



# LEAVITT LAND

Investment, Inc.

216 South 200 West, P O Box 1027, Cedar City, UT 84721-1027

Phone: (435) 586-1558

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Check us out on the web at: [www.cedarcityhousing.com](http://www.cedarcityhousing.com)

**BEFORE YOUR APPLICATION WILL BE CONSIDERED, WE WILL NEED A COPY OF YOUR DRIVER'S LICENSE, STATE ISSUED ID, OR A PASSPORT, AND A COPY OF YOUR SOCIAL SECURITY CARD.**

<b>Apartment Complex &amp; Number of Bedrooms:</b>	Southgate I ..... One-Bedroom Units
	Northfield Village ..... Two-Bedroom Units
	Northfield Suites..... Studio Units and 2 Handicapped Units
	Driscoll Lane ..... One- & Two-Bedroom Units

<b>Accommodations:</b>	<b><u>Southgate I</u></b>	<b><u>655 South 300 West, Cedar City, Utah</u></b> Upper-level and Lower-level units are available. Upper units contain living room, kitchen, and stairs to bedroom, bathroom, & study. Lower units are one level.
	<b><u>Northfield Village</u></b>	<b><u>315 West 1175 North, Cedar City, Utah</u></b> All units are one level, two bedrooms, two bathrooms, living room and kitchen.
	<b><u>Northfield Suites</u></b>	<b><u>197 West 1175 North, 236 West 1175 North, Cedar City, Utah</u></b> One-level studio apartments. Some buildings have a handicapped unit.
	<b><u>Driscoll Lane</u></b>	<b><u>1021 South 350 West, Cedar City, Utah</u></b> All units are one level. Three story complex with 1 & 2 bedroom units.

**Laundry Facilities:** Southgate I, and Northfield Village have ample coin-op laundry facilities. Northfield Village units also have washer & dryer hookups. Driscoll Lane units have washer & electric dryer hookups in each unit (no laundry room).

**Kitchens:** Kitchens have frost-free refrigerator, electric range, garbage disposal & dishwasher.

**Cable TV:** Southgate I, and Northfield Village each have the necessary wiring for cable TV service. It is the tenant's responsibility to arrange and pay for cable service. Driscoll Lane has free Antenna TV service

**Heat:** Each unit has a gas-fired direct-vent wall furnace. Driscoll Lane: Natural Gas Heat and Central Air

**Utilities:** Except for water, sewer, & garbage collection, all utilities are the responsibility of the tenant. All units are separately metered. **Each prospective tenant will need to present proof of utility hook-ups (Rocky Mountain Power & Dominion Energy) to the main office before the keys will be given to the new tenant.**

**Internet:** Driscoll Lane Only Tenants: Internet is included.

**Income Verification:** Employment verification forms need to be completed by your employer if you are employed, or if you are unemployed, unemployment forms are at the office. These need to be turned in at the time of application to be put on our waiting list. Employment verification is renewed on a yearly basis.

**Roommates:** Only tenants who sign a lease agreement with landlords may reside in apartment. Guest shall not stay for more than three days.

**No Smoking Rule:** Smoking of any kind or controlled substances by tenants or their guests is strictly prohibited at all times on the premises. If you smoke, you must do so in your car or on the sidewalk.

- Security Deposits:** At time occupancy begins, tenant shall pay -- along with the first month's rent -- a **security deposit**. This deposit shall be held until tenant elects to end tenancy and thereafter shows compliance with vacating provisions of the lease. This means that all rent due has been paid and the unit is left clean and orderly upon tenant vacating. There will be an automatic deduction that covers basic wear & tear and to shampoo the carpet upon vacancy. The carpets need to be left in a condition ready to shampoo (no dirt or litter). The security deposit cannot be used toward last month's rent.
- Rental Subsidies:** As indicated above, a number of the units rent for rates lower than similar units in the same complex. To qualify for rental subsidies, a tenant must provide information concerning anticipated income levels and sources for the coming 12-month period by completing an Income Eligibility form (a copy of which is included in this information packet). Upon meeting HUD-specified income criteria, the applicant becomes eligible for a "rent subsidized unit." The number of available "rent subsidized units" is limited. Eligibility for a "rent subsidized unit" is not a guarantee of availability of a "rent subsidized unit."
- Lease Terms:** Tenants are required to enter into a **6-month minimum lease**. At the end of the 6-month period, the lease automatically goes **month-to-month**. Subleasing is not permitted. **Each new tenant will need to return a properly signed lease before the keys to the apartment will be given to the lessee.**
- Renters Insurance:** **Tenants are responsible for insurance coverage for their own personal belongings.**
- Rent Amounts:** **Rent amounts are subject to change. Contact rental office for current rental rates.**

