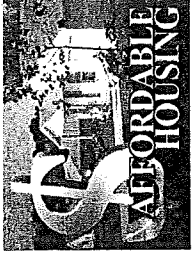


ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434

Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org • Email: accap@accap.org



ACCAP HOUSING APPLICATION

Thank you for your interest in ACCAP Housing. Please note ACCAP's Screening Criteria on page two of this document to qualify for ACCAP Housing. To apply for ACCAP Housing, please complete and return the attached application to the ACCAP Housing office. All portions of the application must be filled out and required information submitted in order for your application to be processed. You will be contacted by mail if more information is needed.

Instructions

1. Complete the entire application, leaving nothing blank. If you have a question someone will be available Monday and Wednesday by walk-ins from 9:00 am to Noon.
2. Note: **It's very important** to give five years of history describing where you lived. Include all addresses and countries, if applicable. You are responsible for providing phone number of all landlords. ****Without phone numbers for landlords, your application will not be processed****
3. Sign and date the enclosed "Data Practices Disclosure"
4. Make sure to send all of the following information with your application:

✓ A copy of your household's income verification (this includes Employment pay stubs with employer name, phone and fax number, statements from MFIP, any Public Assistance, SSI or Social Security letters with a current date, Disability or Child Support print out for the last six months, etc.).

****Your application cannot be processed without your household's income verification****

✓ A copy of your Driver's License or Minnesota ID for identification purposes for each adult applicant

✓ A copy of your Social Security card, work permit, or Green Card for each member of the household

If your address, phone number(s), income or household size changes after you have submitted your application, you must provide the change information immediately by writing our office within five days of the change. If we are unable to reach you with the contact information you provided to ACCAP when we do have a vacancy, we will offer the unit to another applicant.

NOTE: You must pay a security deposit and first month's rent before you can move in. The security deposit is the same as the cost of monthly rent of the unit and must be paid in full at lease signing. This first payment must be made by Money Order or Cashier's Check.

ACCAP Housing is Smoke-Free as of January 1st, 2011. This includes all common areas and inside individual rental units.

ACCAP Pet Policy: ACCAP Housing will allow one (1) adult cat or (1) caged bird or one (1) 5 gallon capacity fish tank per unit. The cat must be spayed or neutered prior to being brought to live in your unit, and must have current Veterinary records verifying the cats spay or neuter and that the pet is current with all immunizations. This documentation, along with a photo of the cat, needs to be on file with ACCAP at the time your cat is brought into your unit. An additional Pet Security Deposit of \$300.00 is required before an animal is brought into your unit. ****Only one pet is allowed per unit****

Dogs, Puppies, Kittens or Rodents of any kind and any other pets not listed in the above ACCAP Pet Policy ARE NOT ALLOWED to live with you or visit you (no pet sitting) in your unit or on ACCAP property.