# Habitat America, LLC, Management Company RESIDENT SELECTION CRITERIA

For Tax Credit Properties

Property Name: Village Circle, LLC dba Riverwoods at Denton

Effective Date: April 12, 2017

101 Quinn Circle, Denton, MD 21629

Effective Date: April 12, 2017

PH: 443-448-7980

TTY: 711

Thank you for applying to live at our community. This document is provided to you to explain the process we use to select our residents. Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors at our properties fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity or marital status. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 ("Fair Housing Act") and, to the extent applicable, the Americans with Disabilities Act. Furthermore this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.

# **PROJECT ELIGIBILITY**

This community may be designated for a special population. Applicants must be adults and must meet the restrictions as indicated below in order to proceed with the application process.

☑ No special population restrictions apply to this community.

Valid identification with a picture will be required (photo copy may be kept on file). Applicants must disclose social security numbers (SSN) for all family members. A valid SSN card issued by the Social Security Administration is the necessary documentation required. If a SSN card is not available the community will accept a letter from the Social Security Administration stating that a new card has been applied for. Where applicable an assigned Federal Identification Number may be used. United States Code Title 8, subsection 1324 (a) (1) (A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. All applicants will be required to provide proof of citizenship or legal immigration status.

# **STUDENTS**

This community follows the student regulations written in Section 42 of the Internal Revenue Code. The regulation states that a household comprised of all full time students will not be eligible for this program. There are five exceptions to this rule. For more information contact the Community Manager.

### **OCCUPANCY STANDARDS**

Habitat America, LLC has established occupancy standards to permit the resident to select the apartment size they deem appropriate to their needs while preventing overcrowding and underutilization of the apartment. The occupancy standard is based on 2 persons per bedroom plus one: Note: Children under 2 may not be counted towards number of occupants allowed, and no adult members can be added to the household in the first 12 months of occupancy that would compromise the tax credit section 42 restrictions.

Number of Bedrooms	Minimum & Maximum Occupants Allowed	
1	1 - 3	
2	1 - 5	
3	2 - 7	

# **INCOME REQUIREMENTS**

The household's total gross annual income shall not exceed the property's applicable area median income as posted by HUD each year. All forms of household income must be disclosed. In addition, minimum income limits apply. Should the household's income level fail to meet the minimum required, the applicant may demonstrate the ability to meet all normal financial obligations including paying rent. Proof of all income and assets is required.

### TAKING APPLICATIONS

The Application: Each adult (18 years of age or older, or emancipated) must complete and sign the Rental Application. There is a non-refundable application fee of \$25 per adult. An application cannot be processed unless it is fully complete. Applicants must list all members who will reside in the apartment unit and designate the number of bedrooms being requested. Apartments specially designed for the disabled will be marketed only to persons with disabilities. If an apartment is not available when the application is submitted, the applicant will be put on waiting list. The application will be fully screened and verified when an apartment becomes available for occupancy. Once the application is approved and the available unit accepted, the applicant will be required to sign a lease agreement in which applicant agrees to abide by all property rules and regulations. If assistance is needed in completing the application or lease documents, contact the Community Manager.

**Screening:** A report will be obtained through a commercial credit reporting agency the results will determine if the application is accepted or denied. Rental history for the past 3 years will be verified and must indicate the ability to care for the property without damage and pay rent on time. Applicant must be able to establish the necessary utilities with the appropriate utility provider.

Background and criminal record checks will be conducted. An applicant will be denied if:

- Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, or is currently engaging in the illegal use of a drug.
- There is a reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol and/or an illegal drug may interfere with the health, safety, or right to peaceful enjoyment of the premises for other residents.
- Any household member has a history of drug-related criminal activity including but not limited to possession, usage, distribution, transport, sale, manufacture or storage of illegal drugs and/or drug paraphernalia, or conviction of any State or Federal laws relating to illegal drugs and/or paraphernalia.
- Any household member is subject to lifetime registration requirements under a state or federal sex offender registration program.
- Any other criminal history exists that would threaten the health, safety or peaceful enjoyment of the premises by other residents or the health and safety of the owner, employee, contractor, or agent who is involved in the housing operations.
- Any other criminal history determined by the credit reporting agency.
- Any information provided by the applicant proves to be materially untrue during the verification process. These applications will be denied.

