



APPLICATION PROCEDURES

Effective September 18, 2016

NON-DISCRIMINATION POLICY

New Heart Church of Spencer, Indiana Inc. ("New Heart") adheres to the Fair Housing Act and will not discriminate against any person on the basis of race, color, religion, gender, disability, familial status or national origin.

PROCEDURES

- All applications must be filled out completely.
- Only one application per Applicant will be accepted every 90 days.
- New Heart charges a \$25 non-refundable fee for each Applicant.
 - Paper applications require check or money order for payment.
 - No cash will be accepted.
- All U.S. citizens must submit a driver's license or state-issued ID and social security number.
- All non-U.S. citizens must submit a photo ID (state-issued ID, driver's license or passport) and a completed form I-20.
- New Heart will check credit, employment history, prior landlord information, and criminal background within 5 business days following receipt of the application and fee.
- All units will continue to be marketed as available until a lease is signed and security deposit is paid in full. Receipt of applications and security deposit will determine the position on the wait list for a unit. Applicant(s) may be given a deadline to sign a lease and pay the security deposit if other Applicant(s) are ready to sign.
- Security deposit is due in full at the time of the lease signing.
- If each Applicant is not present at the lease signing, then the Applicant(s) present at the signing carry responsibility of the entire lease agreement until all roommates are signed onto the lease.

BACKGROUND / CREDIT CHECK POLICIES

The Applicant must qualify for tenancy based upon New Heart's current background and credit check policies included with this packet.