

**Habitat America, LLC, Management Company**  
**RESIDENT SELECTION CRITERIA**  
For Tax Credit Properties/Bond Properties/HIF Properties

**Property Name: Winslow House**  
**666 Houston Avenue, Takoma Park, MD 20912**

**Effective Date: May 24, 2023**  
**Phone: 301-585-3750 TTY: 711**

Thank you for applying to live at our community. This document is provided to explain the process we use to select our residents. Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors at our properties fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity, marital status or source of income. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 (“Fair Housing Act”) and, to the extent applicable, the Americans with Disabilities Act. Furthermore, this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.

**PROJECT ELIGIBILITY**

This community may be designated for a special population. Applicants must be adults and must meet the restrictions as indicated below in order to proceed with the application process.

No special population restrictions apply to this community.

Valid identification with a picture will be required (photocopy may be kept on file). Applicants must disclose social security numbers (SSN) for all family members. A valid SSN card issued by the Social Security Administration is the necessary documentation required. If a SSN card is not available, the community will accept a letter from the Social Security Administration stating that a new card has been applied for. Where applicable an assigned Federal Identification Number may be used. United States Code Title 8, subsection 1324 (a) (1) (A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. All applicants will be required to provide proof of citizenship or legal immigration status.

**STUDENTS**

This community follows the student regulations written in Section 42 of the Internal Revenue Code. The regulation states that a household comprised of all full-time students will not be eligible for this program. There are five exceptions to this rule. For more information contact the Community Manager.

**OCCUPANCY STANDARDS**

Habitat America, LLC has established occupancy standards to permit the resident to select the apartment size they deem appropriate to their needs while preventing overcrowding and underutilization of the apartment. The occupancy standard is based on 2 persons per bedroom plus one: \* Children under the age of 2 are not counted when considering number of household members. No adult members can be added to the household in the first 12 months of occupancy.

| Number of Bedrooms | Minimum & Maximum # of Occupants Allowed |
|--------------------|--|
| Efficiency         | 1 - 2                                    |
| 1                  | 1 - 3                                    |
| 2                  | 1 - 5                                    |
| 3                  | 2 - 7                                    |

## INCOME REQUIREMENTS

The household's total gross annual income shall not exceed the property's applicable area median income as posted by HUD each year. All forms of household income must be disclosed. In addition, minimum income limits apply. Proof of all income and assets is required.

## TAKING APPLICATIONS

The Application: Each adult (18 years of age or older or emancipated) must complete and sign the Rental Application. **There is a non-refundable application fee of \$25 per adult due at the time the application is submitted.** An application cannot be processed unless it is fully complete, and the application fee has been paid. Application fees must be remitted in the form of a cashier's check or money order. NO CASH or PERSONAL CHECKS. Applicants must list all members who will reside in the apartment unit and designate the number of bedrooms being requested. Apartments specially designed for the disabled will be marketed only to persons with disabilities. If an apartment is not available when the application is submitted, the applicant will be put on a waiting list. The application will be fully screened and verified when an apartment becomes available for occupancy. Once the application is approved and the available unit accepted, the applicant will be required to sign a lease agreement in which applicant agrees to abide by all property rules and regulations. If assistance is needed in completing the application or lease documents, contact the Community Manager. If any information provided by the applicant proves to be untrue during the verification process, these applications will be denied on the basis of attempted fraud.

**Reservation Deposit:** Applicants will be required to pay a reservation deposit of \$100 to hold an available apartment. Reservation deposits must be remitted in the form of a cashier's check or money order. Reservation deposits are applied towards Security Deposit upon move-in. Reservation deposits are not refundable in the event of cancellation by the applicant.

**Screening:** A report will be obtained through a commercial credit reporting agency which will determine the application accepted or denied.

### Credit/Rental History:

- Applicants with negative credit may be denied.
- Rental history will be verified and must indicate the ability to abide by the terms of the lease contract, care for the property without damage and pay rent on time. Applicants owing balances at other Habitat America properties will be denied.
- Applicant must be able to establish the necessary utilities with the appropriate utility provider and must not have unpaid gas and/or electric bills.
- Discharged bankruptcies will be considered for a period of one year from date of discharge.
- Medical bills and student loans are excluded from consideration.

