

The First Village Green, Inc  
4306 Olde Forge Road  
Dallas, Texas 75211  
214-339-2263

## SKYLINE PROPERTIES, INC.

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

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

Time Submitted: \_\_\_\_\_

Size Needed: \_\_\_\_\_



## APPLICATION PACKET

website:

[www.thefirstvillagegreen.com](http://www.thefirstvillagegreen.com)

email: [firstvg@att.net](mailto:firstvg@att.net)



We do not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in federally

Hearing Impaired telephone number:  
1-800-545-1833 Ext. 250

**FULL APPLICATION**

Please complete this application with all pertinent details. This information requested provides the basis for our selection of the best neighbors for you and all residents. If accepted as a resident, this application will become a part of your resident file. **DO NOT USE "N/A"**.

How did you hear of our apartment community? \_\_\_\_\_

1. Head of Household \_\_\_\_\_ Age \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Co-Head \_\_\_\_\_ Age \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Marital Status: (Check One)     Married     Single     Unmarried

For statistical purposes only, please circle one:    White - Black - American Indian - Alaskan Native - Asian or Pacific Islander

Also designate:    Hispanic - Non-Hispanic

Do you or any household member require special housing needs?     YES     NO    What size apartment are you applying for?     1 BR     2 BR     3 BR     4 BR

2. Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 How long? \_\_\_\_\_ Phone Number \_\_\_\_\_  
 How much are you paying for rent? \_\_\_\_\_  
 Are utilities included in your rent, if not, what are your average bills? \_\_\_\_\_  
 Landlord's Name, Address and Phone Number \_\_\_\_\_

How many people reside in your home? \_\_\_\_\_ How many bedrooms in your home? \_\_\_\_\_  
 Have you notified your present landlord you are moving?     Yes     No. Reason for moving \_\_\_\_\_  
 Have you ever been evicted?     Yes     No. If so, from where and when? \_\_\_\_\_  
 Are you now in a Government subsidized rental unit? \_\_\_\_\_

3. Rental Residence(s) for the last three years.

RENTAL ADDRESS	LANDLORD NAME	PHONE	DATES (From/To)

4. Starting with head of household, list legal names of all members who will live in this apartment.

Legal Name (Full)	Relationship	Date of Birth	Age	Occupation	Social Security Number	Drivers License Number
	Head					

5. **Current Source of All Income For All Household Members:** (List all income sources. This includes, but is not limited to, full and/or part time employment, all income from welfare agencies, Social Security, Pension, SSI, Disability Compensation, Armed Forces Reserves, Unemployment Compensation, Unemployment Compensation, Babysitting, Care-Taking of Elderly/Disabled, and Annuities),

Name of Employer or Name of Agency Providing Income	Employer Address and Phone No.	Gross Income Salary/Hourly	Hourly Rate/ Hours per Week	Frequency of Payday

Does any member of your household work for someone who pays them in cash?  Yes  No. Have you, or a member of your household, ever been awarded child support or alimony?  Yes  No. If so, monthly amount \_\_\_\_\_ Are you, or a member of your household, currently receiving child support or alimony payments?  Yes  No. If so, monthly amount \_\_\_\_\_

Is there a member of your household 18 or older that is a student?  Yes  No  
If yes, complete attached questionnaire.

6. **Employment/Source of Income Last Three (3) Years**

Name of Firm	Address	Dates (From/To)

7. **Automobile(s)**

Make	Model	Year	License Plate Number	Driver's License Number

Other Vehicles \_\_\_\_\_

8. **Personal References**

Name	Address	Telephone Number	How long have you known this person?

website:  
[www.thefirstvillagegreen.com](http://www.thefirstvillagegreen.com)

email: [firstvlg@att.net](mailto:firstvlg@att.net)

9. BACKGROUND INFORMATION:

Federal law requires us to get drug and criminal background and sex offender registration information about all adult household members applying for assisted housing. To enable us to do this, all household members age 18 or older must answer the questions below, then sign below to consent to a background check. The questions ask about drug-related and other criminal activity that could adversely affect the health, safety, or welfare of other residents.