**Rejection Procedures:** If an applicant disputes the accuracy of any information provided to the landlord by a screening service or credit reporting agency, the applicant may contact the screening company that supplied the information within 60 days of the denial to obtain a copy of screening results. The name, address and phone number of the screening company will be provided in the denial letter. The denial letter will advise the applicant that if they believe there are errors in their screening report, they have fourteen (14) days to respond in writing to request an appeal. Applicants who are denied must wait 90 days before reapplying at the community.

# **SECTION 504**

Habitat America, LLC developed a Section 504 Policy that addresses all reasonable accommodation requests for persons with disabilities. For more information on reasonable accommodation requests, contact the Community Manager.

# **RIVERWOODS at DENTON**

Security Deposit:	From: \$250 to 1 month's rent (Conditional)
Lease Term:	1 year lease
Utilities Included:	Water, Sewer and Trash

# **Income Requirements & Rental Rates:**

Total household income will be reviewed and verified for occupancy in our community in accordance with the following maximum and minimum income limits based on family composition. Voucher holders do not have a minimum income requirement but must meet all the other requirements. (Limits are subject to change)

# PHASE I & II

Unit Type	Square Footage	Market Rental Rate	Minimum Income	Maximum # of Occupants Allowed	Maximum Income
1BR / 1 BA 30% 4 units	637 - 638	\$344	\$11,352	3	1 person - \$15,930
2BR / 1BA 30% 5 units	766 – 816	\$400	\$13,200	5	2 people - \$18,210 3 people - \$20,490 4 people - \$22,740
2BR / 2BA 30% 1 units	889	\$400	\$13,200	5	5 people - \$24,570
1BR / 1BA 40% 3 units	637 - 638	\$487	\$16,071	3	1 person - \$21,240 2 people - \$24,280
2BR / 1BA 40% 7 units	766 – 816	\$570	\$18,810	5	3 people - \$27,320 4 people - \$30,320 5 people - \$32,760
2BR / 1BA 50% 2 units	816	\$740	\$24,420	5	1 person - \$26,550 2 people - \$30,350 3 people - \$34,150 4 people - \$37,900 5 people - \$40,950
1BR / 1BA 60% 15 units	637 - 638	\$710	\$23,430	3	1 person - \$31,860 2 people - \$36,420
2BR / 1BA 60% 11 units	766 - 816	\$835	\$27,555	5	3 people - \$40,980 4 people - \$45,480 5 people - \$49,140

Note: 18 units in Phase II will be designed with ramps to the entry of the units.

**PHASE III – Future building** 

Unit Type	Square Footage	Market Rental Rate	Minimum Income	Maximum # of Occupants Allowed	Maximum Income
1BR / 1 BA 50% 4 units	794 - 984	\$629	\$20,757	3	1 person - \$26,550 2 people - \$30,350
2BR / 1BA 50% 2 units	968	\$740	\$24,420	5	3 people - \$34,150 4 people - \$37,900 5 people - \$40,950
1BR / 1BA 60% 8 units	794 - 984	\$750	\$24,750	3	1 person - \$31,860 2 people - \$36,420
2BR / 1BA 60% 10 units	968 – 1,150	\$875	\$28,875	5	3 people - \$40,980 4 people - \$45,480 5 people - \$49,140
3BR / 2.5BA 30% 2 units	1,512	\$460	\$15,180	7	1 person - \$15,930 2 people - \$18,210 3 people - \$20,490 4 people - \$22,740 5 people - \$24,570 6 people - \$26,400 7 people - \$28,200
3BR / 2.5BA 60% 10 units	1,512	\$1,000	\$33,000	7	1 person - \$31,860 2 people - \$36,420 3 people - \$40,980 4 people - \$45,480 5 people - \$49,140 6 people - \$52,800 7 people - \$56,400

**Additional Preference:** 13 units will be designated for housing households with disabilities with incomes at or below 50% AMI, these individuals will be referred by MDOD.

