



**DISABILITY STATUS:**

- 1. Would you or anyone in your household benefit from the features of a handicap-accessible unit? Yes  No
- 2. Would you like to be placed on a priority waiting list for a handicap-accessible unit? Yes  No
- 3. Do you require any accommodation for any disability? Yes  No
- 4. If you are disabled do you require any modifications to the unit for any disability? Yes  No   
If so, please list the specific modification needed: \_\_\_\_\_
- 5. Do you have any handicap assistance expenses you incur due to disability? Yes  No

**STUDENT STATUS:**

- Are you or anyone in your household currently a student or planning to be one within the next 12 months? Yes  No   
If yes, please explain: \_\_\_\_\_
- Full-Time  Part-Time  # of Credit Hours Taken \_\_\_\_\_
- Name of Institution: \_\_\_\_\_
- If you answered yes, are you:
  - Receiving assistance under the Title IV of the Social Security Act (AFCD/TANF)? Yes  No
  - Receiving assistance through the Job Training Participation Act (JTPA) or other similar program? Yes  No
  - Married and filing a joint tax return? Yes  No
  - Single parent with a dependent child and neither you nor your child are dependent of another? Yes  No

**GENERAL INFORMATION:**

- Have you, your spouse, or any other proposed occupant ever:
  - 1. Filed for Bankruptcy? Year: \_\_\_\_\_ Yes  No
  - 2. Been evicted from any residence? Yes  No
  - 3. Willfully or intentionally refused to pay rent? Yes  No
  - 4. Do you owe a current balance? Yes  No   
If yes, Amount: \$ \_\_\_\_\_ To whom (contact info): \_\_\_\_\_  
What steps have you taken to rectify? \_\_\_\_\_
  - 5. Is any member of the household a US military veteran? Yes  No
  - 6. Are you seeking housing as a result of a Presidentially declared disaster? Yes  No
  - 7. Been charged & convicted with any misdemeanor or felony? Yes  No   
If yes, please explain: \_\_\_\_\_
  - 8. Been charged & convicted for possession, sale or delivery of any illegal or controlled substance? Yes  No   
If yes, please explain: \_\_\_\_\_
  - 9. Been required to register as a sex offender? Yes  No
  - 10. Are any household members subject to any state's lifetime sex offender registration program? If so, who and what state? \_\_\_\_\_ Yes  No
  - 11. Are you currently living in subsidized housing? Yes  No
  - 12. Have you or any other proposed occupant ever, while living in a subsidized community, had tenancy or assistance terminated for fraud, nonpayment of rent or failure to cooperate with the recertification procedures? Yes  No
  - 13. Do you pay any childcare expenses in order to be gainfully employed or to further your education? Please provide contact information of childcare provider: Yes  No   
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
  - 14. Do you have any pets? Yes  No   
If yes, please describe (include breed and weight): \_\_\_\_\_

**VEHICLES:**

List any cars, trucks, or other vehicles owned.

Type of Vehicle \_\_\_\_\_ Yr./Make: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Loan Payable To: \_\_\_\_\_

**REFERENCES:**

Personal Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

**INCOME:**

RURAL DEVELOPMENT-USDA, HUD and Section 42 of the Internal Revenue Code regulations require that all applicants/residents reveal all sources of income and assets. Applicants/residents for housing in this RURAL DEVELOPMENT-USDA / HUD / Section 42 property must complete this disclosure form by filling in the requested information and certifying this form. This form must be completed in its entirety. **Please provide the mailing address and phone number for each of these sources in the area provided.** Should you need assistance completing this form, feel free to ask your Resident Manager for assistance, he/she would be more than happy to help.