### Criminal Background History: Applicant may be denied if:

- Any household member has been evicted from Federally assisted housing for drug-related criminal activity or is currently engaging in the illegal use of a drug.
- There is a reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol and/or an illegal drug may interfere with the health, safety, or right to peaceful enjoyment of the premises for other residents.
- Any household member with a felony conviction of drug-related criminal activity including but not limited to possession (other than marijuana), distribution, transport, sale, manufacture, or storage of illegal drugs and/or drug paraphernalia, or conviction of any State or Federal laws relating to illegal drugs and/or paraphernalia.

- Any household member is subject to lifetime registration requirements under a state or federal sex offender registration program.
- Any other criminal history exists that would threaten the health, safety, or peaceful enjoyment of the premises by other residents or the health and safety of the owner, employee, contractor, or agent who is involved in the housing operations, or otherwise threatens the owner’s investment in the property.

**Rejection Procedures:** The denial letter will advise the applicant that if they believe there are errors in their screening report or believe that there may be extenuating factors that you wish for us to consider, they have fourteen (14) days to respond in writing to request an appeal. If an applicant disputes the accuracy of any information provided to the landlord by a screening service, the applicant may contact the screening company to obtain a copy of screening results. The name, address and phone number of the screening company will be provided in the denial letter. Applicants who choose not to appeal the denial may reapply at the community in 60 days.

### **SECTION 504**

Habitat America, LLC has developed a Section 504 Policy to address all reasonable accommodation requests for persons with disabilities. For more information on reasonable accommodation requests, contact the Community Manager.

### **WINSLOW HOUSE**

Winslow House participates in the HIF-Assisted Rental Program governed by Montgomery County. Winslow House is proud to offer affordable housing to interested applicants that meet all criteria requirements. Voucher holders do not have a minimum income requirement but must meet all the other requirements.

#### **Rental Rate Information**

| Apartment Size     | Square Footage | Rent    | Security Deposit | Minimum Income | Maximum Income   |
|--------------------|----------------|---------|------------------|----------------|--|
| Efficiency         | 455            | \$925   | \$425            | \$33,300       | 1 person - \$63,300  |
| 1 Bedroom, 1 Bath  | 651-702        | \$1,000 | \$463            | \$36,000       | 2 people - \$72,360  |
| 2 Bedrooms, 1 Bath | 915-1,018      | \$1,250 | \$575            | \$45,000       | 3 people - \$81,420  |
| 3 Bedrooms 2 Bath  | 1,069-1,313    | \$1,550 | \$725            | \$55,800       | 4 people - \$90,420<br>5 people - \$97,680<br>6 people - \$104,940<br>7 people - \$112,140 |

#### **Occupancy Limits**

The maximum number of occupants must not exceed the limits set forth above. If at any time anyone other than the approved occupant(s) resides in the apartment or use the apartment as a legal address for any reason, the resident(s) will be considered in violation of the lease agreement and will be required to vacate the apartment. Be sure to list every occupant on your application. The head of household must be an adult.

#### **Income Eligibility**

In order to qualify for an apartment at Winslow House, the household’s gross annual incomes must meet one of the income limits set forth on the Income Guideline Schedules shown below. The Management of Winslow House is responsible for verifying all sources of income and assets for every member of the household. All adult household members (18 years and over) will be considered as co-applicants and will be required to complete, sign and submit the required information and verification forms to determine eligibility.