**Pet Policy: Pets are not accepted.** The exceptions are caged birds, turtles and fish in small aquariums (20 gallon max). Reptiles are not permitted. Visiting pets are not permitted at any time. Animals which are designated as assistance animals to the disabled are accepted with the appropriate documentation.

# **Additional Credit Requirements:**

- Unpaid Gas & Electric Bills and Returned Checks are grounds for denial
- Medical Bills are excluded from consideration
- Discharged bankruptcies will be considered for a period of one year from date of application.
- Unfavorable landlord history will be grounds for denial unless verifiable extenuating circumstances exist.

# **Additional Background Requirements:**

 Management will review 7 years of drug related criminal activity, felony convictions and history or pattern of convictions. These will be grounds for denial

Smoking/Fire Risk Reduction Policy: Smoking will not be permitted in the units or anywhere on property grounds. Smoking is defined as carrying or inhaling or exhaling smoke from any lighted cigar, cigarette, electronic-cigarette, vaporizer, pipe or consumer product modified for smoking or any other lighted tobacco or plant product. Additionally, burning of incense and candles is prohibited to reduce risk of fire. Also in light of recent hazards related to Hoverboards, Habitat America is prohibiting these devices at all communities, including all common areas and grounds. Beginning August 1, 2016, Hoverboards may not be used, charged or stored anywhere at the communities, including all common areas and grounds. All leaseholders will be required to sign a Non-smoking Lease Addendum agreeing to these rules prior to occupancy.

If you need additional information concerning the Selection Criteria, please see the Community Manager.

# **Acknowledgment/Receipt:**

By signing below I/We acknowledge that we were given and have received a copy of the Resident Selection Criteria for Riverwoods at Denton. I/We also understand that the property owner may disclose the application status to any agency with program regulations applicable to the community.

Applicant Signature	Date
Applicant Signature	Date
Management Signature	Date





# **WELCOME TO YOUR NEW APARTMENT HOME!**

B/R	Арр	Anticipated Move In	Traffic	A gont:	Date App.
Size:	Fee:\$	Date:	Source:	Agent:	Received:

HOUSE	HOLD MEMBER INFORMATION - Comple	APPLICATION FOR AI						cupy th	e unit at th	e time of	move	
in & dur	ring next 12 month period - PLEASE PRIN NAME Last, First, MI (Jr, Sr, Etc.)	Social Security Number	Sex M/F	Is this	Person udent?	Age	Birth Date MM/DD/YY	Race	Hispanic Non-Hispa	Lis :/ St nic Ever	t ALL tates Lived In	
HEAD				YES	NO			(Statistic	al Purposes Or	nly)		
HEAD CO-H												
				YES	NO							
3.				YES	NO							
4.				YES	NO							
5. 6.				YES	NO							
6.				YES	NO							
7.				YES	NO							
	u expect any changes to the above listence explain:	ed household composition	(size)	in the r	next 12	mont	hs?			YES	NO	
Is ther	re someone not listed above who would explain:	d normally reside in the ho	usehol	d?						YES	NO	
Will th	is be your only residence? explain:									YES	NO	
Are ar	ny household members currently receiv is the assistance: (circle one)	ving Section 8 assistance?  Housing Choice V	oucho		or	Dro	perty Based	l Sactiv	n 9	YES	NO	
ii yes,	is the assistance. (circle one)	RESIDENT HISTORY			or DMAT		pperty based	Secu	ס ווכ			
ΗΕΔΓ	O OF HOUSEHOLD	KESIDENT HISTORY	AND	INFO	RIVIAT	ION						
	RENT ADDRESS & PHONE #	Landlord/Mortgage N	lame &	Addre	ss M	onthly	Payment		Occupancy	Dates		
									rom:			
City:						ortgag	ge \$		O:			
State,		City, State, Zip:										
Phone		Phone#				_	nt Email:					
PREV	IOUS ADDRESS (if less than 3 years	s) Landlord/Mortgage N	Landlord/Mortgage Name & Address						Occupancy	cy Dates		
City:						Rent \$ From:						
State,	7in·	City, State, Zip:			IVI	Mortgage \$ To:						
Phone		Phone#										
	ER ADULT HOUSEHOLD MEMBE		ded, ple	ase use	blank p	age a	nd attach)					
	RENT ADDRESS & PHONE #	Landlord/Mortgage N					Payment	C	Occupancy	Dates		
					Re	ent \$		From:				
City:						ortgag	ge\$		o:			
State,		City, State, Zip:										
Phone		Phone#			Ap	oplica	nt Email:					
NAME	GENCY CONTACT INFORMATION	ADDDECC:			DI	HONE	•_		RELATION	ICLUD.		
1.	<b>:</b>	ADDRESS:			PI	TONE	<u>:                                    </u>	Г	KELATION	ізпіг:		
2.												
	CLE INFORMATION											
	MODEL:	PLATE #:				OLOR			'EAR:			
MAKE	MODEL:	PLATE #:				OLOR	<b>l:</b>	Υ	'EAR:			
la au	. h. a a. a. l. al. al. an a. a. l. a. l. al. al. al. a a.	ADDITIONAL					ttown of also	اماما	0	VEC	NO	
	household member listed above of						attern of alco	onol ac	ouse?	YES		
	you or any household member list	ed above ever been con	victed	l of a f	elony?	)				YES	NO	
	, describe:									_		
	/ household member listed above s		require	ement	under	a sta	ate sex offer	nder re	gistration		NO	
	am? If so, please list the household		otod c	r foros	اممما	from	any hausias	.2		YES YES		
	you or any household member listor, describe:	eu above ever been evid	iea o	riorec	เบรยต	nom	any nousing	) (		115	NO	
	you or any household member liste	ed above ever filed for b	ankrii	ntcv?	If yes	Dato 1	of Discharge:			YES	NO	
	member of the household listed a		ankiu	picy :	ıı yes,	Dale (	oi Discriarge.			YES		
	/ member of the household listed a									YES		
	does this household member requ		167							YES		