# APARTMENT APPLICATION FORM

**BEFORE YOUR APPLICATION WILL BE CONSIDERED, WE WILL NEED A COPY OF YOUR DRIVER'S LICENSE, STATE ISSUED ID, OR A PASSPORT, AND A COPY OF YOUR SOCIAL SECURITY CARD.**

**Applicant** \_\_\_\_\_ **SS#** - - **Birth Date** / /  
*Last Name First Name Middle Name*

**Additional Tenant** \_\_\_\_\_ **SS#** - - **Birth Date** / /  
*Last Name First Name Middle Name*

**Current Address of Applicant** \_\_\_\_\_

**Current Phone Number(s):** ( ) \_\_\_\_\_ **Work** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Relative/Friend to Notify In Case of Emergency**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** ( ) \_\_\_\_\_ **Work** ( ) \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Marital Status (Check One)**  Married: Marriage Date \_\_\_\_\_ Family with children  
 Single parent with children  Single  
 Divorced

**Children and Ages (Under 18 years)** Name(s) \_\_\_\_\_ Age \_\_\_\_\_

Name(s) \_\_\_\_\_ Age \_\_\_\_\_

Name(s) \_\_\_\_\_ Age \_\_\_\_\_

**Desired Date of Occupancy** / /

**Are You Applying for a Rent Subsidized Unit?**  Yes  No

**Unit Location: CHECK ALL UNITS FOR WHICH YOU WOULD LIKE TO BE CONSIDERED.**

**Southgate I:**  One Bedroom Only  Lower-Level Unit  
 Upstairs Unit

**North Field Village:**  Two Bedroom Only

**North Field Suites:**  Studio  Handicapped

**Driscoll Lane:**  One Bedroom  Two Bedroom  ADA  
 Upper-Unit  Middle-Level  Lower-Level

Do you smoke?  Yes  No  
Have you ever been convicted of a felony?  Yes  No If yes, explain: \_\_\_\_\_  
Have you ever filed for bankruptcy?  Yes  No If yes, when \_\_\_/\_\_\_/\_\_\_  
Are you a Veteran?  Yes  No

List any special consideration such as disability, special physical requirements, etc.:

How did you hear about our apartments? \_\_\_\_\_

Current Landlord \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Time There: \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Time There: \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Have you ever been evicted or asked to move?  Yes  No

Applicant driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

Automobile make: \_\_\_\_\_ Model \_\_\_\_\_ Yr. \_\_\_\_\_

License Plate No \_\_\_\_\_

**Personal References:**

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Tenant: Most Recent Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Time There: \_\_\_\_\_

Additional Tenant: Most Recent Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Time There: \_\_\_\_\_

Income Tax Filing Status:  Single If Married:  Joint  Separate

Do you currently receive any alimony or child support?  Yes  No

Is applicant a student?  Yes  No Graduation date: \_\_\_/\_\_\_/\_\_\_

Is additional applicant a student?  Yes  No Graduation date: \_\_\_/\_\_\_/\_\_\_

Do you expect any additions to the household within the next twelve months?  Yes  No

Do you have an animal?  Yes  No

I (the applicant) certify under penalties of perjury that the contents of this application packet are true and accurate. All information provided above is correct and I authorize verification thereof by credit report or otherwise.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Tenant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## *Tenant Responsibilities and Landlord Expectations.*

To benefit all residents and to ensure general upkeep and proper maintenance of rented premises of each property with the knowledge and understanding of landlord expectations. Tenants agree to comply with the following Tenant Upkeep Responsibilities. These responsibilities will help maintain the general upkeep of each rented space.