To determine your eligibility to occupy a unit in this project, we need the total amounts of all income sources earned by your household. You must list any income in which you and your household members receive. **(You must place a "0" in each column describing each source from which no income is received)**

INCOME SOURCES	HOUSEHOLD MEMBER WHO RECEIVES THE INCOME	MONTHLY GROSS AMT. RECEIVED (A "0" must be marked in each column in which you do not receive income from that source.)	ACCOUNT #	ORGANIZATION NAME, PHONE NUMBER & ADDRESS TO SEND VERIFICATION FORM (Please Provide)
Salary / Wages / Employment Tips / Bonuses				
Self Employment / Unearned Income Workers Compensation				
Social Security Benefits				
SSI				
Disability Pension / Death Benefits				
Pension / Retirement Funds				
Pension / Retirement Funds				
Welfare-do not include food stamps				
AFDC / TANF				
Annuity Payments				
Child Support / Unearned income from a family member under 17 years of age				
Military Payments / GI Bill / VA				
Unemployment				
Net Farm/Business Income				
Payment Rec'd on Real Est. / Rental Income or Income from a Contract sale of Real Estate				
Interest on Check/Savings Acct.				
Interest on Bonds/CD's				
Investment Dividends				
Stock Dividends / Annuities / Trusts				
Recurring gifts/monetary or not				
Other				

**OTHER INCOME RELATED ISSUES:**

Did you or any other members of the household file a federal tax return last year? Yes  No   
If not, why? \_\_\_\_\_

Do you anticipate any changes in income during the next 12 months? Yes  No   
Explanation: \_\_\_\_\_

Are any members of the household under 18 years old receiving income not listed above? Yes  No   
Explanation: \_\_\_\_\_

**MONETARY/NONMONETARY HOUSEHOLD CONTRIBUTIONS:** (These include money for or expenses paid on your behalf such as rent, utilities, telephone, groceries, clothing, household supplies, insurance, car expenses and gas)

Does anyone outside of your household pay for any of your bills or give you money? Yes  No   
If yes, please explain: \_\_\_\_\_

**CHILD SUPPORT:** (We must count court-ordered support whether or not it is received, unless legal action has been taken to remedy. We must also count support that is not court-ordered, rather received directly from payor)

Are you or any member of your household *entitled* to receive child support payments? Yes  No   
If yes, are you *currently* receiving any child support payments? Yes  No   
If yes, are your child support payments court ordered? Yes  No   
Is there a divorce or separation agreement that state you are entitled to periodic support? Yes  No   
If money is not actually received, are you taking legal action to remedy? Yes  No   
Explanation: \_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION AND/OR DEDUCTIONS:**

Do you have disability expenses or attendant care expenses that are not paid by an outside source? Yes  No   
If yes, is this service necessary to enable a family members (including a member with a disability) to be employed?  
Please explain: \_\_\_\_\_

Are any foster children, foster adults or live-in attendants living with or going to be living with you? Yes  No   
Who? \_\_\_\_\_

Are any members of your household temporarily absent? Yes  No   
If so, list who and why: \_\_\_\_\_

Are there any expected changes in the household membership in the next 12 months? Yes  No   
(For instance: baby due, adopting a child, obtaining custody of a child, receiving a foster child or adult member of the household moving out)  
Explain: \_\_\_\_\_

How did you hear about our apartments? \_\_\_\_\_ Referred by: \_\_\_\_\_

**EMERGENCY CONTACT (Please provide information for two people not planning to occupy the Premises whom we may contact in the event of an emergency, or to locate you:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ASSETS:**

(You must place a "0" in each column describing each source from which no income is received)

Type of Assets	Value	Account #	Organization Name, Phone & Address
Checking Accounts			
Checking Accounts			
Savings Accounts			
Savings Accounts			
Cash on Hand/At Home- must list amount of cash			
Balance on Direct Express Card			
Trust Accounts/Revocable or Irrevocable			
CD's			
C D's			
CD's			
C D's			
C D's			
Annuities			
Annuities			
Annuities			
Annuities			
IRA's/Pensions/401K/Mutual funds			
Stocks			
Stocks			
Money Market			
Whole Life			
Whole Life			
Whole Life			
Money in a safety deposit box			
Savings bonds			
Personal property held as an investment			
Other (Describe)			
Other (Describe)			

