

Dear Applicant:

Thank you for your interest in our apartment community. Below please find additional information that is useful in understanding the application process.

NOTE: This property may be a non-smoking facility in accordance with notice H2010-21 issued by the US Department of Housing and Urban Development (HUD) on September 15, 2010. If this property is designated Smoke Free, smoking is not permitted within the premises or in any apartment dwelling at any time. The rules and regulations are amended to reflect this policy.

- 1. Complete the attached Application, Income and Expense Questionnaire, Student Questionnaire and the Special Unit Requirement Questionnaire and Working Preference Rule <u>in full</u>. Please complete in ink, not pencil, and do not use correction tape or fluid. If an error is made, please strike through and initial the correction. A complete mailing address and working phone number are required for correspondence. All applicants 18 or older must sign the application and complete the Student Questionnaire. The waiting period varies, however applicants will be contacted periodically to determine if they want to stay on the list. Make sure to report any changes in address, phone number, income or family size to the rental office, if they occur before contact is made for processing the application. <u>Please make sure that you have completed all sections of the application or write "N/A" in any box that does not pertain to you.</u>
- 2. Applicants will be contacted once their name gets to the top of the list. The contact is usually by mail. The contact letter will give a deadline date to respond. If you do not respond, your application will be removed from the waiting list. The letter will ask you to call the rental office for an interview date at which time management will process all background checks including credit, criminal, sex offender and landlord. Income, family size, and expenses will also be verified at this time. Prior to move in, all family members must provide documentation of Social Security Number. Documentation can include an original Social Security Card, a valid Driver's License with SSN OR ITIN, an ID card issued by a federal, state, or local agency, a medical insurance provider, or an employer or trade union, earnings statements or payroll stubs, bank statements, Form 1099, Benefit Award letters, Retirement Benefit letters, Life Insurance Policies, or Court Records. You will need to furnish birth certificates and social security cards for each family member at the interview.
- 3. If your application is approved, you will be informed as to the amount of security deposit and rent required. The security deposit and first month's rent are due on move-in day. Utilities must be connected in the applicant's name on or before move-in day. The utility companies will most likely require deposits and the applicant should contact them directly for amounts. Keys for the apartment will not be issued without proof of utilities in your name.

Westminster Company appreciates your interest in our community and look forward to receiving your application.

IMPORTANT – Your completed documents <u>MUST</u> be returned directly to the property (or properties) that you are interested in. You may email, fax or mail completed documents.





## **RENTAL APPLICATION** Rural Development Properties Only

## **Property Name:**

## **Property Address:**

City, State, Zip:

### **Property Phone Number:**

Γ	Head of Household FIRST NAME		Head of H	Head of Household MIDDLE NAME				Head of Household LAST NAME				
-	Head of Household SS# Present Address				If you have no Social Security Number, you claim you are exempt b							sistance
-				City	as of 1/31/10 City, State, Zip Code				Date	Date of Birth		
-	Driver's License Number/State ID Number		State of Issu	ue Marit	tal Status	Email A	ldress					
	Home Phone #	Busines	s Phone #			Mailing	Address (if diffe	rent froi	n Present A	ddress abov	ve)	
	Name of Current Residence (for example-na	ame of apt	s., family memb	er you now	live with)	Current	Landlord's Nam	e				
-	Current Landlord's Address						City			State	Zip Code	
╞	Current Landlord's Phone #	Re	nt				Lived Ther Since	е	Reason fo	or Moving		
	Name of Previous Residence (for example-	name of ap	ts., family mem	ber you live	d with)	Previous	Landlord's Na	me				
-	Previous Landlord's Address						City			State	Zip Code	
	Previous Landlord's Phone #	Re	nt				Lived Ther Since	e	Reason fo	or Moving		
L AL rtm	L adults, including Head of Honey Ladults, including Head of Honey Head of Honey Ladults, give details on a separate	ouseho	ld (age 18	and ove	er) who wi	ill live ir	the apart	ment	. If mor	e than fo	our adults will live	e in the
	1. FIRST NAME, MIDDLE NAME and LAST	NAME		Relat	ionship		th date	Socia	al Security #	*	Occupation	
-	2. FIRST NAME, MIDDLE NAME and LAST	NAME		Relat	ionship	Bi	th date	Socia	al Security #	ŧ	Occupation	
-	3. FIRST NAME, MIDDLE NAME and LAST	NAME		Relat	ionship	Bi	th date	Socia	al Security #	ŧ	Occupation	
-	4. FIRST NAME, MIDDLE NAME and LAST	NAME		Relat	ionship	Bi	th date	Socia	al Security #	ŧ	Occupation	
	L children (under age 18) who							l n will	live in th	ne aparti	ment, give detail	s on a
	ate, signed sheet. Please prov 1. FIRST NAME, MIDDLE NAME and LAST	NAME		Foster Child	Male () ) Female ( Wish Not	) to	th date	Soci	al Security #	¥	Name of School	
	2. FIRST NAME, MIDDLE NAME and LAST	NAME		Foster Child	Male ( ) Female ( Wish Not	Bi	th date	Soci	al Security #	¥	Name of School	
	3. FIRST NAME, MIDDLE NAME and LAST	NAME		Foster Chilo Yes ( ) No (	Male ()	Bi	th date	Soci	al Security #	¥	Name of School	

