



READY TO RENT REGISTRATION



Date _____ Which class are you registering for? _____

Name _____ Co-Applicant Name _____

Physical Address (not PO Box) _____
Address City State Zip

Mailing Address (if different or PO Box) _____

Phone _____
Cell Home Work

E-Mail _____

Date of Birth _____

Gender Male Female Veteran? Yes No

Ethnicity Hispanic NOT Hispanic US Citizen? Yes No

Race Asian Foreign born? Yes No

White Disabled? Yes No

Black/African American Pregnant? Yes No

American Indian / Alaskan Native

Native Hawaiian / Other Pacific Islander

Other: _____

Number in Household _____ ► Children's Ages _____

County of Residence _____ ► How did you hear about us? _____
(e.g., lender, friend, family, website, other agency, etc.)

Primary language spoken in home? _____ (including American Sign Language)

Are you fleeing domestic violence? Yes No
If yes, when did you last experience occur? _____

Marital Status Please select the option that best describes your marital status:
 Single Domestic partner Married Separated Divorced Widowed

Family Type Please select the option that best describes your family:
 Single person Single parent – female Single parent – male
 Two parent household Two or more adults (no children) Grandparent(s) raising child(ren)
 Mixed adults with children Extended family Other

Employment Please select the highest level of employment of any member in your household:
Are you employed? Yes No Retired Unable to work (disabled receiving SSI/SSD)
If **NO**, do you have a positive work history and/or skills? Yes No
Why not employed? _____
If **Yes**, are you employed Full-time (32+ hrs/wk) Part-time
If **Yes**, is your hourly wage Minimum Wage (\$7.80 - \$11.04) Living Wage (\$11.05+)
If **Yes**, does your employer provide benefits? Yes No

Housing Status Please select the option that best describes your household's current living situation:
 Homeless (car/tent/streets) Substandard or unsafe housing Living w/relatives or friends (temporary)
 Emergency/temporary shelter/motel Unaffordable house/apt Transitional housing program
 Safe and secure housing – Subsidized Safe and secure housing – Non-Subsidized
 Own house/apt/condo/trailer ▶ **Are you a first time homebuyer?** Yes No

Education Level Please select the highest level of education of any member in your household:
 None 1st-8th 9th-12th non-graduate GED HS diploma
 Vocational/cert training/some college Associates or Bachelor's degree Masters or Doctorate degree
*If you do not have a GED or HS diploma, which of the following would best describe your current level of education: **Reading, writing, and basic math skills are:** present absent*

Transportation Please select the option that best describes your household's access to transportation:
Is there a valid Driver's License holder? Yes No
 No vehicle or access to public transportation Have vehicle, but no insurance and needs repairs
 Live within 12 blocks from bus stop/or use Galavan Have vehicle, with insurance, but needs repairs
 Have vehicle, with insurance and needs no repairs

Childcare Please select the option that best describes your household's childcare situation: **Child/Children...**
 enrolled in *unlicensed* childcare not enrolled in any childcare
 on waiting list for childcare provided childcare by family/friend
 enrolled in licensed *subsidized* childcare – *limited choice*
 enrolled in licensed *subsidized* childcare – *of own choice*
 enrolled in licensed *non-subsidized* childcare – *of own choice*
 not applicable (all children are over age 12 or there are no children in the household)

Estimated Gross Household Income: \$ _____ / week month year (check one)

Do you receive non-cash benefits? Yes No **If so which?** _____

Monthly Rent or Mortgage: \$ _____ ▶ **Are you using a Section 8 Voucher to Pay Rent?** Yes No

Do you file Head of Household on your taxes? Yes No

Do you have Health Insurance? Yes No
If yes Private Medicaid Medicare Other

I authorize HRDC IX, Inc. to enter the information contained on this application in electronic database(s) for purposes of determining program eligibility, tracking services provided to my household, and reporting to federal, state, or other funding sources.

Signature _____ Date _____

Co-Applicant Signature _____ Date _____

Please select all Rental Barriers that apply: I owe money to a landlord that is past due
 I have an eviction on my record A landlord I have rented from in the past is giving me a bad reference
 I have a criminal history that is making it hard for me to get housing I have been denied housing because of my credit I have never been a renter I do not have money for move-in costs or rent
 Current or past alcohol/drug problems have made it difficult for me to find or keep housing
 I am currently (or have been in the past) on probation or parole



PARTICIPANT PRE SURVEY

Tell Us About You...

