# **Spring Creek Townhomes**

### Southbridge Drive, Northfield, MN 55057 Site Management # (507) 645-4271

#### LLOYD MANAGEMENT takes great pride in welcoming you to Spring Creek Townhomes!!

**Spring Creek Townhomes** is a multifamily-housing development. We are able to assist applicants whose income falls at or below the 60% maximum allowable income guideline found below. For 2018, the maximum allowable incomes for households living at **Spring Creek Townhomes** are as follows:

# Of People in Household	60% Maximum Allowable Income	Bdrm Size	Rent Amounts	Sq. Ft
1	32,820	2	\$705	1,534
2	37,500	ADA		1,110
3	42,180			
4	46,860	3	\$765	1,559
5	50,640	ADA		1,457
6	54,360			
7	58,140	4	\$865	1,956
8	61,860			

These amounts are gross income (pre-tax) for one year. This includes all income from employment, social security, pensions, MFIP, assets, etc. for each adult household member.

Water, sewer and garbage are included in the rent. Residents pay their own gas and electric. According to the latest utility allowance data for Rice County, average utility costs per month to residents would be approximately:

2 Bedroom - \$121 3 Bedroom - \$147 4 bedroom - \$184

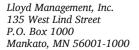
All appliances including a full size washer and dryer, microwave, stove, refrigerator and dishwasher are furnished. The 4 bedroom townhomes have 2 stall garages and all others have 1 stall garages. Blinds are installed on all windows. The 3 and 4 bedroom units have 2+ bathrooms. We also have 2 and 3 bedroom accessible units available.

**Spring Creek** is care-free living, with a site manager who will take care of your building maintenance, care for the grounds and look after the general needs of your community. Spring Creek is a SMOKE FREE (no smoking in units or grounds) and PET FREE property.

Although the application process is sometimes lengthy, we hope to qualify applicants in no more than three weeks from the date we receive them. Please read the instructions carefully, as we are unable to process incomplete applications.

LLOYD MANAGEMENT, Inc.
PO Box 1000
135 W Lind Street
Mankato MN 56001
Toll Free (888) 625-5573

Check us out on our new website: www.lloydmanagementinc.com





Place a check mark next to the completed items.

Phone: 507-625-5573 Toll Free: 888-625-5573 Fax: 507-388-8452 lloydmanagementinc.com

#### Thank you for your interest in applying to live at a Lloyd Management property.

In order to get you in your new home as soon as possible it is very important that you read and follow the guidelines listed below. These standards adhere to government regulations.

The information that you are providing will be kept confidential by the Owner and/or Management Agent, with the exception to prove qualification. Please review each item carefully and provide the requested information truthfully and to the best of your knowledge. Giving false information may subject you to criminal penalties.

INCOMPLETE APPLICATIONS WILL BE RETURNED! Government regulations require that you submit specific documents before you can move in. If you do not have the required documents, please immediately begin the process of obtaining them. We will begin to process your application without these documents, but you will not be able to move in until the documents are obtained for all household members.

#### SUBMISSION CHECKLIST

Complete this entire form by answering ALL questions. If a question does not apply to your household, please write $n/a$ or not applicable in the space provided.
Include complete addresses and/or contact information where requested on the application.
If you make any changes or corrections to your information, draw a single line through the error, make the correction, and initial and date the change. Whiteout is NOT accepted!
Each adult household member (age 18 or older) must sign and date on all signature lines. Your application will be returned if this step is not completed.
If you don't understand something on the application, please ask questions. It's always better to be safe than sorry.
Provide a copy of photo IDs for all household members (age 18 or older).
Proofs of income and assets noted throughout the application are attached.
<b>SECURITY DEPOSIT:</b> A security deposit equal to one month of rent is required. The security deposit reserves the unit for you (we will remove from the market). Please make sure you fully understand the terms of the deposit as written on the Security Deposit Agreement. We can accept checks or money orders written out to Spring Creek Townhomes.
<b>APPLICATION FEE:</b> A \$35 application fee is required to start processing your application. We can accept checks or money orders written out to Spring Creek Townhomes. This must be a separate payment from the security deposit payment.

All checks and money orders must be written out to Spring Creek Townhomes!



