



Dear Prospective Resident,

The management team at Kensington Village Apartments looks forward to your residency. In order to move in we will require:

1. A completed application from each applicant 18 years of age and older who intends to reside in the apartment.
2. A \$13.00 non-refundable fee (**money order only**) collected for criminal background and credit checks for every applicant, including guarantors.

Along with your completed application, each applicant will need to provide:

1. Six (6) recent paystubs from your current employer(s).
2. Detailed information regarding your income source(s).

Applications must be returned in person by each applicant. For those applicants who can not return applications in person, a notarized signature is required to process.

Students who do not meet the minimum income may have a guarantor.

Upon approval, each applicant will provide at least two (2) forms of acceptable identification. You will need a photo ID, (drivers license, passport, school or military ID).

If you have any further questions, please telephone our office at 716-833-3727. Our staff is here to help you fill out your application and review your documents in order to expedite the process so that you may get an apartment as quickly as possible, if qualified. Please be advised that we will not hold an apartment without all proper documentation, approved application, and all fees and holding deposits paid in full.

**Return your application in person to:
Kensington Village Apartments
One Oaks Lane
Buffalo, New York 14215**

Thank you again for your interest in Kensington Village Apartments!

Kensington Village Apartments**Application****ALL INDIVIDUALS 18 YEARS OF AGE AND OLDER MUST COMPLETE A SEPARATE APPLICATION****Unit Type Desired** 1 Bedroom 2 Bedroom 3 Bedroom

Head of Household Name _____

Your Name (if different from Head of Household) _____

Current Address _____

City, State, Zip Code _____

Home Phone _____ Work Phone _____

1. LIST ALL PERSONS WHO WILL RESIDE IN THE UNIT STARTING WITH THE HEAD OF HOUSEHOLD:

Full Name	18 or Over (Y/N)	Social Security No.

2. Does anyone live with you now who is not listed above? Yes No3. Do you expect a change in your household composition? Yes No

Explain if you answered yes to either question: _____

4. Do you currently have any form of rental assistance and/or have you applied for assistance? If so, please specify the subsidizing agency: _____

INCOME (Please list all sources of income for all family members)**List all income from all types of employment, public assistance, child support, alimony, social security, SSI, disability, unemployment benefits, workers compensation, pensions, annuities, veterans' benefits, student financial assistance and any other income:**

Name	Source of Income/Type of Income	Annual Income

RENTAL HISTORY

Name and address of Your Present Landlord:

Telephone No. _____
How Long Have You Lived There? _____
Reason for Leaving? _____

Is this landlord a relative? Yes No

Name and address of Your Former Landlord:

Previous Address you lived at: _____
Landlord Name _____ Telephone No. _____
Address _____ How Long Have You Lived There? _____
City/State/Zip _____ Reason for Leaving? _____

EMPLOYMENT HISTORY

Name and address of Your Current Employer:

Telephone No. _____
Telephone No. _____
Supervisor's Name _____
How long have you worked there? _____

GENERAL INFORMATION

Do you have a pet? Yes No If yes, Weight _____ Description _____
Do you have a waterbed? Yes No If yes, waterbed insurance company _____

MARKETING

How did you hear about us?

Newspaper Internet Friends/Family Referral (please list Name _____)
 Apartment Spotlight Magazine Other: _____.

EMERGENCY CONTACT INFORMATION:

Name: _____ Address _____
City: _____ State: _____ Zip Code: _____ Phone Number: _____

ALL APPLICANTS

I authorize Kensington Village Apartments to obtain an investigative Credit Report and/or a Criminal Background Report, and check registered sex offender status in connection with this application. This report may include information as to my character, general reputation, personal characteristics and/or mode of living and credit standing. I understand that I may request the name of the reporting agency providing this information. I understand that the above information is being collected to determine my eligibility. I authorize the owner/manager/PHA to verify all information provided on this application and to contact previous or current landlords or other sources of credit and verification information, which may be released to appropriate Federal, State, or local agencies. I further certify that if the result of this verification process allows me to receive rental assistance, the unit I/we occupy will be my/our only residence.

I have read this application and hereby state that the information provided by me on this application is accurate and complete, and I acknowledge that in the event I enter into a lease with Kensington Village Apartments that lease may be cancelled by the lessor in the event any information provided by me in this application or any other document furnished by me is materially inaccurate or incomplete.

I acknowledge that I must also complete and sign the attached Income/Asset Certification.

Signature of Applicant _____ Date _____

Owner/Manager _____ Date _____



AUTHORIZATION TO RUN A CRIMINAL BACKGROUND CHECK

Last Name: _____ First Name: _____ MI: _____

Address: _____

Kensington Village Apartments performs a Multi-State Criminal Background Check on all approved applicants prior to move in. If criminal records are found the move in will be cancelled. Any security and/or rent deposits will not be returned if the move in is cancelled after approval.

In order to process the criminal check as part of the application process, we will need your date of birth. The date of birth will not be used to determine the age of applicant.

I wish to have the credit check and criminal background check completed by Kensington Village Apartments as part of the screening process for application approval. I understand that I must supply a date of birth only for the purpose of running a criminal background check.

Date of Birth: _____/_____/_____

Applicant's Signature

Date



Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

Name of Property **Project No.** **Address of Property**

Name of Owner/Managing Agent **Type of Assistance or Program Title:**

Name of Head of Household **Name of Household Member**

Date (mm/dd/yyyy): _____

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the reverse side.**

There is no penalty for persons who do not complete the form.

Signature

Date

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.