1. Tenant and/or Co-Tenant understand the importance of the **No Smoking Policy** and respect other occupants who may not smoke. It is the responsibility of a smoking tenant to ensure the rules are followed by smoking away from other occupants' doors, windows, and balconies. Not following this expectation by the landlord could lead to eviction.
2. Tenant and/or Co-Tenant understand the importance of the **NO Pet Policy**. It is the responsibility and expectation of the landlord for the tenant to communicate special accommodations such as an ESA animal. Failure to notify the office of an ESA animal will lead to a violation of your lease and could result in the termination of your lease. Tenant(s) must sign landlord rules for ESA animals.
3. Tenant and/or Co-Tenant understand the importance of keeping the grounds of each rented space free of trash and debris. It is the expectation of the landlord that you will take out the trash in your rented space on a regular basis. When you take out the trash you will put the trash in the right receptacle provided to you by your landlord. Failure to maintain the upkeep of your property grounds could result in grounds cleaning fees equaling \$25 an hour.
4. Tenant and/or Co-Tenant understand the general upkeep and maintenance for the replacement of standard 60-watt light bulbs. These will be replaced by the current occupant(s) at the cost of the tenant(s) in the event one or more burn out.
5. Tenant and/or Co-Tenant understand the general upkeep and maintenance for smoke detectors. It will be the tenant(s) responsibility and cost to replace the 8volt battery of a smoke detector within normal reach. Any smoke detectors unreachable such as vaulted ceilings will be replaced by our maintenance team.
6. Tenant and/or Co-Tenant understand the general upkeep and maintenance for appliance light bulbs. If your appliance light bulb burns out it will be the responsibility of the current occupant(s) to replace the light bulb at the occupant(s) cost.
7. Tenant and/or Co-Tenant understand the general upkeep and maintenance for snow removal. As your landlord, we will provide the general removal of snow from parking lots and sidewalks. It is the responsibility of the occupant(s) to remove snow build-up in front of your door. In some cases, a push broom has been provided for your convenience. If a broom is not provided. It will be the responsibility of the current occupant to purchase a snow removal tool. ***Please do not use salt at any time unless authorized by the landlord. You will be fined if you use salt of any kind.***
8. Tenant and/or Co-Tenant understand the importance of respecting your neighbors by keeping noise levels normal. Any excessive noise levels will lead to a violation of the lease and could result in termination of tenancy.
9. Tenant and/or Co-Tenant understand they need to invest in a plunger in the result of a clogged toilet. A plunger may come in handy if your toilet gets clogged. Ways to avoid having to use a plunger. **DO NOT** flush flushable wipes, feminine hygiene products, or anything that could result in a clogged toilet. As the result, if we come out to unclog your toilet and your clog is the result of one or more of these items, you

may be charged a maintenance fee of \$25 per hr. each time our team has to come to unclog your toilet because you failed to follow these rules.

