

# 520 N. Market Apartments

AFFORDABLE APARTMENT RENTALS IN FREDERICK, MD



**1 BR Apartments, 1 Bath - ranging from 600 - 755 sq. ft.**

Includes living room, dining room, separate kitchen, washer and dryer, dishwasher, range, and refrigerator.

Rents from \$713 - \$1,200

**2 BR Apartments, 1 Bath - ranging from 844 - 1,117 sq. ft.**

Includes living room, dining room, separate kitchen, washer and dryer, dishwasher, range, and refrigerator.

Rents from \$837 - \$1,400

**3 BR Apartments, 2 Baths - ranging from 1,112 - 1,298 sq. ft.**

Includes living room, dining room, separate kitchen, washer and dryer, dishwasher, range, and refrigerator.

Rents from \$964 - \$1,536



# 520 N. Market Apartments

## Application Checklist

If you are interested in applying for a brand new one -, two-, or three-bedroom apartment, please follow the instructions listed below:

- Review and Sign the Tenant Selection Criteria**  
(return Page 3 with completed application)
- Complete, Sign and Date Application**  
(all household members 18 year of age and older must sign the application)
- Bring Social Security Cards and Photo ID's of everyone over 18 years of age and Social Security Cards and Birth Certificates for everyone under 18 years of age.**
- Submit \$25.00 Application Fee paid in Money Order made payable to 520 N. Market Apartments**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Date





## 520 North Market Apartments

520 N. Market St. Frederick, MD 21701  
Phone # 301-662-4225 TTY# 800-654-5984 Fax # 301-662-6477

The 520 N. Market Street Apartments are 59 units of newly constructed affordable apartments in the City of Frederick, Maryland in Frederick County.

Units are available for all members of the public. A number of handicap accessible units are available.

The project operates under the rules and regulations of the Low Income Housing Tax Credit program as well as the HOME program.

520 N. Market Street Apartments does not discriminate against disability, race, color, religion, sex, familial status, national origin, or sexual orientation.

This tenant selection plan includes policies that comply with the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964.

A copy of the tenant selection plan will be attached to the 520 N. Market Street Apartments application.

### TENANT SELECTION CRITERIA

Applicants will have a credit check, a national criminal background check, sex offender list check, and prior and present landlord references performed on every applicant over the age of 18. You must also submit a copy of your driver's license and social security card and an application fee of **\$25.00 (Paid with Money Order Only)**. Without these items your application will be returned to you for completion.

Most applicants **must be income eligible** per the established income limits published by the Low Income Housing Tax Credit program and/or HOME program. Eight units are allocated to families/individuals whose gross income falls at or below 30% of the Area Median Income and must have a subsidized housing voucher through the Frederick Housing Authority. Twenty-two units are allocated to families/individuals whose gross income falls at or below 40% of the Area Median Income and have subsidized housing voucher through the Frederick Housing Authority. Twenty-three units are allocated to families/individuals whose gross income falls at or below 50% of the Area Median Income. Household income limits are determined based on the area's median gross income (AMGI) as determined by HUD. Those limits are available from the Property manager or on-line at: [http://dhcd.maryland.gov/HousingDevelopment/Documents/rhf/2017\\_LIHTC\\_Income\\_Rent\\_Limits.pdf](http://dhcd.maryland.gov/HousingDevelopment/Documents/rhf/2017_LIHTC_Income_Rent_Limits.pdf) Twelve market rate units have no income restrictions.

Households are eligible for standard units where the total number of household members equals 1 to 2 times the number of bedrooms (e.g. a 3-bedroom apartment could house between 3 and 6 people). Accessible units have no minimum occupation level, but share the same maximum (2 times the bedroom number). Occupancy standards are enforceable by state and/or local law.

Accessible units will be offered to applicants who need the design features of those units. Those units will be held for 30 days during lease up to find tenants who need the features, before being offered to those who have no disability.

A waiting list will be maintained once the initial rent-up is completed. Applicants will be contacted in order of application date when an opening occurs or is upcoming. If an applicant fails to take a unit, or be considered for a unit when offered, they may request to remain on the waiting list for future consideration, but their application will go to the back of the list.

Existing tenants may apply to transfer into an open unit if they have had a change in family size or disability. Existing tenant transfer will have priority over applicants on the waiting list.

All income and expenses must and will be verified by a "third party" in writing.

A security deposit equal to one month's rent is required at move-in.

This property has a no pet policy. Medical Companion Animals are not pets and will be permitted with the proper documentation.

This property has a no smoking policy. There is no smoking allowed on the premises.

All applicants approved for tenancy will be required to comply with lease terms, including accessible unit policies.

### APPLICANTS WILL BE REJECTED DUE TO:

Applicants must show ability to meet financial obligations, such as rent, utility costs, and security deposit, follow tenancy rules, and comply with all lease terms.