4. FIRST NAME, MIDDLE NAME and LAST NAME



Disclose ()

Disclose ()

Sex Male ( ) Female ( ) Wish Not to Birth date

Social Security #

Foster Child?

Yes ( ) No ( )

Name of School

How did you he	ear about this property?
	Will the unit you are applying for be your permanent residence and you will not maintain a separate subsidized rental unit?
□YES □NO	Have you been displaced by a government action or a presidentially declared disaster?
□YES □NO	Are you a student at an institute of higher education? (If yes, "Questionnaire for Student Household" (PM-001a) must be completed.
□YES □NO	Are you (or any member of your household) subject to a lifetime state sex offender registration program in ANY state?
Please list all s	tates applicant and household members have lived in:
	I (or any member of my household) am related to or have a personal relationship with an employee of
	Westminster Company and/or the site at which I am applying for residence. If yes, please disclose relationship below:
	Employee Name: Relationship:
-	lly designed smoke alarm systems are available upon request. Ily designed units are available upon request.

An allowance for disabled households is available.

In consideration for being permitted to apply for this apartment, I, the Applicant, do represent all information in this application to be true and accurate and that the owner/manager/agent may rely on this information when investigating accepting this application. Applicant hereby authorizes the owner/manager/agent to make independent investigations to determine my credit, financial and character standing. Applicant authorizes any person, or credit checking agency having information on him/her to release any and all such information to the owner/manager/employee or their agents or credit checking agencies. Applicant hereby releases, remise and forever discharges from any action whatsoever, in law any equity all owners, managers and employees or agents, both of landlord and their credit checking agencies in connections of processing, investigating, or credit checking this application, and will hold them harmless of any suit or reprisal whatsoever. I understand that the credit report/screening report (rental history, arrest and/or conviction records and retail credit history) will be done through bureau contracted with the apartment community.

Applicant's Signature	Receiving Site Staff Signature				
Co-Applicant's Signature	Date Signed				
Date Signed	Date Received	Time Received			
Ethnicity and Racial Data Self Certification         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 the Federal laws prohibiting discrimination against tenant applications 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.         HEAD OF HOUSEHOLD:         Sex (check one):       MALE FEMALE         Ethnic Classification (check one):       HISPANIC OR LATINO         Racial Categories (check all that apply):       American Indian or Alaska Native         Mative Hawaiian or Other Pacific Islander       White         CO-HEAD OF HOUSEHOLD:       Sex (check one):         Sex (check one):       MALE FEMALE					
Ethnic Classification (check one): HISPANIC OR LATINO	NOT HISPANIC OR LATING	)			
Racial Categories (check all that apply): American Indian	or Alaska Native Asian White	Black or African American			
PM-003b	ᡎ	た			



This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <u>http://www.ascr.usda.gov/complaint\_filing\_cust.html</u>, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, DC 20250-9410, by fax (202)690-7442 or email at <u>program.intake@usda.gov</u>. Any applicant or tenant, or prospective applicant or tenant who believes he/she has been discriminated against may file a complaint in person with, or by mail to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development (HUD), Washington, DC 20410, or any HUD office.





