

APPLICATION & QUESTIONNAIRE – HOUSING CREDIT SOP: 6005-1

Each Household Member 17 Years and Older Must Complete a Separate Questionnaire

Apartment Information								
Date Applied	Apartment Number	Apartment Rent Per Mo.	Desired Move-In Date	Apt. Deposit (refundable)	Admin. Fee (Non-Refundable)	Application Fee (Non-Refundable)	Lease Term (Not Less Than 6 mo.)	Concession (per mo., one time, etc.)
		\$		\$	\$	\$		

Customer Information					
Name <i>First, Middle Initial, Last</i>	Current Phone Number	Male/Female	Social Security Number	Birth Date <i>Month, Date, Year</i>	
1	Home Work				
Drivers License Number & State Issued	Have You Ever:	<input type="checkbox"/> Been Evicted?	<input type="checkbox"/> Broken a Lease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Refused to Pay Rent?	<input type="checkbox"/> Filed Bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
Have You Ever Been Convicted of a Crime? <i>(If yes, please explain)</i>				<input type="checkbox"/> Yes	<input type="checkbox"/> No

Housing Information			
Present Address	Address	State, Zip	Rent or Own
	City		
Present Landlord	Apartments	Contact	Telephone
	Address	State, Zip	Occupancy From/To
Previous Address	Address	State, Zip	Rent or Own
	City		
Previous Landlord	Apartments	Contact	Telephone
	Address	State, Zip	Occupancy From/To
Mortgage Company	Company	Contact	Telephone
	Address	State, Zip	Occupancy From/To
	City		

Employment Information				
Present Employer	Company	Contact	Telephone	Annual Wages/Salary
	Address	State, Zip	Employed From/To	Annual Tips/Bonus/Commission
Previous Employer	Company	Contact	Telephone	Annual Wages/Salary
	Address	State, Zip	Employed From/To	Annual Tips/Bonus/Commission
	City			

STANDARD OPERATIONS AND POLICY

AFFORDABLE HOUSING

Application & Questionnaire- Housing Credit, SOP: 6005-1 – continued

Applicant Name _____ Date _____

Automobile Information					
Make	Model	Color	Year	License	State

Household Information						
List all other household members who are currently living your household or who plan to live in your household during the next 12 months.						
	Name <i>First, Middle Initial, Last</i>	Relationship to Applicant	M/F	Social Security Number	Birth Date <i>Month, Date, Year</i>	Full Time Student <i>Yes/No</i>
2						
3						
4						
5						
6						
7						

Emergency Contact List someone in the area that is not already on the application.			
Name	Relationship to Applicant	Address	Phone Number

General Information			
Yes	No	Anticipated	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does your household have or anticipate having any pets other than those used as service animals? If "Yes," How Many? _____ Breed/s: _____ Weight: _____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you have full custody of your child(ren)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you expect any additions to the household within the next twelve months? <i>(If yes, please explain)</i>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are there any absent household members who under normal conditions would live with you? <i>(For example, a household member away in the military or college.)</i> <i>(If yes, please explain)</i>

STANDARD OPERATIONS AND POLICY AFFORDABLE HOUSING

Application & Questionnaire- Housing Credit, SOP: 6005-1 – continued

Applicant Name _____ Date _____

Income Information					
Income is counted for anyone 18 or older and anyone who is under 18 and legally emancipated. However, if the income is unearned income such as a grant or benefit, it is counted for all household members including minors					
Include all <u>anticipated</u> income for the next 12 months.					
Do you currently receive or expect to receive during the next 12 months income from:					
Form	Yes	No	Anticipated		Annual Amount
6020-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Employment wages or salaries? <i>(Include overtime, tips, bonuses, commissions and cash payments.)</i>	
6020-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Employment wages or salaries from more than one source?	
6020-2 & 6020-2a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Self-employment? <i>(Include overtime, tips, bonuses, commissions and payments received in cash. Attach copy of previous year's IRS form 1040 and Schedule C.)</i>	
6030-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unemployment benefits or workman's compensation?	
6030-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Public Assistance, General Relief or Aid to Families with Dependent Children or Tenant Aid to Needy Families (AFDC/TANF)?	
6025-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Child support or Alimony? <i>(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 but is received directly from payer.)</i>	
				<input type="radio"/> Child Support Enforcement Agency <i>Name of Agency:</i>	
				<input type="radio"/> Court of Law <i>Name of Court:</i>	
				<input type="radio"/> Directly from Individual <i>Name of Person:</i>	
				<input type="radio"/> Other <i>Explain:</i>	
6025-2				<input type="radio"/> If money is not actually received, is legal action being taken to remedy. <i>Explain:</i>	
6030-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Social Security, SSI or any other payments from the Social Security Administration?	
6031-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regular payments from a Veteran's benefit, pension, retirement benefit or annuities?	
6031-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regular payments from a severance package?	
6031-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regular payments from any type of settlement? (For example, insurance settlements.)	
6031-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regular gifts or payments from anyone outside of the household? (This includes anyone supplementing your income or paying any of your bills.)	
6031-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regular payments from lottery winnings or inheritances?	
6031-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regular payments from rental property or other types of real estate transactions?	
6031-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Any other income sources or types not listed?	
6030-1 or 6055-1 & 6020-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are you currently unemployed?	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you expect any changes to your income during the next 12 months? <i>(If yes, please explain)</i>	