**OTHER ASSET INFORMATION:**

**REAL ESTATE:**

Do you own any property? Yes  No

If yes, type of property: \_\_\_\_\_ Location \_\_\_\_\_

Appraised Market Value: \$ \_\_\_\_\_

Do you have any land contracts? Yes  No

If yes, type of property: \_\_\_\_\_ Location: \_\_\_\_\_

Terms of Contract: \_\_\_\_\_

Do you receive any rent from your property? Yes  No

If yes, type of property: \_\_\_\_\_ Location \_\_\_\_\_

Amount received per month: \$ \_\_\_\_\_

**ASSETS DISPOSED OF:** Applicants/residents must also disclose any assets disposed of for less than fair market value in the two years preceding the effective date of the certification/recertification. This includes but is not limited to assets or money given away or sold for less than their true value if offered for sale to the public.

Did you have any assets (excluding personal assets) in the last two years not listed above? Yes  No

If yes, did you dispose of any assets for less than fair market value? Yes  No

**Please list assets disposed of:**

ASSET	MARKET VALUE	AMOUNT RECEIVED	DATE DISPOSED OF

**DEMOGRAPHICS:**

Please review the statement below and provide the requested information, if you are willing:

**STATUS:**

“The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.”

**ETHNICITY:**

Please check one of the following: Hispanic or Latino   
Not Hispanic or Latino

**RACE:**

Please check one of the following: American Indian/Alaska Native   
Asian   
Black or African American   
Native Hawaiian or Other Pacific Islander   
White

**GENDER:**

Please check one of the following Male  Female  Prefer Not Respond

\*\*Please list ALL states in which ALL household members have lived. Failure to provide accurate information to management is grounds to deny the application. Please write N/A on any line that is left blank.

State: \_\_\_\_\_ Name: \_\_\_\_\_ State: \_\_\_\_\_ Name: \_\_\_\_\_

State: \_\_\_\_\_ Name: \_\_\_\_\_ State: \_\_\_\_\_ Name: \_\_\_\_\_

State: \_\_\_\_\_ Name: \_\_\_\_\_ State: \_\_\_\_\_ Name: \_\_\_\_\_

# CERTIFICATION & CONSENT FOR RELEASE OF INFORMATION

NOTE: In considering this application from you, Landlord will rely heavily on the information which you have supplied. It is most important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information and you authorize Management to verify any references that you have listed. Your signature on this form also authorizes Landlord to obtain any information that is pertinent to eligibility, according to federal law, for residency at the housing complex in which you reside/have applied. Any individual or organization may be asked to release information.

Inquiries including, but not limited to, the following information may be made:

Employment Income	Social Security Income
Self-Employment Income	Disability Income
Pension Income	Other Sources of Income
Assets of Any Kind	Medical/Pharmaceutical Expenses
Family Composition	Childcare Expenses
Federal, State, Tribal, and Local Benefits	Handicap Apparatus Expenses
Student Status	Other Qualifying Expenses
Credit References	Landlord References
Prescriptions	Personal References
	Criminal History

Photocopies of this authorization may be used for the purpose indicated above. The original is retained by the requesting organization.

## Please Complete This Section:

I understand that failure to consent to the release of this information will render me ineligible for housing complex at which I have applied. I give my permission for Landlord, as mentioned above, to obtain any information that is pertinent to my eligibility, and to any reference or entity I have identified to release such information to Landlord. I also hereby certify that all of the information disclosed on this form is accurate and true. By signing this document, I do hereby certify that the information listed on this form and the questions answered are true and complete to the Best of my knowledge. I further certify that I have revealed all assets currently held or previously disposed of and that I have no other assets than those listed on this form (other than personal property). I realize that false statements are fraudulent and are a criminal offense which is punishable by fine or imprisonment or both. Rural Development has also established a process to match resident wage and benefit date with federal and state records to assure that applicants/residents are fully disclosing income. I hereby consent to release wage matching data to Rural Development and Landlord. I hereby certify that if I am applying for a federally subsidized apartment, it will serve as my permanent residence, and that I will not maintain a separate subsidized rental unit in a different location.

## Applicant Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security # \_\_\_\_\_ Birthdate: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State Issued: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Co-Applicant Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security # \_\_\_\_\_ Birthdate: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State Issued: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_