10. Tenant and/or Co-Tenant understand how to use the maintenance line properly. It is the expectation of the landlord that each occupant treats the maintenance line respectfully. Meaning all occupants will call the maintenance line leaving your name, number, and a detailed message of the repair needed or an issue that needs responding to. Also, you need to let the maintenance team know if it is okay for them to enter your space if they cannot reach you by phone when they respond to your call. Please allow ample time for a maintenance team member to call you back with a response to your issue. Our Maintenance team works Monday – Friday 8am to 5pm. Calls after 5pm and on the weekends will be handled the next business day. In the case of an emergency, we do have a 24-hour line. Emergencies are defined as a condition that will result in damage to the premises and cannot wait until the following business day to resolve i.e. busted pipes, or broken heaters. In these cases, call anytime. \* Chirping smoke detectors do not qualify as an emergency, as it is the responsibility of the tenant to replace it.
11. **Water Heater closet—NO STORAGE of any kind** can be kept in this closet with the water heater. This is a fire hazard and against the safety code.
12. Tenant and/or Co-Tenant understand that if they are locked out of their apartment, there is a \$40 lockout fee that must be paid the following business day.
13. Tenant and/or Co-Tenant understand there is a \$75 fee for the purchase and/or replacement of an electronic key.
14. Parking is for tenants **ONLY**, for every facility. Do not take up more than one spot or block any driveways, exits, or entrances to the facility. (Meaning, blocking any motorized vehicle in, and not allowing them to exit)
15. As the Landlord we spray twice a year outside for bugs/spiders. (Inside is the tenant's responsibility. This includes buying traps, sprays, etc;) Pests are generally caused by left out or old food, standing water, and not maintaining a clean residence. If you see cockroaches or bed bugs, contact the landlord's office **immediately**.
16. For utilities tenant needs to call the companies as instructed at move-in and give the Landlord a copy of your account numbers as proof they are in the tenant's name.
17. As the tenant, you are required to have your carpets professionally cleaned at least once a year. The receipt is required in the landlord's office within three days of services rendered. If your carpet needs to be replaced or repaired (as determined by the landlord) you will be required to make payments for the cost. Repairs/replacements will occur after you vacate.
18. Tenant(s) are required to maintain a clean residence. You must have and utilize the following: a vacuum, mop, and all other cleaning supplies necessary. Cleanliness is evaluated as well as required by the Landlord.

**Tenant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Co-Tenant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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### FURNISHED &/OR UNFURNISHED UNITS

#### REPAIR/REPLACEMENT COST LIST

##### Items

##### Replacement Cost

1. Stains on the Carpet.....	\$50.00 or more
2. Tear or cut in vinyl flooring.....	\$150.00 minimum
3. Fist size hole in the wall.....	\$50.00
4. Large nail or screw hole in the wall.....	\$50.00
5. More than 15 small nail holes (\$10.00) in wall within reason.....	\$10.00 per hole
6. Door replacement because of holes.....	\$250.00
7. Patch a small hole in door (if it can be patched).....	\$50.00
8. Patch a nail size hole in door.....	\$15.00
9. Extra dirty carpet (\$25.00 per hour).....	\$75.00
10. Large oil spot that has caused damage to the asphalt.....	\$25.00
11. Replace window.....	\$200.00
12. Melted siding.....	\$100.00
13. Replace broken light fixtures..... Square ....	\$35.00 Round ..... \$45.00
14. Replace light bulbs..... 60 W Light Bulb .....	\$5.00 Fluorescent ..... \$15.00
15. Electrical outlets, covers, etc;..... Cover....	\$10.00 Outlet.....\$25.00 Switches....\$25.00
16. Replace door jambs.....	\$250.00
17. Doorknobs.....	\$50.00 to 100.00
18. Replace carpet per room.....	\$25.00 (yard)
19. Replace kitchen counter.....	\$ Cost of replacement (\$1,000.00 minimum)
20. Replace bathroom sink.....	\$125.00
21. Replace bathroom counter.....	\$ Cost of replacement (\$350.00 minimum)
22. Replace blinds.....	\$150.00 (minimum)
23. CO2 Detector.....	\$75.00
24. Smoke Detector.....	\$45.00
25. Microwave Oven .....	\$500.00
26. Repaint any room.....	\$100.00 (minimum)
27. Window Screen Replacement.....	\$45.00
28. Bed Frames..... \$350.00 .....	Mattresses.....\$205.00 each.....plus shipping
29. Kitchen/ Dining Room Tables.....	\$600.00 each.....chairs..... \$200.00 each
30. Sofa.....\$1800.00 .....	Loveseat ..... \$1400.00 oversized chair.... \$600.00
31. Toilet..... \$250.00.....	Towel Rack/ Toilet Paper Holder..... \$65.00
32. Shower Surround Patch.....	\$100.00
33. Garbage Disposal.....	\$200.00
34. Coffee Table..... \$500.00 .....	End table..... \$450.00
35. Lamps..... \$100.00 for bedroom lamp.....	\$125.00 for living room lamps
36. Desk in Bedroom.....	\$350.00
37. Dresser Drawers.....	\$500.00



