



Application for Occupancy

Head of Household:		First Name:	Middle:	Last Name:	
DOB:	Social Security No:		Drivers License No:		State:
Home Email:			Work Email:		
Cell No:	Home No:		Work No:	Ext No:	
Employer:	Address:		City:	State:	
Supervisor Name and Contact No:			Position:		Start Date:
Gross Monthly Income:		Other Source of Income:		Mthly other Income Amt:	

Please provide no less than 5 years residence history. Use the back side of this application if needed

Current Address:	city/st	zip	Move In Date:	Expected Move Out Date:	Mthly \$ Amt.
Previous Address:			Move In Date:	Move Out Date:	
Previous Address:			Move In Date:	Move Out Date:	
Make of Vehicle:	Model:	Year:	Color:	License Plate No:	State Registered:

Co-Applicant		First Name:	Middle:	Last Name:	
DOB:	Social Security No:		Drivers License No:		State:
Home Email:			Work Email:		
Cell No:	Home No:		Work No:	Ext No:	
Employer:	Address:		City:	State:	
Supervisor Name and Contact No:			Position:		Start Date:
Gross Monthly Income:		Other Source of Income:		Mthly other Income Amt:	

Please provide no less than 5 years residence history. Use the back side of this application if needed

Current Address:	city/st	zip	Move In Date:	Expected Move Out Date:	
Previous Address:			Move In Date:	Move Out Date:	
Previous Address:			Move In Date:	Move Out Date:	
Make of Vehicle:	Model:	Year:	Color:	License Plate No:	State Registered:

Please list ALL other occupants below. All children, family members, and/or roommates 18 years and over must complete a separate rental application

Last Name:	First Name:	DOB:	Relationship:
Last Name:	First Name:	DOB:	Relationship:
Last Name:	First Name:	DOB:	Relationship:
Last Name:	First Name:	DOB:	Relationship:
Last Name:	First Name:	DOB:	Relationship:
Last Name:	First Name:	DOB:	Relationship:

This community does not offer overflow parking. Parking in the grass or streets is prohibited. Those vehicles that do not fit in the designated area for your unit must be parked and/or stored elsewhere. Parking trailers, boats, Campers, RV, etc. is prohibited. Please list additional vehicles

Make of Vehicle:	Model:	Year:	Color:	License Plate No:	State Registered:
Make of Vehicle:	Model:	Year:	Color:	License Plate No:	State Registered:
Make of Vehicle:	Model:	Year:	Color:	License Plate No:	State Registered:

Application for Address:

2300 General Meyer Ave, bldg #23
New Orleans, LA 70114
504-364-9433

Please list two emergency contacts below. Do not list those that live with you.

Last Name:	First Name:	Relationship:	
Current Address:	city/st	zip	Contact No:

Last Name:	First Name:	Relationship:	
Current Address:	city/st	zip	Contact No:

Please list Pet information below. Only two pets allowed per household. Breed restrictions apply. Attach a copy of the veterinary report and a photo of each pet listed below. There will be a Pet Fee and a Pet Deposit required per pet.

Type:	Breed:	Color:	Weight:	Current Age:
M/F:	Neutered/Spayed:	Special Markings/Notes:		

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M/F:	Neutered/Spayed:	Special Markings/Notes:		

How did you hear about The Village at Federal City? _____

Monthly Rent \$	Move In Date:	Prior Military? Yes/No	Branch:	Years:
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Applicant has submitted the sum of \$75.00 which is a non-refundable payment as a fee for processing the required background check which includes a criminal and credit background report. This sum will be retained by The Village at Federal City to cover the cost of processing this application as furnished by the applicant. There will be a \$50.00 fee if this check is returned NSF or if payment is stop on this check.

By signing below I furthermore certify that the information given herein is complete, true and correct. You are hereby expressly authorized to verify the accuracy and correctness of these statements, to communicate with my employer and creditors, and to procure such other information that you may require to evaluate this application. Applicants Credit score is considered during the application process. Applicants with negative credit that includes utilities, prior rentals/housing, judgements, tax liens will not be considered unless these accounts are paid in full and you have reestablished your credit.

Applicant(s) understand that a criminal background check will be performed in conjunction with this application. Has applicant, co-applicant, or any occupant listed above on this application ever been convicted, plead guilty, no-contest, received probation, deferred adjudication, court ordered supervision or pre-trial diversion for felony, sex related crime, or misdemeanor assault against another person? **YES / NO**

If yes, please list the name of which applicant involved along with details of the incident :

Have you ever been evicted from housing? YES / NO

I hereby deposit \$_____ with Management as a good faith deposit in connection with the rental application.

If Management accepts my application I agree to execute the civilian lease agreement on or before the occupancy date of: _____. In the event the applicant is approved and applicant fails or refuses to enter into the lease agreement, Owner shall retain the said deposit as liquidated damages to cover the cost of taking and processing this application and removing the premises from the market and holding same for applicant. This application is made with the understanding that it is subject to acceptance by the Owner and subject to execution by an officer of said company and delivery of a lease covering said premises. Please allow a minimum 5 to 7 days to process your application for both credit and character references. Applicant further agrees that the signing of this application does not constitute an obligation on the part of the management to provide housing until the signing of the lease agreement by all parties. I, the undersigned, hereby acknowledge that I have read, fully understand, and agree to the above terms and conditions.

Applicant Signature Date Co-Applicant Signature Date

ATTACH: Color copy of gov issued photo ID and last (3) paystubs or statements

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.

Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.

Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.

Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

	INITIAL
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.	

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

Signature

Date

Print Name

Command