

# Village Green Townhouses, INC

227 Bancroft Plaza  
Omaha, NE 68108  
402-345-5610

## Applicant Checklist

Date \_\_\_\_\_

Name of Applicant (s) \_\_\_\_\_

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

\_\_\_\_ \$22 application fee for each applicant (no cash please)

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Information attached is complete

\_\_\_\_\_  
Office Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_ Transfer of Accounting

\_\_\_\_ Inspections Scheduled

\_\_\_\_ Approved

\_\_\_\_ Denied

Property Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**VILLAGE GREEN TOWNEHOUSES**

228 Bancroft Plaza  
Omaha, NE 68108  
(402) 345-5610

**CERTIFICATION OF FAMILY COMPOSITION**

\_\_\_\_\_  
First, MI, Last Name (Head of household)

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
Unit Size

\_\_\_\_\_  
City, State, Zip

**LIST ALL OTHER MEMBERS OF YOUR FAMILY WHO WILL OCCUPY YOUR UNIT**

<u>Name</u>	<u>M.I.</u>	<u>Date of Birth</u>	<u>Sex</u>	<u>Relationship</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 Townhouses, Inc.  
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INCOME/EXPENSE INFORMATION

\_\_\_\_\_  
Subscriber's Name

\_\_\_\_\_  
Desired Unit

INCOME: (Monthly)

Subscriber's base monthly pay \_\_\_\_\_

Overtime \_\_\_\_\_

Other income \_\_\_\_\_

Source of other income \_\_\_\_\_

Co-Subscriber's base monthly pay \_\_\_\_\_

Overtime \_\_\_\_\_

Other income \_\_\_\_\_

Source of other income \_\_\_\_\_

**OTHER ASSETS:** (If checking or savings accounts are to be counted as additional assets, you must provide bank statements for the most recent past month as support)

Checking Account Assets \_\_\_\_\_

Savings Account Assets \_\_\_\_\_

Other assets: \_\_\_\_\_

**TOTAL MONTHLY INCOME AND OTHER ASSETS** \_\_\_\_\_

EXPENSES: (Monthly)

Estimated Carrying Charges (monthly) Amount \_\_\_\_\_

Estimated Utilities (Monthly) (to be filled in by the office manager)

Phone \_\_\_\_\_

Electricity \_\_\_\_\_

INCOME/EXPENSE INFORMATION (CONTINUED)

Gas/Sewer \_\_\_\_\_  
Other \_\_\_\_\_  
Total estimated utilities Amount \_\_\_\_\_

Payment on installment accounts (list)

Account \_\_\_\_\_ Amount \_\_\_\_\_  
Account \_\_\_\_\_ Amount \_\_\_\_\_  
Account \_\_\_\_\_ Amount \_\_\_\_\_  
Account \_\_\_\_\_ Amount \_\_\_\_\_

Payment on other loans (list)

Account \_\_\_\_\_ Amount \_\_\_\_\_  
Account \_\_\_\_\_ Amount \_\_\_\_\_  
Account \_\_\_\_\_ Amount \_\_\_\_\_  
Account \_\_\_\_\_ Amount \_\_\_\_\_

Child Support (monthly) Amount \_\_\_\_\_

Alimony (monthly) Amount \_\_\_\_\_

**Total Expenses** \_\_\_\_\_

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\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

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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.

On Behalf of Village Green

\_\_\_\_\_  
Office Manager

\_\_\_\_\_  
Date

**VILLAGE GREEN TOWNEHOUSES**

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**VERIFICATION OF EMPLOYMENT**

Desired Unit \_\_\_\_\_  
Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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 we can complete our determination of this person's eligibility

Employees Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_

Release: I hereby authorize the release of the requested information.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Is person employed by you? \_\_\_\_\_ Position Title \_\_\_\_\_

Length of Employment \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

Present Base Pay \_\_\_\_\_ Annual? \_\_\_ Monthly? \_\_\_, Weekly? \_\_\_ Hourly? \_\_\_

Total Earnings Last 12 Months \_\_\_\_\_

Signature of Employer \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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

On Behalf of Village Green

Office Manager \_\_\_\_\_ Date \_\_\_\_\_

VILLAGE GREEN TOWNEHOUSES

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CO-SIGN AGREEMENT

\_\_\_\_\_  
Name of Parent/Parents

\_\_\_\_\_  
Desired Unit

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

We the parent/parents of \_\_\_\_\_, located at  
Name of child  
\_\_\_\_\_ 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 10<sup>th</sup> of each month, in the event that that they are not paid by our son/daughter.

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Telephone Number \_\_\_\_\_

Notarization:

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(date) (month) (year) (name of parents)

personally appeared before me in \_\_\_\_\_ county (in the state of \_\_\_\_\_)

and, in my presence, signed this form.

Name of Notary Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

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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. \_\_\_\_\_

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\_\_\_\_\_  
Previous Address (Street address and apt. number)

\_\_\_\_\_  
Phone No. (inc area code)

\_\_\_\_\_  
City, State, Zip Code

From mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To mo. \_\_\_\_\_ Yr. \_\_\_\_\_

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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

# 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.

A fee of \$22.00 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 \$22.00 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 \_\_\_\_\_

Modified /201

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