

Please call Property Management with any questions @ 207-333-6420

property ma'nagement & maintenance department 240 Bates Street Lewiston, Maine 04240

207.795.4065

Fax 207.333.6544

AFFORDABLE HOUSING RENTAL APPLICATION

This Affordable Housing Rental Application is the first step in seeking to rent an apartment owned and/or managed by Community Concepts, Inc. Property Management Department. Due to State and Federal legislation and regulations, extensive information is required by the agencies involved. This is to assure the government that housing, which might be subsidized by them, is used fairly and to maximum efficiency.

Affordable Hou	sing Locations			
South Paris		Norway		
* 14 High Street:	6 one-bedroom	Norway Family Housing:		
* Stony Brook Housing (Stony Brook is a smoke-free High Street Apartments:	6 one-bedroom e building) 12 three-bedroom	2 two-bedroom & 16 three-bedroom		
Rumford * 408 Penobscot Street	4 one-bedroom	Bethel Bethel Station Apartments: 12 three-bedroom Farmington Farmington Hills Apartments: 4 two-bedroom & 6 three-bedroom		
Brownfield Willard Bickett Apartments:	5 two-bedroom & 3 three-bedroom	*Mt Blue Housing: 5 one-bedroom (This is a smoke-free building)		
399 Main Street: Lewiston * 195 Sabattus Street: * 138/140 Horton Street:	4 two-bedroom & 8 three-bedroom 3 one-bedroom & 1 three-bedroom 4 one-bedroom 2 one-bedroom & 3 two-bedroom	Please return completed application to: Community Concepts, Inc. Property Management 240 Bates Street Lewiston, ME 04240		
130 Oxford Street: 60 Maple Street: * Bates St. Senior Housing * Mt David Housing:	1 two-bedroom & 7 three-bedroom 2 two-bedroom, 12 three-bedroom & 2: 26 one-bedroom, 4 two-bedroom (Thi 14 one-bedroom & 1 two-bedroom			
numbers where applicate and date application. In they have been complete	ole. Adults 18 years of age or ole complete applications will be re ely filled out. Thank you.	d information with complete addresses and phone der who will be residing in the apartment must sign sturned for completion and will only be processed once		
* Indicates special req Referred to Community Please list the location(s				
1	2	2		



VERY IMPORTANT

PLEASE READ BEFORE PROCEEDING

IN order for us to be able to process your application efficiently, you MUST fill in an answer on ALL lines of this application for ALL questions asked. You MUST either fill in the question with the correct information, OR write in N/A if the question is NOT APPLICABLE to you.

It is especially important to fill in the complete phone number and address of your current and/or prior Landlord(s) and character references. We require two years of positive prior landlord verification other than family. Exceptions may apply.

All applications will be processed for State and National Sex Offenders Registry and a local police check.

Your application will not be accepted as complete if you fail to fill in all the questions as outlined above, and it will be returned to you as incomplete.

THIS WILL HOLD UP THE PROCESSING OF YOUR APPLICATION.

If you have any questions, or need assistance filling out the application, you may contact us Mondays through Fridays between 8:00 AM and 4:30 PM by calling (207) 795-4065 or (207) 743-7716 and asking to speak with someone in the Property Management Department.

Thank you for your cooperation and interest in our Affordable Rental Housing.

Property Management

EXPECTATIONS OF OUR TENANTS

Basically, being a good tenant is treating the home as if it were your very own, and to be respectful of your neighbors.

- PAY—THE RENT ON TIME.
- **READ**—ALL HOUSEHOLD POLICIES AND INSTRUCTIONS AND KEEP THIS INFORMATION IN A HANDY PLACE FOR EASY REFERENCE.
- FOLLOW—THE RULES OF THE LEASE AND HOUSEHOLD POLICIES.
- ALWAYS—REPORT IF YOU HAVE BROKEN SOMETHING OR IF THERE IS A MAINTENANCE PROBLEM. WE ARE VERY UNDERSTANDING AND APPRECIATIVE OF KNOWING THAT SOMETHING HAS HAPPENED.
- **BE**—COURTEOUS TO OTHERS IN THE APARTMENTS THAT ARE AROUND YOU.
- **KEEP**—THE APARTMENT CLEAN. CARPETS, FLOORS, WALLS, WINDOWS, BATHROOMS, AND APPLIANCES ARE TO BE VACUUMED, SWEPT, AND CLEANED REGULARLY.
- LEAVE—THE APARTMENT EXACTLY AS YOU FOUND IT WHEN YOU MOVED-IN, BARRING NORMAL WEAR AND TEAR.
- <u>UNDERSTAND</u>—YOUR APARTMENT WILL BE INSPECTED AT LEAST 3 TIMES PER YEAR, POSSIBLY MORE.