# STATEMENT OF ANTICIPATED INCOME: For the next 12 months

Do you or any household member receive or expect to receive income from:

Receive Yes or No		INCOME SOURCE TYPE:	Estimated GROSS Monthly Amount	Name of HH Member(s) Who Receives this Income			
YES	NO	Employment Income (Full-time, Part-Time or Seasonal)	\$		Direct Deposit Debit Card		
		Employer Name:Employer Name:	Date of Hire:				
		Employment Income (Full-time, Part-Time or Seasonal)	\$		Direct Deposit Debit Card	Check Cash	
		Employer Name:	Date of Hire:				
			Date of Hire:				
YES	NO	Social Security	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Social Security Supplement – SSI	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Social Security Disability – SSDI	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Pension Plan Benefits	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Veterans Benefits - VA	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Self-Employment Income	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Annuities, IRA or other Retirement	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Gifts/Contributions from Outside Source	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Military Pay	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Does anyone work for a person who pays in cash	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Unemployment/Workman's Comp/Disability	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	TCA, TANF, General Assistance Benefits (not food stamps)	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Child Support, Alimony or Spousal Support It is Court Ordered: Yes or No	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Is anyone on Leave of absence from work due to Lay-Off, Medical, Family Leave Act, Military Leave or other	\$		Direct Deposit Debit Card	Check Cash	
YES	NO	Other income from sources not mentioned above	\$		Direct Deposit Debit Card	Check Cash	

# STATEMENT OF ASSET INFORMATION:

Do you or any household member listed above have the following assets? Please list current value(s) below

Have (Yes or No)		household member listed abov Asset Typ	Current Value of this Asset	Annual Interest Income from this Asset	Name of Household Member Who has the asset(s)	
YES	NO	Checking Account (s)	# of Accounts:	\$	\$	
YES	NO	Savings/Money Market Accts.	# of Accounts:	\$	\$	
YES	NO	Certificate of Deposit (CD)	# of Accounts:	\$	\$	
YES	NO	IRA or Annuities	# of Accounts:	\$	\$	
YES	NO	401K, 403B, 457A, etc.	# of Accounts:	\$	\$	
YES	NO	Any other Retirement Accts.	# of Accounts:	\$	\$	
YES	NO	Savings Bonds/Treasury Bills/ Stocks	# Owned:	\$	\$	
YES	NO	Trust Fund(s)	# of Accounts:	\$	\$	