A. Name two things you would like to learn in your Ready to Rent training.

1. _____

2. _____

B. Where would you like to live in one year? _____

C. Do you have a written budget for this month? **Circle one:** YES NO

D. Have you read your own credit report in the past 12 months? **Circle one:** YES NO

Now, Answer These Questions As Best You Can....

E. How long does an eviction stay on your public record? **Circle one choice**

1. one (1) year 2. five (5) years 3. ten (10) years 4. Forever

F. How long does a bankruptcy stay on your credit report? **Circle one choice**

1. one (1) year 2. five (5) years 3. ten (10) years 4. forever

F. Can a landlord refuse to rent to you because you do not have enough income to pay the rent?

Circle one choice: YES NO

G. Can a landlord refuse to rent to you because you use a Section 8 voucher to pay your rent?

Circle one choice: YES NO

H. Can a landlord refuse to rent to you because you use Social Security or TANF (welfare) benefits to pay your rent?

Circle one choice: YES NO

I. For your landlord to enter your rental, legally s/he has to give you:

Circle one choice:

- i. thirty (30) days notice
- ii. seven (7) days notice
- iii. twenty-four (24) to forty-eight (48) hours notice
- iv. seventy-two (72) hours notice
- v. One hundred dollars (\$100)

J. What is the difference between a personal reference and a professional reference?

K. What are the **three most important things** a landlord expects from renters?

1. _____
2. _____
3. _____

Please circle the number you most closely agree with for each statement

(0) Not at all (1) A little (2) Somewhat (3) Generally (4) Very Much

I feel confident in my ability to:

- | | | | | | |
|---|---|---|---|---|---|
| • Accept responsibility for past rental issues | 0 | 1 | 2 | 3 | 4 |
| • Identify my barriers to housing | 0 | 1 | 2 | 3 | 4 |
| • Create a plan to overcome housing barriers | 0 | 1 | 2 | 3 | 4 |
| • Repair my credit | 0 | 1 | 2 | 3 | 4 |
| • Create a workable budget | 0 | 1 | 2 | 3 | 4 |
| • Prioritize housing needs | 0 | 1 | 2 | 3 | 4 |
| • Develop a housing search plan | 0 | 1 | 2 | 3 | 4 |
| • Understand the application and rental process | 0 | 1 | 2 | 3 | 4 |
| • Maintain appropriate housekeeping | 0 | 1 | 2 | 3 | 4 |
| • Communicate effectively with landlords | 0 | 1 | 2 | 3 | 4 |
| • Save for deposits, utilities and moving costs | 0 | 1 | 2 | 3 | 4 |

Name _____
(please print)

Date _____



Program Disclosure Form

NOTE: If you have an impairment, disability, language barrier, or otherwise require an alternative means of completing this form or accessing information about housing counseling, please talk to your housing counselor about arranging alternative accommodations.

About Us and Program Purpose: The Human Resource Development Counsel is a nonprofit, HUD-approved comprehensive housing counseling agency. We provide free education workshops and a full spectrum of housing counseling including pre-purchase, financial counseling, foreclosure prevention, non-delinquency post-purchase, rental and homeless counseling. We serve all clients regardless of income, race, color, religion/creed, sex, national origin, age, family status, disability, or sexual orientation/gender identity. We administer our programs in conformity with local, state, and federal anti-discrimination laws, including the federal Fair Housing Act (42 USC 3600, et seq.). **As a housing education program participant, please affirm your roles and responsibilities along with the following disclosures and initial, sign, and date the form on the following page.**

Client and Counselor Roles and Responsibilities:

Counselor's Roles and Responsibilities	Client's Roles and Responsibilities
<ul style="list-style-type: none"> • Providing you with information and resources to inform your search for housing. • Your counselor is not responsible for achieving your housing goals, but will provide guidance and education in support of your goals. • Neither your counselor nor HRDC9 employees, agents, or directors may provide legal advice. 	<ul style="list-style-type: none"> • Actively participating in all relevant class sessions, and providing requested paperwork. • Participating in one-on-one counseling (i.e. pre-purchase counseling and/or rental counseling) as relevant and recommended. • Retaining an attorney if seeking legal advice and/or representation.
<p>Termination of Services: Failure to work cooperatively with your housing counselor and/or HRDC9 will result in the discontinuation of counseling services. This includes, but is not limited to, missing an appointment without advance notice. [____/____] (client initial) [____] (counselor initial)</p>	

Agency Conduct: No HRDC9 employee, officer, director, contractor, volunteer, or agent shall undertake any action that might result in, or create the appearance of, administering counseling operations for personal or private gain, provide preferential treatment for any person or organization, or engage in conduct that will compromise our agency's compliance with federal regulations and our commitment to serving the best interests of our clients.