#### **Income and Expense Questionnaire**

Property Name:	Resident/Applicant Name:
Apartment #:	Date:
Home Phone #:	Work Phone #:
Primary Language Spoken in Home:	

**PLEASE NOTE:** When you provide us with a wireless telephone number or land line number, you are giving Westminster Company or our representatives your prior express consent to call that number.

Family Member Name	Birth Date	Occupation	Driver's Li State		Student Part T	•
					<b>YES</b>	🗌 NO
					🗌 YES	🗌 NO
					🗌 YES	🗌 NO
					🗌 YES	🗌 NO
					🗌 YES	🗌 NO
					🗌 YES	🗌 NO
Do you expect any changes in yo If yes, please explain			☐ YES			
Are there any Live In Care Attend If yes, whom? Please explain.			ES	□ NO		
Will all of the above family memb If no, please explain.	☐ YES	□ NO				

Has any household member had a change in their Social Security Number since the household's last recertification?

Are you or any other household members subject to a lifetime registration requirement under a State Sex Offender Registration program?

Please list the <u>TOTAL</u> income of all members of your household:

Name of Recipient		
All Wages combined(including self employment, FT, PT & Temporary)		
Overtime Pay		
Commissions, Fees, Tips and/or Bonuses		
Military Pay		
Social Security (Adult)/SSI		
Social Security (Child)/SSI		
Disability		
TANF (Welfare)		
Unemployment Benefits		
Alimony/Child Support		



Do you or any member of your household have income from any of the following? If YES, please state amount.

	Amount (\$)	Per (Week, Month, etc.)
NO Worker's Compensation		
NO Severance Pay		
NO Payments from Insurance Policies/Annuities		
NO Retirement Benefits		
NO Pension Benefits		
NO Disability or Death Benefits		
NO Educational Grants		
NO Scholarships		
NO Veteran's Administration Benefits		
NO Caretaking of Children		
NO Caretaking of Elderly		
NO Recurring Gift/Cash Contributions		
NO Work for Someone Who Pays You in Cash		
NO Other:		

Have you received or do you expect to receive any lump sum payments such as inheritances, insurance settlements, Social Security Benefits, etc.?

Are you currently paying either of the following so that you or another adult member of your household can work, look for work, or attend school?

		Amount (\$)	Per (Week, Month, etc.)
YES NO	Child Care		
YES NO	Care of Disabled Persons		

Do you or any other member of your household own or have money in any of the following types of assets? If yes, please supply value.

hieree entities and		Value (\$)
YES NO	Checking Account	
YES NO	Savings Account	
YES NO	Savings Certificate (CD)	
YES NO	Stocks/Bonds	
YES NO	IRAs/Retirement Accounts	
YES NO	Money Market Funds	
YES NO	Safety Deposit Box (Bank or at home)	
YES NO	Rental Property	
YES NO	Other Real Estate	
YES NO	Mortgages/Deed of Trust	
YES NO	Revocable Trust	
YES NO	Annuities	
YES NO	Other Financial Assets:	

Do you or any member of your household have any coin or stamp collections, antique cars, jewelry or gems held as an investment (does not include personal jewelry)? 
YES NO

Have you or any other member of your household disposed of any of the above types of assets at less than fair market value during the past two years? 
YES NO If yes, please explain.



#### Please describe any automobiles owned by members of your household:

Automobile Make	Year	Model	Color	License Tag	Tag State

- 1.) I hereby certify that I do not individually receive income from any of the following sources:
  - a. Wages (includes wages and tips paid in cash)
  - b. Income from a business (includes hair, nail, & other salon services performed in your unit)
  - c. Rental income from real or personal property
  - d. Interest or dividends from assets
  - e. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits
  - f. Unemployment or disability payments
  - g. Public assistance payments
  - h. Periodic allowances such as alimony or child support
  - i. Sales from self employed resources (Avon, Mary Kay, etc.)
  - j. Babysitting
  - k. Gifts (money, bills paid by third party, supplies such as diapers) from persons not living in the unit
  - 1. Any other source not named above
- 2.) I currently have no income of any kind and there is no change expected in my financial status or employment status during the next 12 months.
- 3.) I will be using the following sources of funds to pay for rent, food and other necessities:

<u>ALL HOUSEHOLDS</u> must answer **all** questions below. If you answer "YES" to any of the questions, the additional information must also be completed.

