Mortgage Co.

Phone No. (inc area code)

Present Landlord Address (street address)

City, State, Zip Code

Previous Address (Street address and apt. number)

Phone No. (inc area code)

City, State, Zip Code

From mo. _____ Yr. _____ To mo. _____ Yr. _____

RESIDENCE HISTORY (continued)

Previous Address (Street address and apt. number)

Phone No. (inc area code)

City, State, Zip Code

From mo. _____ Yr. _____ To mo. _____ Yr. _____

Previous Address (Street address and apt. number)

Phone No. (inc area code)

City, State, Zip Code

From mo. _____ Yr. _____ To mo. _____ Yr. _____

I hereby certify that the following information is true and complete to the best of my knowledge and inquiries may be made to verify statements.

Head of Household

Date

VILLAGE GREEN TOWNEHOUSES

227 Arbor Court
(402)345-5610

CO-SIGN AGREEMENT

Name of Co-Signers

Desired Unit

Address

City, State, Zip

We the parent/parents of _____, located at

Name of applicant

_____ agree to pay the monthly carrying charges, Address late fees, work order fees and any other assessed charges or fees due to Village Green Townehouses, Inc. by the 10th of each month, in the event that that they are not paid by our son/daughter.

Co-Signer Signature _____

Date: _____

Co-signer Signature _____

Date: _____

Telephone Number _____

SUBSCRIPTION AGREEMENT

VILLAGE GREEN TOWNEHOUSES, INC

Application No. _____

Unit No. _____

Date _____

1. Subscription Amount:

I/We _____, hereinafter called the "Subscriber", in consideration of the mutual promises of other subscribers and other good and valuable considerations, hereby subscribe for membership in VILLAGE GREEN TOWNEHOUSES, INC. a cooperative housing corporation hereinafter called the "Corporation" having a subscription price of \$190.00. I/We hereby agree to pay the subscription price (using cashier's check or money order) upon signing this agreement.

2. Prior Residential information, Employment History, Current Income, Credit History And Other Personal Information:

Subscriber agrees to provide the following information to the Corporation, acknowledges the right of the Corporation to verify this information, hereby releases, and agrees to sign any further releases or authorizations necessary for the Corporation to gain access to such records:

- a) Date of birth, social security number and driver's license information;
- b) Listing of family members who will occupy the unit (family composition);
- c) Residential history for the past three years;
- d) Employment history for the past three years and current income;
- e) All additional income and assets including Social Security or other retirement benefits, child support, insurance payments, governmental assistance, etc. and checking and savings account information for the most recent month;
- f) All current expenses such as credit card payments, child support payments, etc.;
- g) Credit history (head of household and spouse or head of household and co-signer if used); and
- h) Criminal history.
- i)

A fee of \$25.00 per Subscriber for the credit and background check must be paid (using cashier's check or money order) upon signing this agreement.

Acceptable Subscriber(s) must have a history of good previous rental referral and exhibit good job stability with income sufficient to cover the carrying charges, utilities and other monthly obligations. The general rule is that total household gross income must be greater than four (4) times monthly carrying charges and be at least two (2) times the sum total of monthly carrying charges, utilities, installment payments (including child support and alimony) and credit card

payments for prior charges, or have at least \$1,000 of gross income per month in excess of such sum. A Subscriber who is unemployed, a full time student, or one whose income is insufficient to qualify for membership, may have his or her parent execute a Co-Sign agreement which would make the parent liable for the carrying charges and other applicable unit charges in the event the Subscriber is unable to pay his or her carrying charges in any month. In this case, the parent will be required to pass the income level and credit approval criteria and must provide date of birth, social security number and driver's license information and Subscriber must pay an additional \$25.00 for the credit and background check of each and every Co-Signor.

The general rule for approval of credit is that Subscriber(s) may not have a current late payment status, and may have no more than two (2) late payments during the past year.

The general rule for convicted criminals is that Subscriber will not be approved if, in the last five (5) years, Subscriber or any person on the family composition has been convicted of any felony that would be considered a serious threat to real property or other member's peaceful enjoyment of the premises.

3. Occupancy Agreement

The Subscriber(s), if approved for membership, shall be entitled to occupancy of the above numbered unit under provisions of the Corporation's Occupancy Agreement. It is estimated that the initial carrying charge per month for said unit will not exceed \$_____, but it is to be emphasized that this is only an estimate, subject to fluctuations as provided for in the Occupancy Agreement. I/We agree to execute the Occupancy Agreement on demand and to comply with all the terms thereof.

4. Cancellation Rights

The Corporation reserves the right at any time before it has notified the Subscriber of his or her acceptability for membership, for reasons deemed sufficient by the Corporation, to return the amount paid by the Subscriber under this agreement, or in the event the Subscriber shall have died prior to becoming a member, the Corporation reserves the right to return same to Subscriber's estate and thereupon all rights of the Subscriber shall cease and terminate without further liability on the part of the Corporation.

It is understood that the Subscriber's credit is subject to approval by the Corporation. In the event the Corporation determines that the Subscriber does not have sufficient income or other assets to pay the carrying charges and other charges as may be required for occupancy in Village Green, or the Subscriber is disqualified for membership because of credit or criminal history, the Corporation shall return to the Subscriber the subscription price, if paid previously, and this Agreement shall be deemed null and void and all of the Subscriber's rights shall cease and terminate without further liability on the part of the Corporation.

If the Subscriber, within five (5) days after the execution of this Subscription Agreement, notifies the Corporation in writing that he or she wishes to withdraw from the Agreement, the subscription price, if paid previously, will be returned to the Subscriber and thereupon all rights and liabilities of the Subscriber shall cease and terminate. The right of the Subscriber to so withdraw shall, however, terminate unless exercised within such five (5) day period.

If the Subscriber shall default in any of the obligations called for in this Agreement, and such default shall continue for fifteen (15) days after notice sent by registered mail by the Corporation to the Subscriber at the address given below, then, forthwith at the option of the Corporation, the Subscriber shall lose any and all rights under this Agreement, and any amount paid toward the Subscription price may at the option of the Corporation be returned less the Subscriber's proportionate share of expenses incurred by the Corporation. The Corporation may at its option, release the obligations of the Subscriber under this Agreement in the event the Subscriber shall secure an assignee of this Agreement who has assumed the obligations herein contained and is satisfactory to the Corporation.

5. Fair Housing Regulations

Compliance with fair housing regulations, including Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Act of 1974 and any other amendments which may occur from time to time as well as any State housing regulations which are applicable, shall be adhered to strictly. No exceptions will be made to the fair housing regulations and no employee shall attempt to circumvent any regulation.

6. Oral Representations Not to be Relied Upon

This agreement will supersede any prior understandings and constitutes the entire agreement between us, and no oral statements shall be considered a part hereof.

Witness:

Subscriber _____

Subscriber _____

Address _____

Telephone _____

Email _____