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- 38. Desk Chair..... \$200.00
- 39. Removal of any vinyl lettering anywhere in the apartment ..... \$25.00 per letter
- 40. Faucet Replacement.....\$150.00
- 41. Over Door Glass.....\$250.00
- 42. Fridge Drawers.....\$65.00
- 43. Fridge Handle.....\$200.00 to \$250.00
- 44. Cabinet Hardware.....\$25.00 each
- 45. Electric Range Element.....\$50.00
- 46. Any damage to the washers or dryer is determined after service call is met.

This list is not a guarantee that your specific apartment will have all these items. Your apartment could have all or some of what is on this list.

The undersigned (tenants) have read this list of costs of repairs and understand that these amounts may be withheld from their security deposit. Prices are subject to change at any time. If damage and repair costs exceed the amount of the security deposit, the undersigned will pay to the Landlord the excess amount upon demand.

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**



## **APPENDIX A: RESIDENT RULES**

**THE VIOLATION OF ANY OF THE FOLLOWING RULES MAY RESULT IN THE TERMINATION OF YOUR LEASE. DISCRETION WILL BE LEFT UP TO THE PROPERTY MANAGEMENT.**

### **PLEASE READ CAREFULLY**

1. **No smoking of any kind allowed on the property.** Do not smoke outside of the units, in the laundry facilities, on the stairways or the lawns, etc. If the Landlord or Manager at any time observes or smells smoke in or about your unit, you will be asked to vacate, and you will forfeit your security deposit. Do not burn incense at any time.
2. **No pets allowed.** This includes dogs, cats and domestic pets, birds in cages, and fish in aquariums. You will forfeit all of your security deposit if this rule is violated. ESA animals must be approved before move in.
3. **Parking shall be in designated spaces only.** Tenants with more than one vehicle must park along the street.
4. **Rent is due on or before the first day of each month.** Checks & Money Orders are to be made payable as directed by the management. In the event that rent is paid after the first day of any month or a bad check is received, a flat late fee of \$35.00 will apply. You are instructed to deposit your rent in the rent box on the complex premises. Leaving cash in the rent box is done at your own risk. You may also bring your rent to the management office at 216 South 200 West.
5. **No business ventures such as baby-sitting services, etc. shall be allowed on the property.**
6. **The storing of hazardous or dangerous materials such as gasoline or other flammable material is expressly prohibited.**
7. **The unlawful possession of firearms is prohibited.**
8. **Criminal conduct is expressly prohibited, including disorderly conduct on the property.**
9. **Excessive noise from stereos, musical instruments, tenants or their guests and other items outside of normal daylight hours will not be tolerated.** Recurrent complaints from neighbors could lead to the forfeiture of your lease and eviction from your apartment.
10. **Each tenant will be issued 1 to 5 keys at initial occupancy:** In the event that one of these keys is lost, another may be purchased for \$10.00 from Management. In addition, in the event that all the keys are not returned at the time of vacating the apartment, \$10.00 for each key will be withheld from the Security Deposit. If the manager is not available, the tenant, at his/her own expense, will get a locksmith to open the lock instead of breaking the lock or door.
11. **No waterbeds allowed.**
12. **Vehicles are not allowed on lawns or landscaping.** Do not wash cars on the lawns or in the parking lots. Do not repair car engines, change oil, etc. on the parking lots or streets. Management is not responsible for items that get wet when the sprinklers are running. Do not use any of the building's exterior water faucets.
13. **Portable washers & dryers are not allowed. This includes stackable washer/dryers in Northfield – it blocks the circuit Breaker panel.**
14. **Do not operate outside barbecue close to the building as it may melt the siding and create fire hazards.** The tenant will pay to have the siding repaired.
15. **If the Landlord or manager is not notified about needed repairs or cleaning in the apartment by the new tenant within 3 days after moving in, management will not refund money or give additional credit on your rent or security deposit return because you repaired or cleaned the unit yourself.**
16. **Each tenant that is occupying a rent subsidized unit will need to re-certify each tenant's employment at the end of each tenant's year.** The management will notify the tenant when this needs to be completed.
17. **Do not store items or flammable materials at any time in the water heater closet. Do not store any items within two (2) feet of the water heater. Also, do not cover the vent in the water heater room.**
18. **Southgate I Apartment tenants should check with their manager concerning their swamp coolers. If the water has not been connected, serious damage can occur to the cooler. The cost of repair will be the responsibility of the tenant.**