Agency Relationships: HRDC9 has financial affiliation with HUD, the Montana Board of Housing, NeighborWorks Montana, NeighborWorks America, USDA Rural Development, Gallatin, Park and Meagher Counties, and local and national banks. As a housing program participant, you are not obligated to use the products and services of HRDC9 or our industry partners.

Alternative Services, Programs, and Products & Client Freedom of Choice: HRDC9 has a first-time homebuyer program developed in partnership with local lenders, Realtors, title and homeowner insurance agents. However, you are not obligated to participate in this or other HRDC9 programs and services while you are receiving housing education from our agency. You may consider seeking alternative products and services from entities including the Federal Housing Authority (FHA) for first-time homebuyer loan programs, and NeighborWorks Montana and the Montana Board of Housing for other first-time homebuyer programs. You are entitled to choose whatever real estate professionals, lenders, and lending products best meet your needs.

Referrals and Community Resources: You will be provided a community resource list which outlines the county and regional services available to meet a variety of needs, including utilities assistance, emergency shelter, transitional housing, food banks, and legal aid assistance. This list also identifies alternative agencies that provide services, programs, or products similar to those offered by HRDC9 and its exclusive partners and affiliates.

Errors and Omissions and Disclaimer of Liability: I/we agree HRDC9 its employees, agents, and directors are not liable for any claims and causes of action arising from errors or omissions by such parties, or related to my participation in HRDC9 counseling and/or education; and I hereby release and waive all claims of action against HRDC9 and its affiliates. I have read this document, understand that I have given up substantial rights by signing it, and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law. If any provision of this document is unenforceable, it shall be modified to the extent necessary to make the provision valid and binding, and the remainder of this document shall remain enforceable to the full extent allowed by law.

Quality Assurance: In order to assess client satisfaction and in compliance with grant funding requirements, HRDC9, or one of its partners, may contact you during or after the completion of your housing counseling and/or educational service. You may be requested to complete a survey asking you to evaluate your client experience. Your survey data may be confidentially shared with HRDC9 grantors such as HUD or NeighborWorks Montana.

I/we acknowledge that I/we received, reviewed, and agree to HRDC9's Program Disclosures.

_____/_____
Name 1 Signature Date

_____/_____
Counselor Signature Date

_____/_____
Name 2 Signature Date

_____/_____
Please initial acknowledging that you have received a copy of HRDC9's Referrals and Community Resources List.

_____/_____
Please initial acknowledging that you have reviewed a copy of HRDC9's Privacy Policy.

For Pre-Purchase Counseling only :

_____/_____
Please initial acknowledging that you have received a copy of "For Your Protection: Get a Home Inspection" (HUD-92564-CN) & "Ten Important Questions to Ask Your Home Inspector."

HRDC PRIVACY POLICY

This privacy policy sets out how the HRDC uses and protects any information that you provide to us. The HRDC is committed to ensuring that your privacy is protected. The information you provide will only be used in accordance with this privacy statement.

What we collect

- We may collect the following information:
- Name and Contact information including email address
- HRDC Applications and forms you complete
- Demographic information such as birth date, gender, race, etc.
- Other information relevant to reporting requirements
- Reports from consumer reporting agencies, personnel and employment agencies

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- External reporting requirements
- To share with third party partners for eligibility determination

Who we disclose your information to

It might be necessary to disclose your personal information in order to provide the service you have requested. It could be disclosed to unaffiliated third parties such as:

Financial service providers

- Other nonprofit organizations only for review, auditing, and oversight purposes
- Additional third parties as permitted by law

Security We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Controlling your personal information We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the address listed below. We will promptly correct any information we find to be incorrect.

HRDC
32 South Tracy Avenue
Bozeman MT 59715
hello@thehrdc.org

I have read and understand the terms as listed above

Print Name

Print Name

Signature

Date

Signature

Date