Negative past landlord history, i.e., evictions, violations of previous rental agreement history of disturbing neighbors, bad housekeeping habits, history of late or non-payment of rent.

Judgments, repossessions, bankruptcies that have not been discharged and credit reestablished, or excessive collection activity. If a collection has been posted for a past utility bill, that bill must be paid in full before consideration for move-in will be made.

Any conviction of other than acquittal of:

Crimes of violence or hate	Burglary or theft
Sex offenses of any kind	Embezzlement
Destruction of property, arson, explosives	<b>Sale/Manufacture</b> of a controlled substance
Illegal gambling	Forgery
Prostitution	Weapon offenses
Stalking	
Crimes involving illegal <b>use</b> of a controlled substance, or illegal <b>use/sale</b> of prescription medication	

Any other offense that poses a threat to the wellbeing or safety of the residents, employees, or property. Any application that is rejected for residency will be mailed a certified denial letter. If the rejection was due to bad credit history, the name, telephone, and address of the credit reporting agency will be printed on the notice.

If your application is rejected and you disagree with the reasoning, you may appeal to the Asset Manager, in writing, stating why you disagree. They will respond to you within 7 days of receipt of your appeal.

Applicants who receive Section 8 or other housing voucher assistance will not be refused based upon status as a voucher holder, but must be otherwise eligible.

Applicants will not be rejected based on status as a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission per the Violence Against Women Act (VAWA).

### NOTES FOR STUDENTS

Applications for households made up of all full-time students are not eligible for housing under the Low Income Housing Tax Credit program. In general, a unit is not considered a low-income unit if all the occupants of such unit are full-time students (as defined in Section 151(c) (4) of the Code; which includes children K-12). The exceptions to this are as follows:

- The full-time adult students are married and filing a joint federal income tax return.
  - The full-time student is receiving assistance under Title IV of the Social Security Act.
  - The full-time student is enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar federal, state, or local laws. Note: The IRS does not consider an internship a “similar” program (for example, a medical school student doing their residency or a student in a fellowship).
  - The full-time student is a single parent living with his/her minor children (with none of the persons being dependents of a third party; Exception: Child may be a dependent of his non-resident parent.)
  - The full-time student is/was a recipient of foster care assistance under Part B or E of Title IV of the Social Security Act. (Effective for determinations after 7/30/2008.)
- \*\* Legally married same sex couples qualify for the married student exemption under the LIHTC Student Rule.

If a unit receives HOME funds (even if it is combined with LIHTC or other funding programs) it excludes any student who:

1. Is enrolled in a higher education institution

And

2. Is under age 24
3. Is not a veteran of the U.S. military
4. Is not married
5. Does not have a dependent child(ren)
6. Is not a person with disabilities
7. Is not otherwise individually eligible, or have parents who, individually or jointly, are not eligible based on income.
  - a. #7 refers to being eligible for Section 8. So, if the student OR their parents are eligible to receive Section 8, then they would meet exception #7.

### SUBMITTING AN APPLICATION

Applications are accepted in-person, by mail, by email, or by fax. Applications may be submitted in-person or mailed to Interfaith Housing Alliance; 5301 Buckeystown Pike, Suite 320; Frederick, MD 21704. Application can be emailed to [info@interfaithhousing.org](mailto:info@interfaithhousing.org) or faxed to 301-662-6477.

If you require assistance with completing the application, please contact the Property Manager at 301-662-4225 x1218, who will make arrangements to assist you.

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

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



Date Rec'd / / Time Rec'd: \_\_\_\_\_  
 Income percentile \_\_\_\_% Family size \_\_\_\_  
 HC Accessibility: Required/Preferred

**520 N. Market Apartments**

**Return to:**  
**Interfaith Housing Alliance, Inc.**  
**5301 Buckeystown Pike, Suite 320**  
**Frederick, MD 21704**  
**301-662-4225**  
**Fax 301-662-6477**

**Please check the unit(s) you are applying for:**

- 1 Bedroom
- 2 Bedroom
- 3 Bedroom

The following information is confidential and will not be disclosed without your consent.