Last Name:		_ First Name	·		MI: _	
Mailing Address:						
Residence:						
Street	Apt. #	City		Stat	te	Zip
elephone Number: D	Oay:		Evening:			
require a:	One Bedroom, Four Bedroom,	Two Bedroo Handicapped	om, Three Unit, Oth	Bedroom _ er Requirem	ents	
o you rent,	or own					
urrent monthly rent \$	\$	or mortga	ge payment \$			-
o you currently hold	a Section 8 Housing C	hoice Vouch	er? YES _		NO	
If YES , what BR s	size is the Section 8 Vo	ucher? 0 BR	. 1 BR	. 2 BR	_, 3 BR	, 4 BR
re you currently Horr	neless or at risk of Hom	Other	VEC		NO	
If YES, are you liv	ring with friends or rela	itives?	YES _		NO	
	Explain:				110	
	OMPOSITION uding children, who wi	ill live in the	apartment. Plea	se list Head	of House	hold first
ist ALL persons, incl			apartment. Plea Relation to head of	se list Head Date of	of House	hold first
ist <u>ALL</u> persons, incl	uding children, who wi		Relation to			hold first SSN #
ist <u>ALL</u> persons, incl	uding children, who wi	<u>MI M/I</u>	Relation to head of household	Date of <u>Birth</u>		SSN#
ist <u>ALL</u> persons, incluses the second secon	uding children, who wi	<u>MI</u> <u>M/F</u>	Relation to head of household Head	Date of Birth		SSN#
ist <u>ALL</u> persons, incluses the Name	uding children, who wi	<u>MI</u> <u>M/F</u>	Relation to head of household Head	Date of Birth		SSN #
ist ALL persons, incluses the second	uding children, who wi	<u>MI</u> <u>M/I</u>	Relation to head of household Head	Date of Birth		SSN#
ist ALL persons, incluses the same	uding children, who wi	<u>MI</u> <u>M/I</u>	Relation to head of household Head	Date of Birth		SSN#
ist ALL persons, incluses the state of the s	uding children, who wi	<u>MI</u> <u>M/I</u>	Relation to head of household Head	Date of Birth		<u>SSN #</u>
ist ALL persons, incluses the state of the s	uding children, who wi	<u>MI</u> <u>M/I</u>	Relation to head of household Head	Date of Birth		SSN#
ist ALL persons, incluses the state of the s	uding children, who wi	<u>MI</u> <u>M/I</u>	Relation to head of household Head	Date of Birth		SSN#
ast Name	uding children, who wi	<u>MI</u> <u>M/I</u>	Relation to head of household Head	Date of Birth		SSN#

A. GENERAL INFORMATION

Full Time Students:

			I currently Full Time Students, OR anning on becoming Full Time Stud		
	NO		(If answered NO, skip questions	a-d)	
			the following questions: Tems to which you answered YES.)		
a.	Are the household	members married a	and currently filing a joint tax return	n? YES	_ NO
b.	Is at least one hous (the Temporary Aid		eiving assistance through TANF es program)?	YES	_ NO
c.	Is at least one hous training program?	ehold member enro	olled in a federal, state or local job	YES	_ NO
d.		either the parent no	e parent with a dependent child r the child (or children) is claimed tax return?	YES	NO
prohibiting di national origi information, b discriminate d	scrimination against n, or physical or met ut are encouraged to gainst you in any wo	t tenant applicants ntal handicap are co o do so. This infor ny. However, if you	tent owner in order to assure that the on the basis of race, color, religion complied with. You are not required mation will not be used in evaluating choose not to furnish it, the owner and the basis of visual observations.	, sex, age, fa d to furnish i ig your appli is required i	milial status this ication or to to note the
PLACE OF B			RACE * indicate by code below		IBILITY ate by code
				 	