19. **Only tenants who sign a lease agreement with landlord may reside in apartment.** Guest shall not stay for more than one night without prior approval from management.
20. **Use only 60-watt light bulbs in the light fixtures.** Higher wattage can cause damage to the fixture, and the tenant will be responsible for the repair cost.
21. **Do not use powder carpet cleaners or powder carpet deodorizers.** You will be charged extra for carpet cleaning when you vacate.
22. **It is suggested that you use “Jet Dry” or similar products in the dishwashers.** The dishwasher will then clean much better due to the hard water in this area.
23. **Do not put aluminum foil on stove drip pans or in oven.** The foil could result in an electrical short and can damage the oven/stove.
24. **Tenants are not allowed to paint, wallpaper, or put up borders in any room.** If you do, we will charge you a minimum of \$100.00 per room.
25. **Do not pull smoke detectors from ceilings or walls – chirping means you need to change the 9-volt battery.** All hanging and missing smoke detectors can result in a \$10.00 to \$20.00 charge.
26. **Regular inspections will be done on all apartments. We expect the apartments to be clean and we need to have access To all closets, sinks, appliances smoke detectors and circuit breaker panels.**
27. **UPON VACATING YOUR UNIT, ANY CLEANING THAT WAS NOT COMPLETED BY THE TENANT WILL BE CLEANED BY A CLEANING SERVICE AT \$25.00 PER HOUR. THIS AMOUNT WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.**
28. **DO NOT FLUSH, Q-TIPS, TAMPONS, PADS, DISPOSABLE DIAPERS DOWN TOILETS OR DRAINS.** If we have to snake your drains, it could result in a \$100.00 charge.
29. **DO NOT TURN OFF YOUR HEAT ANYTIME DURING THE WINTER ESP. WHEN YOU ARE OUT OF TOWN.** The pipes can freeze and cause major damage which will result in hefty charges for the damage repair.

**NOTE:** This list of rules may be amended or updated from time-to-time as contemplated in the Lease Agreement.

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Additional Tenant Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**

You are responsible to have your power & gas connected when moving in and disconnected when you vacate. Below are phone numbers of various utilities.

**ITEMS REQUIRED TO OCCUPY APARTMENTS**

1. **Security Deposit in full. Once deposit is paid it's non-refundable if you decide not to move-in.**
2. **First month's rent or prorated rent as instructed by management office.**
3. **Proof of utility hookups: Rocky Mountain Power and Dominion Energy.**
4. **If subsidized: a) All documents as outlined in the Subsidy Requirement worksheet.**



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The applicant, co-applicant, and any household member 18 years of age or older must sign the following statement/release.

I/we, by our signatures below hereby authorize Leavitt Land & Investment, Inc. and its staff or authorized representatives to obtain and verify any information or materials which are deemed necessary to complete

the processing of this application. This authorization includes credit, medical records, criminal background information, rental history, and income, asset, and allowance verification.

I/we do hereby certify that this will be my/our permanent residence and that I/we will not maintain a rental unit in a different location.

In compliance with the Fair Credit Report Act, this is to inform you that a credit investigation involving

the statements made on this application for tenancy at this apartment complex is being initiated.