1.	Do you own a vehicle?		Monthly Car Payment \$ Monthly Auto Insurance \$ Monthly Gas Expense \$ Source of income for payment of car expense:
2.	Do you have internet at home?		How much do you spend? \$ Source of income for payment of internet expense:
3.	Have you purchased any clothing for yourself or members of the household during the past 30 days?		How much did you spend? \$ Source of income for payment of clothing expense:
4.	Have you or a member of the household incurred any medical expenses in the past 30 days?		How much did you spend? \$ Source of income for payment of medical expense:
5.	Do you have telephone service in your apartment? Do you have a cell phone?	☐ YES ☐NO ☐ YES ☐NO	Monthly Phone Cost: \$ Monthly Cell Phone Cost: \$ Source of income for payment of phone expense:
6.	Do you subscribe to cable television?		Monthly Cable TV Cost: \$ Source of income for payment of cable tv expense:
7.	Do you have any school age children?	□ YES □NO	How much did you spend in the past 30 days for school related costs (books, paper, pencils, lunches, fees)? \$ Source of income for payment of school expenses:
	004		



8.	Do you or other household members receive cash contributions for sources or persons outside the household?		Monthly cash contribution? \$ Source of income for cash contribution:
9.	What was the total food cost for your family for the past 30 d. Source of income for food cost:	ays?	\$
10.	How much did you spend during the past 30 days for items s detergent, toothpaste, cigarettes, alcohol, deodorant, shamp Source of income for cost of above items:		\$
11.	What were your utility costs for the past 30 days? Source of income for utility costs:		\$

#### The following MEDICAL EXPENSE section applies ONLY to elderly/disabled/handicapped households.

For the next 12 month period, do you expect to have any of the following out of pocket medical or dental expenses? If yes, please specify amount(s). <u>DO NOT INCLUDE AMOUNTS COVERED BY INSURANCE</u>.

		Amount (\$)	Per (Week, Month, etc.)
YES NO	Doctor Bills		
YES NO	Dental Bills		
YES NO	Hospital Bills		
YES NO	Pharmacy Expense		
🗌 YES 🗌 NO	Prescribed Equipment		
YES NO	Eyeglasses		
YES NO	Non-prescription medication with Dr.'s order		
YES NO	Insurance/Supplemental Insurance		
YES NO	Other:	_	

Have you incurred any one time medical bills, but not claimed them, in the 12 month period preceding your anniversary date?

Do you participate in the Medicare Prescription Drug Discount Card program?			YES	🗌 NO
If yes, do you pay a premium?		How much?	per	

I certify that the information given on this form is correct and complete. I understand that failure to report all income for rent purposes is fraud and may result in termination of my lease, federal prosecution, or both.

Signature of Applicant/Resident

Signature of Applicant/Resident

Signature of Applicant/Resident





Date

Date



### Questionnaire for Student Household (to be completed by all household members over the age of 18)

To be a student household, you must meet special HUD rules. So that we can determine if you meet these rules, please answer the following questions. After you've completed this questionnaire, we will verify the information that you have provided.