STANDARD OPERATIONS AND POLICY AFFORDABLE HOUSING

Application & Questionnaire- Housing Credit, SOP: 6005-1 – continued

Applicant Name _____ Date _____

Applicant Status				
The following questions pertain to specific eligibility requirements of the Housing Program.				
Form	Yes	No	Anticipated	
6055-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are you claiming zero income?
6036-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the total value of your assets (other than personal property not held for investment) less than \$5,000?
6065-1.-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Will you require a live-in care attendant to live independently?
6030-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is your household currently receiving Section 8 or rental assistance?
6030-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Will your household be eligible or are you applying to receive Section 8 or rental assistance in the next 12 months?

Student Status				
Form	Yes	No	Anticipated	
6060-1 6060-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are you or any other household member(s) (INCLUDING MINORS) currently a full-time student or expecting to be one at any time during the next 12 months?
6060-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Will you or any other household member (INCLUDING MINORS) receive (or have been awarded) financial assistance to attend college?

Asset Information				
Include all assets held by you.				
Form	Yes	No	Anticipated	Do you hold:
6038-1, -2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Checking account?
6038-1, -2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Savings account?
6035-2, -3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CDs, money market accounts or treasury bills?
6038-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pensions, IRAs, Keogh or other retirement accounts?
6052-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stocks, bonds or securities
6041-1 6042-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trust funds?
6052-1 or 6070-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cash on hand over \$500?
6052-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Real estate, rental property, land contracts/contract for deeds or other real estate holdings? <i>(This includes your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property.)</i>
6052-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Personal property held as an investment? <i>(This includes paintings, coin or stamp collections, artwork, collector or show cars, and antiques. This does not include your personal belongings such as your car, furniture or clothing.)</i>
Various	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Any assets held jointly with a person who does not currently live in the apartment?
6052-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Expect to receive over the next 12 months any lump sum payments? <i>(This includes lottery winnings, insurance payments, etc.)</i>
6037-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you disposed of or given away any asset(s) for LESS than fair market value within the past 2 years?
Various	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are there minors in the household who hold assets?
Various	True <input type="radio"/>	False <input type="radio"/>		I have NO assets. If under \$5,000, complete the Under \$5,00 Certification. If over \$5,000, third-party verification must be obtained.

STANDARD OPERATIONS AND POLICY
AFFORDABLE HOUSING

Application & Questionnaire- Housing Credit, SOP: 6005-1 - continued

Applicant Name _____ Date _____

Earnest Money
<p>The applicant/s has paid a non-refundable fee of \$ _____ for the costs and expenses in checking credit and references. Applicant acknowledges false information constitutes reason for denial of application, termination of right of occupancy and forfeiture of deposits and fees paid. In addition, applicant/s has paid \$ _____ earnest money to owner to hold apartment available from date of application to date of lease initiation. In no event shall this period exceed 30 days. If application is not approved, applicant/s withdraws application within 72 hours of the date of application, or apartment for any reason is not available for occupancy, earnest money will be refunded. After the initial 72 hour period, should applicant/s cancel application, refuse to sign lease or occupy premises on the agreed date, earnest money is forfeited. Upon occupying premises, the \$ _____ earnest money may be applied to any monies owed at that time, such as apartment deposit, rent due, miscellaneous fees, etc. as designated by owner.</p>

Signature Clause			
<p>I understand that management is relying on this information to prove my household's eligibility for the Housing Credit Program. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.</p> <p>I authorize my consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, account numbers where applicable and any other information required for expediting this process. I understand that my occupancy is contingent on meeting management's resident selection criteria including credit and criminal background checks and the Housing Credit Program requirements. Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement. EQUAL CREDIT OPPORTUNITY ACT - The Federal ECOA prohibits discrimination against credit applicants on the basis of gender or marital status. The Federal agency that administers compliance with this law is the Federal Trade Commission. I HAVE READ AND AGREE TO THE PROVISIONS AS STATED:</p>			
<i>Customer Signature</i>	<i>Date</i>	<i>Management Signature</i>	<i>Date</i>

Note: Section 1001 of 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 any matter within its jurisdiction.