

312 State Street, Rochester, New York 14608

tel: (585) 454-5710

fax: (585) 697-1185

Please check by the apartment community(s) in which you wish to live:

Housing Ta	x Credits for Individuals/Families:	
Mills at High Falls (1 – 2 bedrooms)	Annex (1 – 2 bedrooms)	
312 State Street	392 State Street	
Rochester, NY 14608	Rochester, NY 14608	
Mills III (Studio – 2 bedrooms)	Michelsen (1 – 2 bedrooms)	
281 Mills Street	182 Avenue D	
Rochester, NY 14608	Rochester, NY 14621	
Brooks Village Apartments (1 – 2 bedrooms)	Akeley Manor Apartments (2 – 3 bedroom)	
750 Genesee Street	17179 Fourth Section Road	
Rochester, NY 14611	Holley, NY 14470	
We have anartments for neonle with dev	relopmental and/or physical disabilities. D	o vou wish to he
considered for one or more of them?	YES NO	o you wish to be
	es with Developmental and/or Physical Disc	abilities:
Blossom Village Apartments (1 – 2 bedroom	s)	
1275 Blossom Road		
Rochester, NY 14610		
Kenwood Apartments (2 – 3 bedroom)		
240 Arnett Boulevard		
Rochester, NY 14610		
Thurston Road Apartments (2 – 3 bedroom)		
80-90 Thurston Road		
Rochester, NY 14619		
Rochester, N 1 14019		
		ž .
	or older (Senior properties only have 1 bedi	rooms):
Akeley Landing Apartments	Brown's Memorial Manor	
17179 Fourth Section Road	640 Hudson Ave	
Holley, NY 14470	Rochester, NY 14621	
Butterfly Fields Apartments	Goose Landing Phase 1 and Phase 2	
2241 West Henrietta Road	4885 and 4795 East River Road	
Rochester, NY 14623	West Henrietta, NY 14586	

Return fully completed applications to <u>ULREDC 312 State Street</u>, Rochester, N.Y. 14608

To ensure the safety of our residents, a credit and criminal/background check will be run on all applicants 18 years of age and older. Any applicant applying is subject to a \$20.00 fee for the credit and criminal/background records check. Once the credit and criminal/background check has been run, there will be no refund of the \$20.00 fee. If the application is accepted, a \$20.00 credit will be applied to the HUD occupant's first month's rent. All applicants are required to provide the following documents: a birth certificate and social security card for each household member and photo ID for each adult household member with their own application.







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Important Information Regarding Application:

Thank you for your interest in an Urban League of Rochester Economic Development Corporation managed apartment community.

The success of our Apartments is in the community we build. This community is not only comprised of the tenants and the landlord but includes caseworkers, aides, friends and family, and all others interested in the well-being and safety of the residents residing in our apartments.

The first step to becoming a resident at an ULREDC property is the submission of a fully completed application along with all forms of identification. If an application has missing parts and/or IDs, we will return the application to the submitting person(s) until the application is completed in its entirety.

The following documents **must be returned** with the completed application:

- Birth Certificates for all members of the Household
- Social Security Cards for all members of the Household
- Picture ID (non-expired) for all adult members of the Household
- Documentation of Developmental or Physical Disability for HUD 811

The whole application process can take anywhere from 2-4 weeks with the credit and criminal/background check taking 7-10 business days. However, processing time is dependent on many aspects and may take longer than usual. Following review of your application, you will either be called in for an interview or you will receive a letter indicating ineligibility and the reason(s) why. You have 14 days to appeal this decision.

When an apartment is not available, the applicant is placed on a waiting list.

All assets and incomes will need to be verified before occupancy. You will need to provide the following information for everyone in the household 18 years of age and older prior to the time of your interview:

- All sources of Income including 8 paystubs, SSI statements, child support, etc.,
- Assets including savings and checking accounts, etc.,
- Retirement accounts,
- Stock/bonds etc.,
- W2/Income Tax statement for last 2 years

ULREDC respects an individual's desire to live independently in a safe and affordable environment. Our properties are independent living communities. ULREDC does not offer supervision and/or support services but can make referrals to our Community Partners.