We will deny the application of any applicant who does not provide complete and accurate information on this form or does not consent to a background check.

- 1. Have you been evicted from a federally assisted site for drug-related criminal activity within the past seven (7) years?  
\_\_\_yes \_\_\_no
- 2. Do you currently use illegal drugs or abuse alcohol? \_\_\_yes \_\_\_no
- 3. Are you currently subject to a lifetime registration requirement under a state sex offender registration program?  
\_\_\_yes \_\_\_no
- 4. Have you been convicted of any drug-related crime within the past seven (7) years? \_\_\_yes \_\_\_no
- 5. Have you been convicted of any felony within the past seven (7) years? \_\_\_yes \_\_\_no
- 6. Have you been convicted of any crime involving fraud or dishonesty within the past seven (7) years? \_\_\_yes \_\_\_no
- 7. Have you been convicted of any crime involving violence within the past seven (7) years? \_\_\_yes \_\_\_no
- 8. Are you currently charged with any of the above criminal activities? \_\_\_yes \_\_\_no
- 9. Please list all states in which you have lived or had held licenses to drive.

10. Have you ever used or been known by any other name? \_\_\_yes \_\_\_no

If yes, please list names used

- 23. Have you or any other adult members ever used any name(s) or Social Security number(s) other than the one you are currently using?  Yes  No. If yes, explain below.
- 24. Have you or anyone in your household ever been arrested of any crime other than traffic violations?  Yes  No. If yes, explain below.
- 25. Have you ever committed any fraud in a Federally assistance housing program or been requested to repay money for knowingly misrepresenting information for such housing programs?  Yes  No. If yes, explain below.

- Note:**
- (1) After formal processing of this application has begun, the information reported and verified will be updated every 6 months prior to move in.
  - (2) A credit report will be obtained prior to initial occupancy.
  - (3) A credit and criminal background check will be completed prior to approval initial occupancy.
  - (4) Copies of birth certificates or other proof of age will be required on all household members prior to initial occupancy.

I understand that the above information is required to determine my eligibility for residency. I certify that my answers to the above questions are true and complete to the best of my knowledge. I understand that making false statement on this form is grounds for rejection or termination of my lease. I authorize the property to verify the above information, and I consent to the release of the necessary information to determine my eligibility.

I hereby authorize law enforcement agencies to release criminal records and/or sex offender registration information to the property, to a public housing authority, or to an agency contracted by the property, to conduct criminal background checks.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (please print) \_\_\_\_\_

<b>APARTMENT COMPLEX:</b>
<b>RENTAL OFFICE PHONE NUMBER:</b>

website: [www.thefirstvillagegreen.com](http://www.thefirstvillagegreen.com)  
email: [firstvg@att.net](mailto:firstvg@att.net)

## WAITING LIST POLICY

I understand that I am on the active waiting list for a  bedroom apartment in the above named apartment complex. In order to stay on the active waiting list, I must complete the "*Periodic Update Letter*" that will be mailed to me each April and October.

I also understand that each time I receive the *Update Letter*, I must fill out the bottom portion and return the **ENTIRE** letter to the complex office within thirty (30) days. If I fail to return the *Update Letter* within the required time frame, I will be removed from the waiting list.

I understand that any time my address changes I must either come to the complex office and fill out a *Change of Information Form* or send written notification through the mail. Changes cannot be taken over the telephone. A day time telephone number must also be provided in order for me to be contacted whenever an apartment is available.

I/We the applicant(s) agree to give the management/owner the authority to investigate my/our credit rating and criminal background check, my/our current and past rental record, and all other information necessary to determine eligibility. I/We understand that any misrepresentation of information on this form will disqualify me from consideration for leasing and may be grounds for eviction.

I hereby affirm that the foregoing information is true and correct to the best of my knowledge.

I/We operate in accordance with the Fair Housing law. I/We do not discriminate against any person in the terms, conditions or privileges of sale or rental of a dwelling or in the provisions of service of facilities in connection therewith because of race, sex, handicap, familial status, age, or national origins.