		STATEMENT OF ASSET IN	FORMATION CON	TINUED:				
YES	NO	Whole/Universal Life Insurance Policies # of Policies:	\$	\$				
YES	NO	Does anyone own any Burial Plot(s)	\$	\$				
YES	NO	Does anyone own any property or have equity in any real estate? (Homes, Mobile Homes, Land, Condos, Time Share, Commercial Rental or Other Rental Property)  If the property is owned, Is it for sale? YES NO	\$	\$				
YES	NO	Does anyone receive Rental Property Payments or	\$	\$				
YES	NO	Note Receivable  Do you own collections (gems, art, coins, etc.) or any other property which is held as an investment	\$	\$				
YES	NO	Have you received or expecting to receive any <u>LUMP SUM PAYMENTS</u> from: Social Security Delayed payments, inheritances, capital gains, one-time lottery winnings, victims restitution, worker's compensation, disability or any type of insurance claims/settlements	\$	\$				
YES	NO	Do you have Cash on Hand	\$	\$				
YES	NO	Any other assets not listed above	\$	\$				
Does ye	our tota	al assets value \$5,000 or more?			YI	ES	NO	
	-	nber of the household have an asset(s) owned jointly with explain:	a person who is <b>NOT</b>	a member of the househol	d? Y	ΞS	NO	
Have yo	ou sold	l any property within the last two years? explain:			YI	ES	NO	
If yes, p The ass The Fa	Have you disposed of (given away) any assets within the last two years?  If yes, please explain: Date asset(s) was disposed of (given away):  The asset(s) I/We disposed of (gave away) was:  The Fair Market Value of the asset(s) disposed of (gave away) was: \$  The amount received for the asset I/We Disposed of (if any):\$							
		STUDENT INI	FORMATION					
earning Will any calenda <b>Yes</b>	a degi perso r year	a student is any person part-time or full-time enrolled ree, certificate or other program leading to a recognitions in the household be or have been students during at an educational institution (other than a correspond	ed in an institution of ized educational cre g five calendar mon dence school) with	dential. ths of this year or plan to regular faculty and stude	o be in thents?	he next		
If yes, v	vho is	enrolled?	Name of School:					
How is	the ed	lucation paid for?	What is the cost of	of Tuition per semester?	\$			
Are <b>AL</b>	<b>L</b> of th	he persons in this household Full-time Student(s)?				YES	NO	
Are an	Are any full-time student(s) married and filing a joint tax return?  YES NO							
Are an	y stud	ent(s) enrolled in a job-training program receiving as	ssistance under the	Job Training Partnership	Act?	YES	NO	
Are any full-time student(s) a TANF or a Title IV recipient?							NO	
Are any full-time student(s) a single parent living with his/her minor child who is not a Dependent on another tax return?							NO	

	MEDICAL EXPENSES	
Type of Expenses	Family Member Who Pays	Monthly Amount

### PET & ASSISTANCE ANIMALS

Please review the property pet/assistance animal rules. The presence of any animal must be approved before the animal is allowed to be kept in the unit.

D	Do you plan to house an Animal? YES NO If Yes, Provide the following information:							
	Animal Type (dog, cat, bird, etc.)	Breed (if applicable)	Weight (full grown)	Is the animal a Service animal re	equired to assist with a disability?			
				YES	NO			
				YES	NO			

### FRAUD STATEMENT

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

### RESIDENT'S STATEMENT

WE UNDERSTAND THAT THE ABOVE INFORMATION IS BEING COLLECTED TO DETERMINE MY ELIGIBILTY FOR RESIDENCY. I/WE AUTHORIZE THE OWNER/MANAGER TO VERIFY ALL INFORMATION PROVIDED ON THIS APPLICATION/CERTIFICATION AND MY/OUR SIGNATURE IS CONSENT TO OBTAIN SUCH VERIFICATIONS. I/WE UNDERSTAND THAT SCREENING WILL BE COMPLETED BY A CREDIT REPORTING AGENCY IN ACCORDANCE WITH TENANT SELECTION PLAN. I/WE CERTIFY THAT I/WE HAVE REVEALED ALL INCOME AND ASSETS AND ASSETS DISPOSED. I/WE FURTHER CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION/CERTIFICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF AND ARE AWARE THAT FALSE STATEMENTS ARE PUNISHABLE UNDER FEDERAL LAW. I/WE UNDERSTAND THAT ANY INCOMPLETE APPLICATION WILL NOT BE PROCESSED.