**PERSONAL INFORMATION**

**Name** \_\_\_\_\_ **SS#** \_\_\_\_\_ **Drivers Lic #** \_\_\_\_\_ **DL State** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**DOB** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Co-Applicant** \_\_\_\_\_ **SS#** \_\_\_\_\_ **Drivers Lic #** \_\_\_\_\_ **DL State** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**DOB** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**HOUSEHOLD MEMBERS – LIST ALL OTHER MEMBERS WHO WILL OCCUPY THE APARTMENT**

Last Name	First Name	Middle	SS#	Relationship	Birthdate

**RENTAL INFORMATION - APPLICANT**

**Current Landlord:** \_\_\_\_\_ **Length of Residence** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Rent Amount** \_\_\_\_\_ **Total Utilities** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Reason for Leaving** \_\_\_\_\_

**Previous Landlord:** \_\_\_\_\_ **Length of Residence** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Rent Amount** \_\_\_\_\_ **Total Utilities** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Reason for Leaving** \_\_\_\_\_

**EMPLOYMENT INFORMATION - Applicant**

Employer (Applicant) \_\_\_\_\_ Hire Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Annual Gross Income \_\_\_\_\_ OR \$ \_\_\_\_\_/HR \_\_\_\_\_/HRS PER WEEK

Employer (**Secondary Employer**) \_\_\_\_\_ Hire Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Annual Gross Income \_\_\_\_\_ OR \$ \_\_\_\_\_/HR \_\_\_\_\_/HRS PER WEEK

**EMPLOYMENT INFORMATION – Co-Applicant**

Employer (Applicant) \_\_\_\_\_ Hire Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Annual Gross Income \_\_\_\_\_ OR \$ \_\_\_\_\_/HR \_\_\_\_\_/HRS PER WEEK

Employer (**Secondary Employer**) \_\_\_\_\_ Hire Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Annual Gross Income \_\_\_\_\_ OR \$ \_\_\_\_\_/HR \_\_\_\_\_/HRS PER WEEK

**EMPLOYMENT INFORMATION – Adult Household Member (18 Years and Older)**

Employer (Applicant) \_\_\_\_\_ Hire Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Annual Gross Income \_\_\_\_\_ OR \$ \_\_\_\_\_/HR \_\_\_\_\_/HRS PER WEEK

Employer (**Secondary Employer**) \_\_\_\_\_ Hire Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Annual Gross Income \_\_\_\_\_ OR \$ \_\_\_\_\_/HR \_\_\_\_\_/HRS PER WEEK

**ANNUAL INCOME – Please put Amount- You must list ALL income**

SOURCE	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBERS 18 YEARS OR OLDER	TOTAL
Gross Salary	_____	_____	_____	_____
Overtime Pay	_____	_____	_____	_____
Commissions/Fees	_____	_____	_____	_____
Tips/Bonuses	_____	_____	_____	_____
Unemployment	_____	_____	_____	_____
Social Security/ Pensions	_____	_____	_____	_____
Child Support/ Alimony	_____	_____	_____	_____
Retirement Funds	_____	_____	_____	_____
Net Business Income	_____	_____	_____	_____
Net Rental Income	_____	_____	_____	_____
Other	_____	_____	_____	_____
TOTAL INCOME				_____

**ASSET INFORMATION**

Type of Asset	Name of Financial Institution	Account Number	Cash Value	Income from Assets
Checking Account	_____	_____	_____	_____
Checking Account	_____	_____	_____	_____
Checking Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Certificate of Deposit	_____	_____	_____	_____
Mutual Funds/ Stocks/Bonds	_____	_____	_____	_____
Real Estate	_____	_____	_____	_____
Life Insurance	_____	_____	_____	_____
Other:	_____	_____	_____	_____
TOTAL ASSET INCOME				_____

I \_\_\_\_\_ have \_\_\_\_\_ have not disposed of any asset(s) valued at \$1,000.00 or more in the past two years for less than fair market value of the item. If yes, please list the asset value under the “other” column in the above listing or assets.





RENT SCHEDULE & INCOME GUIDELINES				
Unit Size	# of Units	Rent Rate	**Minimum Income	Maximum Income Limits
1 BR/1 Bath (40% AMI)	7	\$713	\$21,390	1 Person - \$32,840
2 BR/1 Bath (40% AMI)	12	\$837	\$25,110	2 People - \$37,520
3 BR/2 Bath (40% AMI)	3	\$964	\$28,920	3 People - \$42,200
				4 People - \$46,880
				5 People - \$50,640
				6 People - \$54,400
1 BR/1 Bath (50% AMI)	5	\$932	\$27,960	1 Person - \$41,050
2 BR/1 Bath (HOME)	4	\$915	\$27,450	2 People - \$46,900
2 BR/1 Bath (50% AMI)	6	\$1,097	\$32,910	3 People - \$52,750
3 BR/2 Bath (50% AMI)	3	\$1,238	\$37,140	4 People - \$58,600
				5 People - \$63,300
				6 people - \$68,000
1 BR/1 Bath	3	\$1,200	\$36,000	No Limit
2 BR/1 Bath	2	\$1,400	\$42,000	
3 BR/2 Bath	1	\$1,536	\$46,080	

\* Each household must fall below the maximum income range established by HUD, while also meeting the minimum income standards for your application to qualify.

\*\* Minimum Income does not apply to those persons with a Section 8 Voucher or similar housing assistance or who have a proven history of paying higher rents on-time for a consecutive 12-month period.