				(and a second	
8		-			

** Eligibility: M=Minor, FTS=Full Time Student, E=Elderly, D/H=Disabled, H=Handicapped

* Race: WNH=white non-Hispanic, WH=white Hispanic, A=American Indian/Alaskan Native, P=Pacific Islander, B=Black

G:\Property Management\Rental Properties\Cert-Verification forms\Rental Application AMENDED 11-3-14 Tenant Expectations.doc-

C. <u>INCOME INFORMATION</u>: List ALL sources of income for all household members. PLEASE LIST GROSS AMOUNTS (BEFORE ANY DEDUCTIONS)

	Employment: Hourly Rate \$	Hours Per Week:	_ Weeks per Year
	If applicable, Annual Gross Salar		
	Employer:	Address:	
	Employment: Hourly Rate \$		
	If applicable, Annual Gross Salar		
	Employer:	Address:	
	Self Employment		ount \$
	If applicable, Annual Gross Salar	y: <u>\$</u>	_
	_ Social Security Benefits	Monthly Amount \$ _	
	Social Security Benefits	Monthly Amount \$ _	
	_ SSI benefits	Monthly Amount \$ _	
	_ SSI benefits	Monthly Amount \$ _	
198 12 20 20 20 20 20	_ Maine State Supplement	Monthly Amount \$ _	0
	Pension	Monthly Amount \$ _	
	Pension	Monthly Amount \$ _	
	Vatarras Dan efte	N. (11 A . (A)	
	_ Veterans Benefits	Monthly Amount \$ _	
	Veterans Benefits	Monthly Amount \$ _	
	Unemployment Compensation	Monthly Amount \$ _	
	Unemployment Compensation	Monthly Amount \$ _	
	TANF	Monthly Amount \$	
	TANF	Monthly Amount \$ _	
A PERSONAL MARKET	-		
and the state of t	Child Support	Monthly Amount \$	
	Child Support	Monthly Amount \$ _	
	Alimony	Monthly Amount \$	
	Alimony	Monthly Amount \$	N.A.
	1	1410πmiy 7miount ψ	· · · · · · · · · · · · · · · · · · ·
	Interest Income	Monthly Amount \$	
	Interest Income	Monthly Amount \$	
	Source of Interest Income		
	Address		ye w
		Gross Monthly Amou	nt \$
	Source		

D. ASSETS FOR ALL HOUSEHOLD MEMBERS: List ALL sources of assets for all household members (Include children's accounts)

Bank Name:	Address:
Checking Account #:	Balance:
Savings Account #:	Balance:
Name(s) on Account:	
Bank Name:	Address:
Checking Account #:	Balance:
Savings Account #:	Balance:
Name(s) on Account:	
Bank Name:	Address:
Trust or CD Account #	Balance:
Name(s) on Account:	
Stocks, Bonds, Money Market, Mutual Funds, Annui Name of Broker of Fund or Capitol Gains recipient	•
Address	
Value as of Today's Date \$, Rate of Return _	
Whole and/or Universal Life Insurance Policies Name of Insurance Company:	
Type of Policy:	
Value as of Today's Date \$, Rate of Return	%, Annual Dividend, # of Shares
Real Property	
Do you own any property? YES NO Type and Location of property:	If YES, please provide a copy of your tax bill.
Does your property produce income? YES NO If YES, Monthly Amount of Income: \$	
Mortgage or Outstanding loans – Balance: \$	
What is the current value of the property: \$	
Is your property for sale? YES NO If YES, Name & Address of selling agent: Address of Town Office your tax bill comes from:	
Гах Мар # Lot #	Town
Value as of Today's Date \$, Rate of Return	
Address of Town Office your tax bill comes from:	
Tax Map # Lot #	Town
Have you sold/disposed of any property/assets in the last If YES, Type of property/asset: Market value when sold/disposed: \$ Amount sold/disposed for: \$	

E. REFERENCE INFORMATION: PLEASE FILL OUT COMPLETELY

Community Concepts, Inc.?