Please note that applications must be done in <u>blue or black ink</u> and shall not be accepted in any other form(s) such as colored pens, pencil, crayon, marker, etc.





Date application received	d:	Time:		Received By	
Property Name:			Telephone:	585-454-571	0
Address:			Fax:	585-697-118	
= -			TTD/TTY:	711 National	Voice Relay
Applicant Name		<u> </u>			
Previously known name((if applicable)	(s)		ix.		
Gender	□ м	ale	le Other	Prefer not t	o say
Marital Status	☐ Sin	ngle	ed Divorced	Separated	
Current Address					
Address Line 2	Maria Na Pag H	×3			
City, State, Zip					
Home Phone					
Cell Phone					
Email address					
Work Phone					
May we contact you at w	ork?			Yes	☐ No
Birthdate	N'				
Social Security Number					
If you have no Social Se	curity Number, vo	u claim you are	exempt because:		



Is the Head-of household and/or co-head/spouse 62 or older?					es	□No
Are you enrolled in the U.S. Military or a veteran of the U.S. Military?					es	□ No
Are you a victim of a	recent presidentially d	eclared disaster?		☐ Ye	es	☐ No
Are you currently reco	eiving housing assistar	nce from HUD or a PH	[A?	☐ Ye	es	□ No
Have you ever been a HUD?	sked to sign a repayme	ent agreement to return	money to	☐ Ye	es	□ No
Have you ever been c	onvicted of a crime?			Y	es	□ No
	conviction(s) was a fel f you have been convic		Felony	□ M	Iisdemea	nor
	mber of the household or other sex offender r		th any state	☐ Y	es »	□ No
Have you ever been e	victed from a federally	y funded housing progr	ram for a lease	☐ Y	es	☐ No
If yes, when?						
and criminal screenin	plete list of states when g will be reviewed in e provide a complete and	each state listed and via	a national crimir	nal scre	ening/sex	x offender
Please place a check lived in Washington,	next to each state when D.C.	e you have lived. Plea	ase include Wasl	nington	, D.C. if	you have
Alabama	Idaho	Minnesota	North Dakot	a	☐ Verm	nont
Alaska	☐ Illinois	☐ Mississippi	Ohio		☐ Virgi	nia
Arizona	☐ Indiana	Missouri	Oklahoma		☐ Wash	nington
Arkansas I Iowa I Montana I Oregon					☐ West	Virginia
☐ California ☐ Kansas ☐ Nebraska ☐ Pennsylvar				a	☐ Wisc	onsin
Colorado Kentucky Nevada Rhode Islan				i	☐ Wyo	ming
☐ Connecticut ☐ Louisiana ☐ New Hampshire ☐ South Carolina						
Delaware	☐ Maine	☐ New Jersey	South Dakot	a	☐ Wasl	nington D.C.
☐ Florida	☐ Maryland	☐ New Mexico	☐ Tennessee			
☐ Georgia	☐ Massachusetts	☐ New York	Texas	i		
☐ Hawaii	☐ Michigan	☐ North Carolina	Utah			



RENTAL HISTORY: (Please write N/A if not applicable.)

Present Landlord			
Address	:		
Address 2			
City, State, Zip			
Contact Name (if known)	=		
Phone Number	*		
How long have you live at this address?			
Reason for leaving?			
Were you ever asked to allow or participate regularly scheduled pest control? (Includes		Yes	☐ No
Do you owe this landlord any money?		Yes	☐ No
Are you currently receiving housing assistance from HUD?		Yes	□ No
Have you given this landlord notice that you will be moving?		☐ Yes	☐ No
Have you been evicted or is this landlord attempting to evict you or another person living with you?		Yes	□ No
Previous Landlord #1	20		2
Address		· · · · · · · · · · · · · · · · · · ·	<u> </u>
Address 2			
City, State, Zip			
Contact Name (if known)			
Phone Number			
How long did you live at this address?			