Applicants whose gross annual income exceeds the 60% Limit as shown above, do not qualify to participate in the HIF Program, but will be considered for residency for a market rate apartment, if available, at the rental rates shown below.

| <b>Apartment Size</b> | <b>Market Rent</b> | <b>Minimum Income Required</b> | <b>Security Deposit</b> |
|-----------------------|--------------------|--------------------------------|-------------------------|
| Efficiency            | \$965              | \$34,740                       | \$450                   |
| 1 Bedroom, 1 Bath     | \$1,040            | \$37,440                       | \$475                   |
| 2 Bedrooms, 1 Bath    | \$1,290            | \$46,440                       | \$600                   |
| 3 Bedrooms, 2 Bath    | \$1,590            | \$57,240                       | \$750                   |

### **Utilities**

All utilities are electric. Residents will be responsible for paying all utilities directly to the utility provider. No utilities are included in the rent. Rents shown are after applicable utility allowance.

**Pet Policy:** Cats, caged birds, turtles, and fish in small aquariums (20 gallons max) are welcome. Other reptiles are not permitted. A maximum of two cats or birds in any combination are permitted in each apartment with a maximum weight of 25lbs. full grown. A refundable Pet deposit of \$300 will be required at move in. Management must see all pets prior to their move in and has the right to deny any pet that may violate the community rules and regulations or be a danger to the Community. Cat owners are required to present a copy of a current license and proof of current rabies inoculation at move in and annually. Manager has the right to revoke the privilege of having a pet if the pet policies are violated. Visiting pets are not permitted at any time. Animals which are designated as assistance animals to the disabled are accepted with the appropriate documentation.

**Smoking/Fire Risk Reduction Policy:** Smoking will not be permitted in the units or anywhere on property grounds. Smoking is defined as carrying or inhaling or exhaling smoke from any lighted cigar, cigarette, electronic-cigarette, vaporizer, pipe or consumer product modified for smoking or any other lighted tobacco or plant product. Additionally, burning of incense and candles is prohibited to reduce risk of fire. Also, in light of recent hazards related to Hoverboards, Habitat America is prohibiting these devices at all communities, including all common areas and grounds. Beginning August 1, 2016, Hoverboards may not be used, charged or stored anywhere at the communities, including all common areas and grounds. All leaseholders will be required to sign a Non-smoking Lease Addendum agreeing to these rules prior to occupancy.

### **Violence against Women Act**

The VAWA Act protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence that is reported and confirmed. The VAWA also provides that an incident of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim.

If you need additional information concerning the Selection Criteria, please see the Community Manager.

Winslow House Resident Selection Criteria and Rental Rates are subject to change. Please note this Resident Selection Criteria in its entirety is subject to change without notice.

**Acknowledgment/Receipt:**

By signing below, I/We acknowledge that we were given and have received a copy of the Resident Selection Criteria for Winslow House. I/We also understand that the property owner may disclose the application status to any agency with program regulations applicable to the community.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management

\_\_\_\_\_  
Date



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- Any household member with a felony conviction of drug-related criminal activity including but not limited to possession (other than marijuana), distribution, transport, sale, manufacture, or storage of illegal drugs and/or drug paraphernalia, or conviction of any State or Federal laws relating to illegal drugs and/or paraphernalia.

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| 2 Bedrooms, 1 Bath | 915-1,018      | \$1,250 | \$575            | \$45,000       | 3 people - \$76,860  |
| 3 Bedrooms 2 Bath  | 1,069-1,313    | \$1,550 | \$725            | \$55,800       | 4 people - \$85,380  |
|                    |                |         |                  |                | 5 people - \$92,220  |
|                    |                |         |                  |                | 6 people - \$99,060  |
|                    |                |         |                  |                | 7 people - \$105,900 |

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management

\_\_\_\_\_  
Date



**APPLICANT or CO-SIGNER CONSENT**

“I hereby authorize Winslow House to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment salary details, and/or any other necessary information.”

“I hereby expressly release Winslow House, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.”

“I understand that should I lease an apartment, Winslow House, through its agents, assignees and employees, shall have a continuing right to review my consumer report information, rental application, payment history and occupancy history for account review purposes, future renewal consideration, collection purposes and for improving application methods.”

