INTERVIEW CHECKLIST

Complex Code _____

Date_____

A personal interview is required in order to process an applicant for tenancy. This interview checklist will be used to document any changes in income and household composition since the submission of the application. All questions will be asked during the interview with the applicant(s) required to sign this form at the end of the interview. <u>All questions MUST be answered. Do not leave anything blank.</u>

This application is listed with ______ as head of household. Is that correct? ____ Yes ___ No

	Name	Relationship to head	Birth Date	Age (optional)	Student Y/N
Head		Self			
Со-Н					
3.					
4.					
5.					
6.					
7.					
8.					
		1	1		1

Have there been any changes in household composition in the last twelve months?	Yes	🗆 No			
If yes, explain:					
Do you anticipate any changes in household composition in the next twelve months?	Yes	🗆 No			
If yes, explain:					
Is there anyone not listed above who would normally live with the household?	Yes	🗆 No			
If yes, explain:					
Is this the entire household to occupy the unit?	Yes	🗌 No			
Will all listed minors live in the unit at least					
50% of the time?	Yes	🗌 No			

If no, please explain:

I understand and agree that no one else will join the household without prior written management approval.	☐ Yes	🗌 No
I understand and agree if Management discovers during the verification process that others will be living in your household not listed on the application or on this interview checklist that it is grounds to cancel your application.	☐ Yes	🗌 No
Will all of the persons in the household be or have been full time students during five calendar months of this calendar year, or the upcoming calendar year at an educational institution (other than a correspondence school) with regular faculty and students?	☐ Yes	🗌 No
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If yes, please explain:

If *yes*, answer the following questions:

Are any full-time student(s) married and filing a joint tax return?	☐ Yes	🗌 No
Are any student(s) enrolled in a job-training program receiving assistance under the Workforce Investment Act?	☐ Yes	🗌 No
Is the full-time student a Title IV/TANF recipient?	☐ Yes	🗌 No
Is the full-time student a single parent living with his/her minor child and the parent is not a dependent on another's tax return and the children are dependents only of a parent?		🗌 No
Is the full-time student a person who was previously under the care and placement of a foster care program (under Part B or E of Title IV of the Social Security Act)?	Yes	🗌 No

Please answer yes or no to the following and if yes, provide the amounts. Do you or any family member have income from:

			Head of Household	Other Household Member
Social Security?	☐ Yes	🗌 No	\$	
SSI?	☐ Yes	🗌 No	\$	
Payments from				
Pension/Annuity/Investment/Retirement?	☐ Yes	🗌 No	\$	
Veterans Benefits?	☐ Yes	🗌 No	\$	
Disability?	Yes	🗌 No	\$	
Unemployment?	Yes	🗌 No	\$	
Workman's Comp?	☐ Yes	🗌 No	\$	
TANF/Public Assistance?	Yes	🗌 No	\$	
Employment?	☐ Yes	🗌 No	\$	
Do you receive Alimony?	☐ Yes	🗌 No	\$	
Are you entitled to receive Alimony?	☐ Yes	🗌 No	\$	
Do you receive Child Support?	☐ Yes	🗌 No	\$	
Are you entitled to receive Child Support?	☐ Yes	🗌 No	\$	
Military Pay?	☐ Yes	🗌 No	\$	
Net Income from Business?	□ Yes	🗌 No	\$	
Contributions (monetary or not) from Friends/Relatives/Etc.?	☐ Yes	🗆 No	\$	
Income from Assets?	☐ Yes	🗌 No	\$	
Other Income?	2 Yes	🗌 No	\$	
Long Term Medical Care Insurance Payments in excess of \$180/day	☐ Yes	🗆 No	\$	
**Grants or Scholarships?	☐ Yes	🗌 No	\$	

[**Amounts received which exceed the cost of tuition may have to be counted in total income]

Do you file Income Tax returns?

Tenant <u>N</u>	IUST list total household in	ncome for previous year. (Do not leave this blank)	\$	
	fers from current year, tena in explanation:	ant <u>must</u>			
Is any me	ember of the household like	ely to receive income or as	sistance from someone who is not	a	
•	of the household as listed o	•		☐ Yes	🗌 No
If yes, pl	ease explain:				
Is any me	ember of the household exp	pecting any changes to their	r current income information in th	e next 12 m	onths (seeking
•	ent, child support, expectir	ng a promotion etc.)?		Yes	🗌 No
	ease explain: or a family member have a	any of the following asset	s?		
5	Checking or Direct				
	Deposit Accounts	\Box Yes \Box No	Stocks or Bonds	☐ Yes	∐ No
	Savings Accounts	□ Yes □ No	Mutual Funds	□ Yes	□ No
	Certificates of Deposit	□ Yes □ No	Trust Accounts	☐ Yes	🗌 No
	Real Estate	\Box Yes \Box No	Life Insurance	Yes	🗌 No
If Deal For	to to in any and in it for aslad		ad Vac No Cald	☐ Yes	
	tate is owned, is it for sale?		ed?	\Box Yes	□ No □ No
Please exp		erty as an investment (antic	que cars, jeweny, coms, etc.)		
I lease exp	<u> </u>				
Other Cur	rent Assets (Cash, etc.?)			Yes	🗌 No
Please exp					
ľ					
Have any	assets been disposed of wit	hin the nast two years?		☐ Yes	🗌 No
	× ×				
Please exp	lain if any of the above ass	sets are, or have been, held	jointly:		
Does any	member of the household h	ave an asset(s) owned join	tly with a person who is NOT a m	ember of the	e household as
listed on p		, , , , , , , , , , , , , , , , , , ,	5	☐ Yes	🗌 No
If yes, des	cribe:				
•				1 1 . 6	1: 66
Compare 1	ncome sources and amount	is listed on the application	to those listed on this interview an	a clarify an	y differences.
Compare a	asset sources and amounts l	listed on the application to	those listed on this interview and	clarify any c	lifferences.

Do you rent or own?		
If currently a homeowner, have you given credit references inclusive of mortgage lender?	☐ Yes	□ No
Give a current or previous landlord		
Are you currently under eviction or have you ever been evicted?	☐ Yes	🗌 No
If so, why:		
If the tenant or co-tenant is under the legal age of 18, have they provided proof of emancipation?	☐ Yes	□ No

Thank you for answering all of the above questions. You must now sign all required verification release forms. Once we have completed processing all paperwork, you will receive notice in writing of selection, rejection or waiting list status.

Certification by Applicant(s)

I/We certify that all questions on this interview checklist have been asked of me/us at my/our personal interview with management. I/We have understood and answered all questions. I/We have reviewed my/our answers on this checklist. I/We certify that all answers are true to the best of my/our knowledge and that any misrepresentation of information will lead to cancellation/rejection of my/our application.

(Signature of Tenant)	Date
(Signature of Co-Tenant)	Date
(Signature of Manager/Owner)	Date