Reason for leaving?			10	
Were you ever asked to allow or participate in regularly scheduled pest control? (Includes ro			Yes	☐ No
Did you owe this previous landlord any money any outstanding balances owed to this landlord	when you left or do you curr		Yes	□No
Have you ever been asked to sign a repayment	agreement to return money to	HUD?	Yes	☐ No
Previous Landlord #2				
Address				
Address			ō.	
City, State, Zip			ij.	
Contact Name (if known)				
Phone Number				
How long did you live at this address?				
Reason for leaving			-	
Were you ever asked to allow or participate in regularly scheduled pest control? (Includes re			Yes	□No
Did you owe this previous landlord any mone any outstanding balances owed to this landlord		ently have	Yes	☐ No
Have you ever been asked to sign a repayment	agreement to return money to	HUD?	Yes	☐ No
UTILITY PROVIDERS: You may not	live in the unit unless you can	establish utili	ties in the ur	nit.
Do you have any current outstanding balances provider?	owed to any utility	Yes	☐ No	
Will you be able to establish utilities in your u	nit?			
ElectricGasWater		Yes Yes Yes	☐ No ☐ No ☐ No	



Household Members:

Will anyone else live in the unit with you?		Yes	□ No		
If yes, please note that all persons 18 and older must have their own application.					
Household member's full name	Relationshi	p to Head of Ho	usehold		
	☐ Head of Household				
	Co-head	/Spouse			
*	☐ Child		•		
	Other ac	lult	8		
	☐ Foster a	dult/child			
*	Live-in A	Aide			
	☐ None of	the Above			
Please provide a complete list of states this person has lived. This disclosure is mandatory under HUD rules and criminal screening will be reviewed in each state listed. Failure to provide a complete and accurate list will result in the rejection of the application.					
	Head of	Household			
	Co-head	/Spouse			
	☐ Child				
e ×	Other ac	lult	*1		
	☐ Foster a	dult/child			
	Live-in A	Aide			
	☐ None of	the Above			
Please provide a complete list of states this person has lived. This disclosure is mandatory under HUD rules and criminal screening will be reviewed in each state listed. Failure to provide a complete and accurate list will result in the rejection of the application.					
accurate list will result in the rejection of the application.					



Unit Size:

The owner/agent will take your unit preferences/requirements in to consideration. The owner/agents occupancy standards indicate a minimum of one person per bedroom and maximum of two people per bedroom.

If you request a unit size different from these standards, the owner/agent is required to verify the need for a larger or smaller unit in accordance with HUD Handbook 4350.3 Revision 1. Please indicate unit size preferences below.

If you require special unit features, the owner/agent may verify the need for those features in accordance with HUD Handbook 4350.3 Revision 1. Please indicate any necessary special features below.

Unit Size:	_	Special Fe	eatures:				
Studio Unit		Mobility Accessible Unit					
1 Bedroom Unit	 -	Comm	unication Accessible Unit (He	aring)			
2 Bedroom Unit		Communication Accessible Unit (Visual)					
3 Bedroom Unit]	☐ Specia	l features or requests please lis	st below:			
			use review the property pet/assinimal is allowed to be kept in t				
Do you plan to house an ani If no, please move on to the			No e provide the following inform	nation.			
ANIMAL TYPE (I.E. CAT, TURTLE, ETC.)	BRE (IF APPLI	Andrew Market Control of the Control	HEIGHT (MEASURED AT WITHERS IF APPLICABLE)	WEIGHT			
Is this animal required to liv companion animal or service			e symptom(s) of a disability fo	or a household member (e.g.			



INCOME AND ASSET INFORMATION: In order to determine eligibility and to ensure that your family receives the correct assistance, please provide the following information.

THE OWNER/AGENT WILL NOT PROCESS THE APPLICATION IF THESE FIELDS ARE NOT COMPLETE.