\_\_\_\_\_  
Applicant or Co-signer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant or Co-signer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant or Co-signer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant or Co-signer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Manager/Agent's Signature

\_\_\_\_\_



**PRIVACY PROTECTION ACT LETTER (Maryland)**

Winslow House  
(Property Name)

**NOTICE OF DISCLOSURE FOR APPLICATION**

As provided by the Maryland Personal Information Protection Act of 2008, anyone who is requested to provide personal information about himself must be informed whether he/she is legally required to provide such information, or whether he/she may refuse to supply the information requested. As an applicant for housing he/she is required to provide certain information that will enable Habitat America, LLC to complete the eligibility process for Section 42 Low Income Housing Tax Credit Program or other federal housing programs.

A Photostat or facsimile copy of your signature may be used to retrieve information required to determine gross annual income. It may be used to verify information listed on our application or re-certifications for the purpose of approval and/or retrieval of income and asset information during the compliance period of the property, deemed necessary for the Section 42 Low Income Housing Tax Credit Program or other federal housing program guidelines set forth for this property.

Your signature below indicates authorization to request verifications of necessary information concerning any income or asset sources by phone, fax or Photostat copy of this form, along with the necessary identifying verification form during the declared compliance period of this property.

The information requested will be used to determine an adjusted annual income, which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted pursuant to the Authority conferred on the Maryland Department of Housing and Community Development limit eligibility for initial occupancy to families whose adjusted income does not exceed certain established limits. In addition, it is necessary to know the composition of your family (number of dependents) so that the proper size of dwelling unit may be authorized for you and your family.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development.

This paperwork is retained in your file and is subject to audits by Maryland Department of Housing and Community Development, 7800 Harkins Road, Lanham, Maryland, 20706. It is possible that information provided by you will be revealed to others for the purpose of confirmation or for other purposes in accordance with the Maryland Freedom of Information Act, but any information so supplied is subject to the safeguards of the Maryland Personal Information Protection Act.

My/Our signature(s) below indicate my/our acceptance of the application for occupancy in its entirety.

\_\_\_\_\_  
Applicant #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant #2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant #3 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agent Habitat America, LLC

\_\_\_\_\_  
Date





# WELCOME TO YOUR NEW APARTMENT HOME!

|              |               |                              |                    |        |                        |
|--------------|---------------|------------------------------|--------------------|--------|------------------------|
| B/R<br>Size: | App<br>Fee:\$ | Anticipated Move In<br>Date: | Traffic<br>Source: | Agent: | Date App.<br>Received: |
|--------------|---------------|------------------------------|--------------------|--------|------------------------|

## APPLICATION FOR AFFORDABLE HOUSING

**HOUSEHOLD MEMBER INFORMATION - Complete the following information for each household member that will occupy the unit at the time of move in & during next 12 month period - PLEASE PRINT**

|      | NAME<br>Last, First, MI (Jr, Sr, Etc.) | Social Security Number | Sex<br>M/F | Is this Person<br>a Student? |    | Age | Birth Date<br>MM/DD/YY | Race | Hispanic/<br>Non-Hispanic<br>(Statistical Purposes Only) | List ALL<br>States<br>Ever Lived In |
|------|--|------------------------|------------|------------------------------|----|-----|------------------------|------|--|-------------------------------------|
|      |  |                        |            | YES                          | NO |     |                        |      |  |                                     |
| HEAD |  |                        |            | YES                          | NO |     |                        |      |  |                                     |
| CO-H |  |                        |            | YES                          | NO |     |                        |      |  |                                     |
| 3.   |  |                        |            | YES                          | NO |     |                        |      |  |                                     |
| 4.   |  |                        |            | YES                          | NO |     |                        |      |  |                                     |
| 5.   |  |                        |            | YES                          | NO |     |                        |      |  |                                     |
| 6.   |  |                        |            | YES                          | NO |     |                        |      |  |                                     |
| 7.   |  |                        |            | YES                          | NO |     |                        |      |  |                                     |

|   |     |    |
|---|-----|----|
| Do you expect any changes to the above listed household composition (size) in the next 12 months?<br>If yes, explain:   | YES | NO |
| Is there someone not listed above who would normally reside in the household?<br>If yes, explain:   | YES | NO |
| Will this be your only residence? If no, explain:   | YES | NO |
| Are any household members currently receiving Section 8 assistance?<br>If yes, is the assistance: (circle one) <b>Housing Choice Voucher</b> or <b>Property Based Section 8</b> | YES | NO |
| Are any household members on a waitlist for public housing or any other type of rental assistance?<br>If yes, what agency has the member's name on its waiting list:            | YES | NO |

