



Date: _____

Dear Applicant:

Thank you for your interest in The Courtyard located in Fort Wayne, IN. We are actively seek applications and want to assure you that we screen all our applicants carefully and verify all information provided to us.

On the next few pages, you will find a preliminary application for housing at The Courtyard. Please review each of the questions on the preliminary application form. It is very important for you to answer each question accurately and completely. **Incomplete applications will be returned and will not be processed** until complete, if something is not applicable enter N/A, do not leave blank. Your completed application will receive a date and time stamp when received by BPM. If eligible, you will be placed on the public housing waiting list according to date, time and local preferences.

Please note:

- Anyone 18 years and older must fill out a separate pre-application.
- We run a credit check on every applicant.
- We run a criminal check on all applicants.
- We check previous rental history.
- We verify income and assets
- We run a sexual predator check on all applicants.

The same screening and verification process is implemented for every applicant. By submitting an application for The Courtyard, you acknowledge that these checks and verifications will be done, and give us your permission to do so by signing a Consent For Release of Information form.

Any falsification of information on the application is immediate grounds for denial.. If you have any questions when filling out the application, please ask us for assistance. We are here to be of service to you. We do charge a separate application fee of \$25 for anyone 18 years of age or older. Please be prepared to submit that fee with your application. We accept personal checks or money orders. Unfortunately, we can not accept cash.

We will do our best to process your application quickly and give you an answer within a reasonable amount of time. Once again, thank you for your interest in our community!

Sincerely,

Lexie Hammond

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Specializing in the Development & Management of Market Rate, RD-Section 515, HUD-Section 8 & Tax Credit-Section 42 Properties

Biggs Property Management conducts business in accordance with all federal, state, and local fair housing laws. It is our policy to provide housing to all persons regardless of race, color, religion, sex, national origin, disability, or familial status.

Equal Opportunity Provider & Employer

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