YES _____ NO ____ If YES: Address: _____ Unit #:____ Date rented: Current Landlord: Landlord Name and Address: Landlord Home Phone #: ______ Business Phone #: _____ Rental Address and Unit #: _____ Monthly Rent Amount \$ _____ Date Moved In: _____ Date Moved Out: How long have you lived there? Reason for Moving? Prior Landlord: Landlord Name and Address: _______ Business Phone #: ______ Rental Address and Unit #: Rental Address and Unit #: _____ Date Moved In: _____ Date Moved Out:_____ How long did you live there? Reason for Moving? **Prior Landlord:** Landlord Name and Address: ______ Business Phone #: _____ Rental Address and Unit #: Rental Address and Unit #: ______ Date Moved In: ______ Date Moved Out:______ How long did you live there? Reason for Moving? Prior Landlord: Landlord Name and Address: ______ Business Phone #: ______ Business Phone #: _____ Rental Address and Unit #: Monthly Rent Amount \$ _____ Date Moved In: _____ Date Moved Out: How long did you live there? Reason for Moving?

Have you or has anyone in your household ever been a previous tenant in any rental housing owned or managed by

(PLEASE NO RELATIVES) Mailing Address: _____ Telephone #:____ Mailing Address: _____ Telephone #:____ 3. Name:_______Relationship: _____ Mailing Address: _____ Telephone #:____ **EMERGENCY CONTACTS: Primary Contact:** Name: ______ Telephone #: _____ Address: _____ City/State: Zip: **Secondary Contact:** Name: ______ Telephone #: _____ Address: _____ City/State: ____ Zip: F. VEHICLE, PET AND ASSISTIVE ANIMAL INFORMATION **Vehicles**: List all cars, trucks, or other vehicles owned. Type of Vehicle: ______ Year/Make: _____ Color: _____ License Plate #: Type of Vehicle: ______ Year/Make: _____ Color: ____ License Plate #: Driver's License Number for Head of Household: Driver's License Number for Household Member 2: PLEASE NOTE: WE HAVE A STRICT "NO PETS" POLICY AT MOST OF OUR PROPERTIES. * Please indicate Breed, Size and Weight: DO YOU REQUIRE AN ASSISTIVE ANIMAL?: YES _____ Assistive Animal: NO If YES: Dogs: _____ Cats: ____ Other: ____ Please indicate Breed, Size and Weight:

Character References: (We prefer business/community contacts i.e. employer, teacher, minister, counselor, etc.)

We will require documentation for the need of any assistive animal.

G. ADDITIONAL INFORMATION

	Y crime including drug use, sales and/or possession? YES NO
- If	YES, please indicate who and explain:
If	YES, did it result in a conviction? YES NO
an lo	YES, you MUST include detailed information including the type and date of the conviction, if there was no jail time served and for how long, and if you were or are currently on probation or on parole and for how ng. If available attach copies of the conviction and sentencing. If it was a Felony conviction you must dicate what type and class of Felony charge(s)
the state of	or is ANY member of your household listed on this application required to register as a Sex Offender in of Maine or in any state in the United States of America? YES NO YES, you MUST describe the type and class of Felony sex offense(s), who on this application must gister as a Sex Offender, and in which states they are required to register:
Yl	or has any member of your household listed on this application ever been evicted from any housing? ES NO
_	YES, please describe who, when, where, and why:
	or has any member of your household listed on this application ever filed for bankruptcy? ES NO
If'	YES, please indicate year and describe:
If	YES, has the case been closed? YES NO
If	YES, date closed:You will be required to provide documentation that it has been closed.
If l	NO, please explain:
	or has any member of your household listed on this application had any exposure to, or had extermination for, bed bugs or cockroaches in any place you have lived at within the last 12 months?
YE	ES NO
If Y	YES, please explain:

Application Checklist

In order to speed up the processing of your request for affordable housing, please remember the following:

- Did you either provide the correct information for **ALL** questions on the application, or mark them as N/A if they do not apply?
- Did you list ALL persons on the application who will be residing in the apartment?
- Did you provide us with a minimum of your last 2 years of previous <u>landlord rental</u> history and/or any other housing history for ALL adult members on the application?
 (You MUST provide ALL prior Landlord names, addresses and correct telephone numbers)
- Did you attach copies of Social Security Cards for <u>ALL</u> persons who will reside in the apartment?
- Did all household members over 18 years of age supply all information required: Such as: **ALL** Income of **ALL** family members; Landlord and character references for all adults on the application; Answer the Felony related questions for **ALL** members of the household; Etc.
- Did ALL adult household members over 18 years of age sign the application and the certification/authorization form?
- If you are homeless or about to become homeless did you provide us with verification?
- Did you provide us with your current telephone number and mailing address?