## RESIDENT HISTORY AND INFORMATION

### HEAD OF HOUSEHOLD

| CURRENT ADDRESS & PHONE #               | Landlord/Mortgage Name & Address | Monthly Payment  | Occupancy Dates |
|---|----------------------------------|------------------|-----------------|
|   |                                  | Rent \$          | From:           |
| City:                                   |                                  | Mortgage \$      | To:             |
| State, Zip:                             | City, State, Zip:                |                  |                 |
| Phone#                                  | Phone#                           | Applicant Email: |                 |
| PREVIOUS ADDRESS (if less than 3 years) | Landlord/Mortgage Name & Address | Monthly Payment  | Occupancy Dates |
|   |                                  | Rent \$          | From:           |
| City:                                   |                                  | Mortgage \$      | To:             |
| State, Zip:                             | City, State, Zip:                |                  |                 |
| Phone#                                  | Phone#                           |                  |                 |

### OTHER ADULT HOUSEHOLD MEMBER (if additional space is needed, please use blank page and attach)

| CURRENT ADDRESS & PHONE # | Landlord/Mortgage Name & Address | Monthly Payment  | Occupancy Dates |
|---------------------------|----------------------------------|------------------|-----------------|
|                           |                                  | Rent \$          | From:           |
| City:                     |                                  | Mortgage \$      | To:             |
| State, Zip:               | City, State, Zip:                |                  |                 |
| Phone#                    | Phone#                           | Applicant Email: |                 |

### EMERGENCY CONTACT INFORMATION

| NAME: | ADDRESS: | PHONE: | RELATIONSHIP: |
|-------|----------|--------|---------------|
| 1.    |          |        |               |
| 2.    |          |        |               |

### VEHICLE INFORMATION

| MAKE/MODEL: | PLATE #: | COLOR: | YEAR: |
|-------------|----------|--------|-------|
|             |          |        |       |

## ADDITIONAL INFORMATION

|  |     |    |
|--|-----|----|
| Is any household member listed above subject to a registration requirement under a state sex offender registration program? If so, please list the household member's name here:   | YES | NO |
| Have you or any household member listed above ever been evicted or foreclosed from any housing?<br>If yes, describe:   | YES | NO |
| Have you or any household member listed above ever filed for bankruptcy? If yes, Date of Discharge:  | YES | NO |
| Is any member of the household listed above a Veteran?   | YES | NO |
| Is any member of the household listed above disabled?<br>If yes, does this household member require any specific accommodations? If yes, select one:<br>_____ Hearing Accessible      _____ Mobility Accessible      _____ Visually Accessible | YES | NO |