Name:				
Current Addre	SS:			
Telephone #:	Date:	2:		
*Institutes of hig	tudent (Full Time or Part Time) at an institution of higher education? gher education include post-secondary vocational institution; "proprietary institutions of higher education in a recognized occupation," and accredited post-secondary colleges and universities. If you			
	vered YES to question one, please complete the following questions: vered NO to question one, please skip the following questions and sign below.)			
- Are	you 24 years old or older?	YES	🗌 NO	
- Are	you a veteran of the United States military?	YES	🗌 NO	
- Are	you married?	YES	🗌 NO	
- Do	you have legal dependents other than a spouse?	YES	🗌 NO	
	- If yes, please provide names and ages:			
- Wer	re you disabled and receiving assistance as of November 30, 2005?	YES		
3. If you answ	vered NO to all questions in #2, please complete the following questions:			
-	your parents eligible for Section 8 Assistance? - If yes, please complete PM-470	YES	🗌 NO	
yea	e you maintained a separate household from your parents or legal guardians for at least 1 r before applying at this site and you are NOT claimed as a dependent on your parent's st recent tax return?	U YES	🗌 NO	
	eive educational financial support (grants, scholarships, tional entitlements, work/study programs or financial aid packages)? If yes, sign PM-508.	U YES	🗌 NO	
	son with a handicap or disability, please contact us so that we can determine whether there are dered in your case, or whether reasonable accommodations would allow us to continue process			
assistance, we will noti	per of your household is determined to be an ineligible student now or in the future, you may not be eligible for assistance. If we determine at fy you by providing a 30-day notice that your assistance will be terminated. WARNING: Section 1001 of Title 18 of the United States Code make sentation to any Department or Agency of the United States as to any matter within its jurisdiction.			
I do hereby s	swear and attest that all the information given above is true and correct.			
Signature		Date	2	
FOR OFFICE U	SE ONLY:			
This applicant:	<b>QUALIFIES</b> as a student household and is <u>eligible</u> for assistance.			
	<b>DOES NOT QUALIFY</b> as a student household and <u>is not eligible</u> for assistance.			
	<b>N/A</b> – Applicant/Resident is not a student household.			





# WORKING PREFERENCE RULE

Effective 08/01/2017

Applicant Name:	
Address:	
Phone Number:	

The Quality Housing and Work Responsibility Act of 1998 (QHWRA), gives admission preferences in certain circumstances. Please check **all** of the following that apply to your household:

One or more of the following household members (Head of Household, Co-Head or Spouse) are employed at least 25 hours per week, and have been for at least 6 consecutive months. There can be no more than a 30-day lapse between employers. In the event of a lapse, employment will be verified by both the current and former employers. Proof in the form of check stubs, letter from employer on Company Letterhead, income verification, or other requested as needed must be received prior to assigning the "Working Family" preference. Your preference will be updated effective the date verified proof is received;

The Head of Household, Co-Head or Spouse is 62 years of age or older;

The Head of Household, Co-Head or Spouse get State or Federal benefit payments due to being unable to work (including Social Security Disability Benefits and Supplemental Security Income Disability Benefits);

I do not qualify for any of the above preferences.

In order to be eligible for priority admission, I understand that I must qualify for one of the above preferences at the time of application, interview and move-In. I further understand that if any information provided above is found to be false at time of Interview or Move In, my position on the waiting list may change.

Date

Date

Westminster Company Agent Signature

If your circumstances change and you find you are not qualified for any of the above or you find out that you are qualified for the above, please let us know immediately, as this will affect your status on the waiting list.

**OFFICE USE ONLY** 

Date Preference Verification(s) Received



# SPECIAL UNIT REQUIREMENT(S) QUESTIONNAIRE

Applicant/Resident Name:	
I choose not to complete this form.	
1. Please check all that apply. Do you, or does any member of your family have a condition that requir	es:
<ul> <li>Physical modifications to a typical apartment</li> <li>A separate bedroom</li> <li>Unit for Vision-Impaired</li> <li>A barrier-free apartment</li> <li>Unit for Hearing-Impaired</li> <li>One-level unit</li> <li>BR/Bath on 1st floor</li> </ul>	
<ul> <li>Can you and all your family members go up and down stairs unassisted?</li> <li>Yes No</li> </ul>	
If No, please indicate how we should accommodate your family:	_
<ul> <li>Will you or any of your family members require a live-in aide to assist you?</li> <li>Yes  No</li> <li>If Yes, please explain</li></ul>	_
4. If you checked any of the above listed categories of units, please explain exactly what you nee accommodate your situation	- ed to -
5. What is the name of the family member who needs the features identified above?	_
6. What health professional should be contacted to verify your need for the features you have identified ab Name :	ove?
Signature Date	

Westminster Company Property Management