Com Edit.		
Are you employed?	Yes	□No
If yes, please provide the name and address of your present employer below.		
Employer 1		7
Address		
Address 2		
City, State, Zip		=
Phone		
How much employment income do you expect to receive in the next 12 months?	\$	
Employer 2		
Address		
Address 2		
City, State, Zip		
Phone		
How much employment income do you expect to receive in the next 12 months?	\$	
Employer 3		
Address		
Address 2		
City, State, Zip		
Phone		
How much employment income do you expect to receive in the next 12 months?	\$	



How much do you expect to receive in other income from the Please write 0.00, N/A, or None if you will receive no income from the **THE OWNER/AGENT WILL NOT PROCESS THE APPLICATION IF THESE FIELDS A	ese sources.	PLETE.**
Monthly Social Security? Check Direct Deposit Pre-paid Debit Card	\$	·
Monthly Retirement Benefits?	\$	
Monthly VA Benefits? Check Direct Deposit Pre-paid Debit Card	\$	
Monthly Unemployment Benefits? Check Direct Deposit Pre-paid Debit Card	\$	
Are you entitled to Child Support? Check Direct Deposit Pre-paid Debit Card	Yes	□ No
Monthly Child Support Amount	\$	
Are you entitled to Alimony?	☐ Yes	☐ No
Monthly Alimony Amount	\$	
Monthly Public assistance?	\$	
Income from a pension or annuity or other asset?	\$	
Regular contributions from organizations or from individuals not living in the unit?	\$	
Periodic Payments from Long-Term Care Insurance, Disability or Death Benefits?	\$	
Contributions from family for rent, childcare, or other bills?	\$	
Any lump sum amounts from delay of payments for SSI or VA Disability?	\$	ű
Do you receive financial aid for education assistance?	Yes	☐ No
Annual amount of education assistance?	\$	
Other?	\$	
Other?	\$	
Are you a fulltime student?	Yes	□ No
Is anyone in your household a fulltime student?	Yes	□ No



Assets: Please write in 0.00, NA or None if the account balance is zero. Have you sold or given away real property or other assets valued at \$1000.00 or Yes No more (including cash donations) in the past two years? No Have you given any money to charities in the past two years? Yes Yes □ No Are any benefits deposited into a Direct Express Debit Card account? T Yes □ No Do you have a checking account? If you answered yes, you will be required to provide the most recent six months of bank statements so that we may estimate the value of the asset in accordance with HUD requirements. Please save your bank statements. ☐ Yes Do you have a savings account? □ No Current Balance -Do you have cash that is not deposited in an account? ☐ Yes □ No \$ Current Value -☐ Yes \square No Do you have a 401K or other employment savings account? Current Value -\$ ☐ Yes \square No Do you own an IRA or other retirement account? Current Value -Do any of your retirement accounts have a Required Minimum Distribution? Yes □No Current Balance -\$ Do you own a home or other property? ☐ Yes No Current Value -□No Do you have business income? Yes Current Value of Business -\$ ☐ Yes Do you own stocks/bonds/certificates of deposit (CD)? □No Current Value -\$



Do you own a life insurance policy?	☐ Yes	□ No
Current Value -	\$	
Do you own an annuity?	☐ Yes	☐ No
Current Value -	\$	
Is there a trust fund in your name or have you established a trust fund for someone else?	Yes	□ No
Current Value -	\$	
Do you have a safety deposit box?	Yes	□ No
Are assets stored in the safety deposit box such as US Savings Bonds, cash, stocks, etc.	Yes	□ No
Do you have access to any other assets, property, insurance policies, businesses, etc.?	Yes	□ No
If yes, please provide a description of the asset(s) and the current asset value below		



FOR HUD 811 AND HUD 202 APPLICATIONS:

<u>Deductions:</u> Household income can be reduced based on the amount of qualified monthly expenses. Households in which the **head-of-household, co-head of household, or spouse are disabled; or at least 62 years old** qualify for deductions based on out-of-pocket medical expenses. Please let us know if you or any members of your household have out-of-pocket expenses for the following:

Please write N/A if not applicable.		
Do you have an HMO , a medical plan, or health insurance policy, which	Yes	☐ No
pays all or part of the cost of your medications? If yes, please give the name of the HMO, plan, or insurance company.		
——————————————————————————————————————		
What amount (or percentage) of the cost must YOU pay?	\$	%
Health Insurance - 1— annual premium	\$	
Health Insurance - 1 – annual deductible	\$	
Health Insurance - 2 – annual premium	\$	
Health Insurance - 2 – annual deductible	\$	
Dr. visit/medical treatments - annual out-of-pocket expense	\$	-
Prescription Drugs - annual out-of-pocket expense	\$	
If you must pay for the medicines yourself, are you later reimbursed for all or part of the cost?	☐ Yes	□ No
If yes, who reimburses you?		
		and Marchines of