**STATEMENT OF ANTICIPATED INCOME: For the next 12 months**

**Do you or any household member receive or expect to receive income from:**

| Receive Yes or No |    | INCOME SOURCE TYPE:  | Estimated GROSS Monthly Amount | Name of HH Member(s) Who Receives this Income | How is the money received? (Circle one payment source) |
|-------------------|----|--|--------------------------------|---|--|
| YES               | NO | Employment Income (Full-time, Part-Time or Seasonal)   | \$                             |   | Direct Deposit   |
|                   |    | Employer Name: _____ Date of Hire: _____   |                                |   | Check  |
|                   |    | Employer Name: _____ Date of Hire: _____   |                                |   | Pre-paid Card  |
|                   |    | Employment Income (Full-time, Part-Time or Seasonal)   | \$                             |   | Check  |
|                   |    | Employer Name: _____ Date of Hire: _____   |                                |   | Pre-paid Card  |
|                   |    | Employer Name: _____ Date of Hire: _____   |                                |   | Cash   |
| YES               | NO | Social Security  | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Social Security Supplement – SSI   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Social Security Disability – SSDI  | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Pension Plan Benefits  | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Veterans Benefits - VA   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Self-Employment Income   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Annuities, IRA or other Retirement   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Gifts/Contributions from Outside Source  | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Military Pay   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Does anyone work for a person who pays in cash   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Unemployment/Workman's Comp/Disability   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | TCA, TANF, General Assistance Benefits (not food stamps)   | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Child Support, Alimony or Spousal Support<br>It is Court Ordered: Yes or No                                | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Is anyone on Leave of absence from work due to Lay-Off, Medical, Family Leave Act, Military Leave or other | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |
| YES               | NO | Other income from sources not mentioned above  | \$                             |   | Direct Deposit   |
|                   |    |  |                                |   | Check  |
|                   |    |  |                                |   | Pre-paid Card  |
|                   |    |  |                                |   | Cash   |

**STATEMENT OF ASSET INFORMATION:**

**Do you or any household member listed above have the following assets? Please list current value(s) below**

| Have (Yes or No) |    | Asset Type  | Current Value of this Asset | Annual Interest Income from this Asset | Name of Household Member Who has the asset(s) |
|------------------|----|---|-----------------------------|--|---|
| YES              | NO | Checking Account (s) # of Accounts: _____           | \$                          | \$                                     |   |
| YES              | NO | Savings/Money Market Accts. # of Accounts: _____    | \$                          | \$                                     |   |
| YES              | NO | Certificate of Deposit (CD) # of Accounts: _____    | \$                          | \$                                     |   |
| YES              | NO | IRA or Annuities # of Accounts: _____               | \$                          | \$                                     |   |
| YES              | NO | 401K, 403B, 457A, etc. # of Accounts: _____         | \$                          | \$                                     |   |
| YES              | NO | Any other Retirement Accts. # of Accounts: _____    | \$                          | \$                                     |   |
| YES              | NO | Savings Bonds/Treasury Bills/ Stocks # Owned: _____ | \$                          | \$                                     |   |
| YES              | NO | Trust Fund(s) # of Accounts: _____                  | \$                          | \$                                     |   |

**STATEMENT OF ASSET INFORMATION CONTINUED:**

|     |    |   |    |    |  |
|-----|----|---|----|----|--|
| YES | NO | Whole/Universal Life Insurance Policies<br># of Policies: _____   | \$ | \$ |  |
| YES | NO | Does anyone own any Burial Plot(s)  | \$ | \$ |  |
| YES | NO | Does anyone own any property or have equity in any real estate? (Homes, Mobile Homes, Land, Condos, Time Share, Commercial Rental or Other Rental Property)<br><br>If the property is owned, Is it for sale? <b>YES NO</b>  | \$ | \$ |  |
| YES | NO | Does anyone receive Rental Property Payments or Note Receivable   | \$ | \$ |  |
| YES | NO | Do you own collections (gems, art, coins, etc.) or any other property which is held as an investment  | \$ | \$ |  |
| YES | NO | Have you received or expecting to receive any <u>LUMP SUM PAYMENTS</u> from: Social Security Delayed payments, inheritances, capital gains, one-time lottery winnings, victims restitution, worker's compensation, disability or any type of insurance claims/settlements | \$ | \$ |  |
| YES | NO | Do you have Cash on Hand  | \$ | \$ |  |
| YES | NO | Any other assets not listed above   | \$ | \$ |  |

|  |  |  |  |  |     |    |
|--|--|--|--|--|-----|----|
| Does your total assets value \$5,000 or more?  |  |  |  |  | YES | NO |
| Does any member of the household have an asset(s) owned jointly with a person who is <b>NOT</b> a member of the household?<br>If yes, please explain:  |  |  |  |  | YES | NO |
| Have you sold any property within the last two years?<br>If yes, please explain:   |  |  |  |  | YES | NO |
| Have you disposed of (given away) any assets within the last two years?<br>If yes, please explain: Date asset(s) was disposed of (given away): _____<br>The asset(s) I/We disposed of (gave away) was: _____<br>The Fair Market Value of the asset(s) disposed of (gave away) was: \$ _____<br>The amount received for the asset I/We Disposed of (if any): \$ _____ |  |  |  |  | YES | NO |