Once we have completely reviewed your application, you will be contacted by mail or telephone indicating the status of your Affordable Housing Rental Application.

Thank You

Fax 207,333,6544

CERTIFICATION / AUTHORIZATION

AUTHORIZATION

I/We hereby authorize Community Concepts, Inc., and its staff or authorized representative to contact any persons, agencies, offices, groups or organizations to obtain and verify any information in this application, which may be necessary for housing and/or housing programs administered and/or managed by Community Concepts, Inc.

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with the management's office and will remain in effect for a long as I reside in any apartment complex managed by Community Concepts, Inc. I/We understand I have a right to review my file and correct any information that I can prove is incorrect.

CERTIFICATION

I/We hereby certify that I/We do/will not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand that my/our eligibility for housing will be based on Maine State Housing Authority (MSHA), and/or the Department of Housing and Urban Development (HUD), and/or the Low Income Housing Tax Credit Program (LIHTC) income/occupancy limits and program regulations, and by Community Concepts, Inc. selection criteria. I/We certify that all information in this application is true and complete to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy.

Head of Household	(Signature)	Printed Name	Date
Spouse/Co-Tenant	(Signature)	Printed Name	Date
Adult Member	(Signature)	Printed Name	Date



Community Services Children's Services Family Services Housing & Property Management



Fax 207.333.6544

OPTIONAL CONFIDENTIAL QUESTIONS:

Answering yes to any of the following question MAY assist us in providing affordable housing to you sooner and WILL NOT have an adverse affect on your possible selection for housing we offer.

We may be required to verify all yes answers as applicable depending on the location of the housing.

PLEASE INDICATE IF YOU ARE CURRENTLY:

HOMELESS? Please explain:	YES	NO
A VICTIM OF DOMESTIC VIOLENCE? If so are you engaged in services with SAFE VOICES? Other domestic violence recovery agency? Name of agency:	YES YES YES	NO NO NO
RECOVERING FROM SUBSTANCE ABUSE? If so are you engaged in services with Community Concepts. Inc. Alcohol and Drug treatment Services? Other substance abuse agency? Name of agency:	YES YES YES	
ENGAGED IN SERVICES WITH COMMUNITY CONCEPTS, INC. HEAD START OR EARLY HEAD START PROGRAM?	YES	NO
ENGAGED IN SERVICES WITH COMMUNITY CONCEPTS, INC. FAMILY SUPPORT PROGRAM?	YES	NO
ENGAGED IN SERVICES WITH TRI-COUNTY MENTAL HEALTH? OTHER MENTAL HEALTH AGENCY? Name of agency:	YES	NO NO
ON A WAITING LIST FOR SECTION 8 HOUSING? If so, name of agency or housing authority:	YES	NO

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. You may update, remove, or change the information you provide on this form at any time. You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:			
Mailing Address:			
Telephone No:	Cell Phone No:		
Name of Additional Contact Person or Organization:			
Address:			
Telephone No:	Cell Phone No:		
E-Mail Address (if applicable):			
Relationship to Applicant:			
Reason for Contact: (Check all that apply) Emergency	A anima anima Danas di Garatiana T		
Unable to contact you	Assist with Recertification I Change in lease terms	rocess	
Termination of rental assistance	Change in house rules		
Eviction from unit	Other:		
Late payment of rent			
Commitment of Housing Authority or Owner: If you are approarise during your tenancy or if you require any services or special issues or in providing any services or special care to you.	oved for housing, this information will care, we may contact the person or o	Il be kept as part of your tenant file. If issues organization you listed to assist in resolving the	
Confidentiality Statement: The information provided on this for applicant or applicable law.	m is confidential and will not be disc	losed to anyone except as permitted by the	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.			
Check this box if you choose not to provide the contact i	nformation.		
Signature of Applicant		Date	

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.





We Do Business in Accordance With the Federal Fair Housing Law

(The Fair Housing Amendments Act of 1988)

It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin

- In the sale or rental of housing or residential lots
- In the provision of real estate brokerage services
- In advertising the sale or rental of housing
- In the appraisal of housing
- In the financing of housing
- Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free) 1-800-927-9275 (TDD) U.S. Department of Housing and Urban Development Assistant Secretary for Fair Housing and Equal Opportunity Washington, D.C. 20410