Please write N/A if not applicable. Over-the-counter medical expenses to treat a specific medical condition - annual outof-pocket expense (i.e. aspirin to treat a heart condition or calcium supplements to \$ treat osteoporosis) Personal use items – annual out-of-pocket expense (i.e. glasses, incontinent supplies, hearing aids) Cost/Care for Assistance/Companion Animals - annual out-of-pocket expense \$ Mileage to and from medical appointments (i.e. amount of expense(s) used for mileage) \$ \$ Other? \$ Other? Are there any other medical expenses, which you pay, that we should consider when calculating your rent? \$ Other? Other? \$ Other? \$ \$ Other? Annual Child Care for a minor 12 years of age or younger Child care is used to care for the child because the parent/guardian is: \$ ☐ Employed ☐ Seeking employment ☐ Going to school Provider Name Provider Address



Phone

Provider Address 2

City, State, Zip

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Please write N/A if not applicable.

Annual Cost of Care for a cost to work:	disabled family me	ember to allow	any adult family me	ember	\$	
Provider Name						
Provider Address	\$0.		s		41	
Provider Address 2						
City, State, Zip	9					~
Phone			•			
Expenses for auxiliary aide	s for a disabled fa	mily member			\$	



PENALTIES FOR MISUSING THIS FORM

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, the PHA and any owner (or any employee of HUD, the PHA 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, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

APPLICANT CERTIFICATION

By signing this document, I certify that if selected to receive the unit I/we occupy will by my/our only residence. I/we understand that the above information is being collected to determine my/our eligibility. I/we authorize the owner/manager/PHA to verify all information provided on this application and to contact previous or current landlords or other sources of credit and verification information which may be released to appropriate Federal, State, or local agencies. I/we certify that the statements made in the application are true and complete. I/we understand that providing false statements or information is punishable under Federal Law.

Applicant Name (please print):		
Signature:	Date:	

ULREDC does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing

Section 504 (24 CFR, part 8 dated June 2, 1988).

Name:

Abigail Phillips – Office Manager

Address:

312 State Street

Rochester, NY 14608

Telephone:

585-454-5710 x 2007

See HUD Handbook 4350.3 Revision 1, Paragraph 2-29-c-3 & 4 for information about the requirements to include this information.



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Ethnicity and Racial Data

Provide Your Name:			
(Last, First and MI)			
Your Relationship to the Head Of Household (Select One):	[_] Head of Household [_] Co-Head [_] Foster Child/Adult [_] Non-Member	[_] Spouse [_] Dependent [_] Other Adul	
Ethnicity: (Select One)	[_] Hispanic or Latino[_] Not-Hispanic or Latino[_] Prefer not to answer		
Race (Select All that Apply):	[_] American Indian or Ala	ska Native	
	[_] Asian		
	[_] Black or African American		
	[_] Native Hawaiian or Other Pacific Islander		
	[_] White		
	[_] Prefer not to answer		
Your Signature and Date Signed:			
(HEAD AND CO-HEAD			

Urban League of Rochester Economic Development Corporation 312 State Street, Rochester, NY 14608

INS FAMILY SUMMARY SHEET

PLEASE PRINT CLEARLY:

(Note that everyone over the age of 18 must have their own application.)

LAST NAME	FIRST NAME	RELATIONSHIP	SEX (M/F)	DATE OF BIRTH
			-	

Emergency Contact Information Form

This information will be extremely important in the event of an accident or medical emergency.

Applicant Name:	<u></u>	
Last	First	MI
Home Phone:	Cen	M.
Street Address:		
City State	Zip Code	
Email Address:		
Primary Emergency Contact Name:		
Relationship:	Last	First
Home Phone:	Cell:	
Work:		
Secondary Emergency Contact Name:_		D'
Relationship:	Last	First
Home Phone:	Cell:	
Work:		
Preferred Local Hospital:		
Insurance Company:	Policy #:	
Comments (include any special medical or personal in provider to know or special contact information):	nformation you would w	ant an emergency care
1911-2	- 25	
210	X 4 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
Signature:	Date:	