SIGNATURE OF HEAD OF HOUSEHOLD	DATE
SIGNATURE OF CO-TENANT	DATE
SIGNATURE OF CO-TENANT	DATE
SIGNATURE OF CO-TENANT	DATE

### **OWNER'S SIGNATURE**

SIGNATURE OF OWNER'S/MANAGEMENT AGENT
AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ DATE \_\_\_\_\_



Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity or marital status. Habitat America, LLC and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988, and, to the extent applicable, the Americans with Disabilities Act. Furthermore this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.



Rev: 07/13/2017; TC/HUD 100

# PRIVACY PROTECTION ACT LETTER (Maryland)

# Village Circle, LLC dba Riverwoods at Denton (Property Name)

#### NOTICE OF DISCLOSURE FOR APPLICATION

As provided by the Maryland Privacy Protection Act of 1976, any one who is requested to provide personal information about himself must be informed whether he/she is legally required to provide such information, or whether he/she may refuse to supply the information requested. As an applicant for housing he/she is required to provide certain information that will enable <u>Habitat America</u>, <u>LLC</u> to complete the eligibility process for Section 42 Low Income Housing Tax Credit Program or other federal housing programs.

A Photostat or facsimile copy of your signature may be used to retrieve information required to determine gross annual income. It may be used to verify information listed on our application or re-certifications for the purpose of approval and/or retrieval of income and asset information during the compliance period of the property, deemed necessary for the Section 42 Low Income Housing Tax Credit Program or other federal housing program guidelines set forth for this property.

Your signature below indicates authorization to request verifications of necessary information concerning any income or asset sources by phone, fax or Photostat copy of this form, along with the necessary identifying verification form during the <u>declared compliance period</u> of this property.

The information requested will be used to determine an adjusted annual income, which you and your family receive from all income sources. This is necessary because the Rules and Regulations adopted pursuant to the Authority conferred on the Maryland Department of Housing and Community Development limit eligibility for initial occupancy to families whose adjusted income does not exceed certain established limits. In addition, it is necessary to know the composition of your family (number of dependents) so that the proper size of dwelling unit may be authorized for you and your family.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development.

This paperwork is retained in your file and is subject to audits by Maryland Department of Housing and Community Development, 100 Community Place, Crownsville, Maryland, 21032. It is possible that information provided by you will be revealed to others for the purpose of confirmation or for other purposes in accordance with the Maryland Freedom of Information Act, but any information so supplied is subject to the safeguards of the Maryland Privacy Protection Act.

My/Our signature(s) below indicate my/our acceptance of the application for occupancy in its entirety.

Applicant #1 Signature	Date	
Applicant #2 Signature	Date	
Applicant #3 Signature	Date	
Authorized Agent Habitat America, LLC	Date	

EQUAL HOUSING Rev: 06/2007; 100A

# APPLICANT or CO-SIGNER CONSENT

"I hereby authorize <u>Village Circle</u>, <u>LLC dba Riverwoods at Denton</u> to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment salary details, and/or any other necessary information."

"I hereby expressly release <u>Village Circle, LLC dba Riverwoods at Denton</u> Apartments, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies."

"I understand that should I lease an apartment, <u>Village Circle, LLC dba Riverwoods at Denton</u> Apartments and its agent, shall have a continuing right to review my consumer report information, rental application, payment history and occupancy history for account review purposes and for improving application methods."

Applicant or Co-signer Signature	Date	
Applicant or Co-signer Signature	Date	
Applicant or Co-signer Signature	Date	
Applicant or Co-signer Signature	Date	
Community Manager/Agent's Signature		