**WARNING:** Section 1001, 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 matters within its jurisdiction.

\_\_\_\_\_  
Head of Household \_\_\_\_\_ Date

\_\_\_\_\_  
Co-Head of Household \_\_\_\_\_ Date

PLEASE MAKE SURE YOUR APPLICATION IS COMPLETE. ONLY COMPLETED APPLICATIONS WILL BE SUBMITTED FOR APPROVAL.

# WELCOME TO THE FIRST VILLAGE GREEN, INC.

We are pleased that you have taken an interest in our community. We are often confused with a “rental multifamily complex”, therefore we have provided this basic view of: *“what is cooperative housing and advantages of cooperative housing”*. We hope this information will be helpful in your decision to become a member of our housing cooperative.

*“WHAT IS A HOUSING COOPERATIVE?”* - A surprisingly large number of people who join housing cooperatives are only vaguely aware that joining a co-op is much different from renting an apartment, for co-ops do resemble multifamily rental complexes.

*Co-ops are owned collectively by their members. Members are not tenants; they are joint owners of their own housing developments. They are their own landlords.*

Housing cooperatives are established as non-profit corporations whose specific purpose is to provide housing for their members, who are stockholders in the co-op. Buying a share, entitles the purchaser to hold a proprietary lease/occupancy agreement. This agreement gives the purchaser the exclusive right to occupy a dwelling unit in the development and to participate as a member in the operation of the co-op. Monthly payments are called carrying charges, they are not “rent”. Residents are called members, not tenants. Co-op housing is a unique form of joint ownership of multifamily housing developments by the people who live in them. Members do receive tax benefits because their portion of interest and real estate taxes are deductible.

## ***ADVANTAGES OF CO-OP LIVING***

Housing cooperatives provide their members with many of the advantages of home ownership. Like home owners, co-op members have the peace of mind of long term tenure, as long as they pay their carrying charges on time and abide by terms of the agreements. Co-op members, because they are owners, typically feel pride in their homes, more responsibility and a great sense of community.

Co-op housing offers its members the opportunity to help determine the kind of community they will live in, the quality of services it will provide, and the way it will develop.

## ABOUT THE FIRST VILLAGE GREEN, INC.

To become a Member of The First Village Green, Inc., you must purchase the share from the out going member. The shares are also known as down payment or equity. The out going member determines the price they wish to sell their share for. This amount is set solely by the seller and some have sold for as much as \$18,000.00 and up.

Once the share is purchased and you have become a member of The First Village Green, Inc. you will pay a monthly payment, known as carrying charges. These charges are based on the size of unit which you will be occupying and are listed below.

The First Village Green, Inc. strives to maintain 100% occupancy and the shares are normally sold as soon as a move out notice is received. Prior to moving in, you must complete an application and be placed on a waiting list (5 years and up approximate waiting list). Once a move out notice is received, Management or in some cases the Member, will contact the waiting list to set appointments to view the unit which will be available.

The share price is due at the time you accept a unit. This indicates that the share has been "sold" and no further attempts are made to sell it. A scheduled day will be set for you and your family to come to the office and sign your "move in" paperwork. This process usually takes twenty to thirty minutes.

In addition to the Share price, there is also a security deposit and a membership fee that is due prior to your occupancy.

<b>SQUARE FOOTAGE OF UNITS AND CARRYING CHARGES</b>		
1 Bedroom unit (flat/one level) - 1bath	780 square feet	\$559.00 per month
2 Bedroom unit (flat/one level) - 1 ½ bath	936 square feet	\$632.00 per month
2 Bedroom unit (studio/two level) - 1 ½	1063 square feet	\$632.00 per month
3 Bedroom unit (studio/two level) - 1 ½	1193 square feet	\$708.00 per month

**\*ALL BILLS ARE INCLUDED IN MONTHLY PAYMENT\***

<b>SECURITY DEPOSITS</b>	
All 1 and 2 Bedroom units	\$175.00
3 Bedroom unit:	\$200.00

**MEMBERSHIP FEE FOR ALL SIZES: \$50.00**