**STUDENT INFORMATION – Higher Education**

**Definition of a higher education student** is any person enrolled (part-time or full-time) in an institution (tech school, college, university, etc.) for the purposes of earning a degree, certificate or other program leading to a recognized educational credential.

|   |     |    |
|---|-----|----|
| Is any household member <u>currently</u> a student of higher education?                                     | YES | NO |
| Was any household member a student of higher education for any 5 calendar months of this year?              | YES | NO |
| Does any household member plan to become a full-time student of higher education in the next calendar year? | YES | NO |
| Are <b>ALL</b> of the persons in this household Full-time Student(s)?                                       | YES | NO |

If yes to any of above, who is (or was) enrolled? \_\_\_\_\_ Name of School: \_\_\_\_\_

How is the education paid for? \_\_\_\_\_ What is the cost of Tuition per semester? \$ \_\_\_\_\_

### MEDICAL EXPENSES

| Type of Expenses | Family Member Who Pays | Monthly Amount |
|------------------|------------------------|----------------|
|                  |                        |                |
|                  |                        |                |

### PET & ASSISTANCE ANIMALS

Please review the property pet/assistance animal rules. The presence of any animal must be approved before the animal is allowed to be kept in the unit.

Do you plan to house an Animal? YES \_\_\_\_\_ NO \_\_\_\_\_ If Yes, Provide the following information:

| Animal Type (dog, cat, bird, etc.) | Breed (if applicable) | Weight (full grown) | Is the animal a Service animal required to assist with a disability? |    |
|------------------------------------|-----------------------|---------------------|--|----|
|                                    |                       |                     | YES  | NO |
|                                    |                       |                     | YES  | NO |

### FRAUD STATEMENT

Title 18 Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person, who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security numbers are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. Section 408 (a) (6), (7) and (8)

### RESIDENT'S STATEMENT

WE UNDERSTAND THAT THE ABOVE INFORMATION IS BEING COLLECTED TO DETERMINE MY ELIGIBILITY FOR RESIDENCY. I/WE AUTHORIZE THE OWNER/MANAGER TO VERIFY ALL INFORMATION PROVIDED ON THIS APPLICATION/CERTIFICATION AND MY/OUR SIGNATURE IS CONSENT TO OBTAIN SUCH VERIFICATIONS. I/WE UNDERSTAND THAT SCREENING WILL BE COMPLETED BY A CREDIT REPORTING AGENCY IN ACCORDANCE WITH TENANT SELECTION PLAN. I/WE CERTIFY THAT I/WE HAVE REVEALED ALL INCOME AND ASSETS AND ASSETS DISPOSED. I/WE FURTHER CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION/CERTIFICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF AND ARE AWARE THAT FALSE STATEMENTS ARE PUNISHABLE UNDER FEDERAL LAW. I/WE UNDERSTAND THAT ANY INCOMPLETE APPLICATION WILL NOT BE PROCESSED.

\_\_\_\_\_  
SIGNATURE OF HEAD OF HOUSEHOLD

\_\_\_\_\_  
SIGNATURE OF CO-TENANT

\_\_\_\_\_  
SIGNATURE OF CO-TENANT

\_\_\_\_\_  
SIGNATURE OF CO-TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

### OWNER'S SIGNATURE

SIGNATURE OF OWNER'S/MANAGEMENT AGENT  
AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

DATE \_\_\_\_\_



Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity or marital status. Habitat America, LLC and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988, and, to the extent applicable, the Americans with Disabilities Act. Furthermore this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.



Rev: 07/08/2021