I/we

certify that to the best of my/our knowledge all statements are true and complete. I/we further authorize

LLI to obtain credit reports, character reports, criminal reports, and rental history as needed to verify all

information put forth in this application. I also waive any legal rights toward LLI in their reports or information.

### Signatures:

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

## EMPLOYMENT VERIFICATION

TO: (Name & address of employer)

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
Applicant/Tenant Name

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

I hereby authorize release of my employment information.

\_\_\_\_\_  
Signature of Applicant/Tenant

\_\_\_\_\_  
Date

The individual named directly above is an applicant/tenant of the federal Housing Tax Credit Program. Federal regulations (IRS Code Section 42) require that we must verify income in order that the anticipated gross income for the next twelve months may be calculated. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and would be greatly appreciated.

Sincerely,

\_\_\_\_\_  
Project Owner/Management Agent

RETURN THIS FORM TO:

### THE FOLLOWING SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: \_\_\_\_\_ Job Title \_\_\_\_\_

Presently Employed: Yes \_\_\_\_\_ Date Employed \_\_\_\_\_ No \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

Current Wages/Salary: \$ \_\_\_\_\_ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_ Year-to-date earnings: \$ \_\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour Average # of overtime hours per week: \_\_\_\_\_

Shift Differential Rate: \$ \_\_\_\_\_ per hour Average # of shift differential hours per week: \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other \_\_\_\_\_

List any anticipated change in the employee's rate of pay within the next 12 months: \_\_\_\_\_; Effective date \_\_\_\_\_

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): \_\_\_\_\_

Is employee eligible for unemployment compensation? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how long? \_\_\_\_\_ How much? \_\_\_\_\_

Additional remarks: \_\_\_\_\_

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Employer's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer [Company] Name and Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
E-mail

**NOTE:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

**AFFIDAVIT OF NON-EMPLOYED STATUS**

**Date:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

In connection with your review of my application for unit # \_\_\_\_\_ at \_\_\_\_\_, I confirm that: (mark one box and fill in the blanks)

[ ]

- I am not now employed in any capacity.
- ***That I have no intention of becoming employed in the next 12 months.***  
Reason: (i.e. student, retired, etc..) \_\_\_\_\_
- That I am not under any affirmative obligation to obtain employment.
- That I do not receive unemployment compensation or other benefits as a result of my non-employed status.

[ ]

- I am not now employed in any capacity.
- ***That I do intend to become employed in the next 12 months.***
- That based upon my education background, prior employment experience and career training, I anticipate earning \$ \_\_\_\_\_ over the next twelve months. I anticipate starting employment as a \_\_\_\_\_ on \_\_\_\_\_ earning \_\_\_\_\_ dollars per hours working \_\_\_\_\_ hours per week. In support of this estimate, I have submitted:
  - [ ] Previous year's tax return
  - [ ] Previous job and salary history
  - [ ] Other supporting documentation (describe) \_\_\_\_\_

Under penalties of perjury, I certify the above representation to be true as of the date shown above.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

**NOTE:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

**LEASE ADDENDUM**

**VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005**

TENANT(S)	LANDLORD LEAVITT LAND & INVESTMENTS INC.	UNIT NO. & ADDRESS
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This lease addendum adds the following paragraphs to the Lease between the above referenced Tenant and Landlord.

**Purpose of the Addendum**

The lease for the above referenced unit is being amended to include the provisions of the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).

**Conflicts with Other Provisions of the Lease**

In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.

**Term of the Lease Addendum**

The effective date of this Lease Addendum is \_\_\_\_\_. This Lease Addendum shall continue to be in effect until the Lease is terminated.

**VAWA Protections**

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

\_\_\_\_\_  
Tenant  
\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Other Tenant  
\_\_\_\_\_

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date  
Form HUD-91067  
(9/2008)

**Race and Ethnic Data Reporting Form**

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

OMB Approval No. 2502-0204  
(Exp. 5/31/2011)

Name of Property                                  Project No.                                  Address of Property

Leavitt Land & Investments Inc.

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*	One or More
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

\*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 provide 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 may mark one or more.
  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.