HTC: Rev 11/2017

Lloyd Managemen	t

OFFICE USE ONLY
Unit Size Requested
Unit Number
Targeted Move In Date
Date Received
Time Received

#### APPLICATION FOR OCCUPANCY

7.33	Incomplete applic	ations will be retu			
Applicant Name					
First		Middle		Last	
Street Address					
City	StateZip	E	mail		
Primary Phone #		Alternate Phone #	<u> </u>		
Alternate Contact					
	Name		Phone #		
List ALL Household Members First MI Last	Relationship t	o Date of Birth	Male/Female/ Decline to Answer	Social Security	Number
	Head of Househ	old	☐M ☐F ☐ Decline		
			M F Decline		
			M F Decline		
			M F Decline		
			M F Decline		
			M F Decline		
CURRENT HOUSING STATUS		·	'	'	
How long have you lived at your current a	ddress? From	To	Is this family or	a friend? Yes	s \[ \] No
Name of Owner/Manager	Phone	e #	Email		
Owner/Manager contact information:					
	Address		City	State	Zip
PREVIOUS HOUSING STATUS					
Your previous address					
	Address		City	State	Zip
How long did you live at your previous add	dress? From	To	Is this family or a	friend? Yes	□No
Name of Owner/Manager	Phone	e #	Email		
Owner/Manager contact information:					
	Address		City	State	Zip
List every state that each household member	er has lived:				



The following questions pertain to yourself and every member of your household who will occupy the unit. Check either Yes or No in response to each question. Add an explanation if the answer is "YES". Use additional sheets if necessary. All questions must be answered; for those questions that do not apply, you are required to indicate so by answering "not applicable" or "n/a".

ELIGIBILITY INFORMATION				
1. Do you certify that this will b	e your only p	olace of residence?		
2. Are you currently receiving R	Rental Assistar	nce? Yes No		
		ssistance in another complex. I understand that, accor written notice to the agent currently managing the pro		
3. Have you ever been evicted f	rom any type	of housing? Yes No		
4. Have you ever:   Been Hor	meless 🗌 Li	ved in Public Housing $\ \square$ Fled Housing Due to Violen	ce	
5. Are you or any member of yo	ur household	a veteran?		
6. Have you ever been convicted	d of a felony?	☐Yes ☐No		
7. Are ANY members of your ho	ousehold curre	ently or expected to be a student (including children)?	☐ Yes ☐ No	
If yes, then list all hous	sehold membe	ers who are students:		
Student Name	Age	School Name & Address	Full/Part Time (Check One)	Financial Aid (Check One)
	_  _		FT PT	Yes No
			☐ FT ☐ PT	Yes No
			☐ FT ☐ PT	☐ Yes ☐ No
	-     -		☐ FT ☐ PT	Yes No
	-  -		FT PT	Yes No
	_		FT PT	Yes No
HOUSEHOLD INFORMATION	N			
8. Is there someone not listed or	n this applicat	tion who would normally be living in the household?	Yes No	
If YES, please explain:				
9. Do you have a live-in care att	tendant?	Yes No		
10. Do you expect the following	change(s) to	your household?		
Baby due or obtaining	full or joint c	ustody on:		
Adopting a child(ren) o	or receiving a	foster child on:		
Other addition to hous	ehold on:			
11. Do you wish to have priority	y for a handic	apped accessible unit with special design features?	Yes No	
12. Do you have a pet? Yes	□No			
13. How did you hear about this	s housing?	Online Newspaper Local Agency Drive By	Resident Ref	erral Other
14. Are you, or any member of	the household	l, subject to a lifetime sex offender registration in any s	state? Yes	]No
If YES, which househol	ld member:			



INCOME	
15. Do you or any household men	nbers, including minor children, currently receive or expect to receive income from the following?
A. Employment Yes No	If YES, include 4 to 6 current, consecutive paystubs.
Household Member Name	Employer Name, Full Address, & Phone Number
- •	everance Pay Yes No If YES, household member name:
	Yes No If YES, household member name:
If YES, include 4 to 6 current, co	
D. Are you self-employed or ru	<b>n your own business?</b> (At home party sales, babysitting, cleaning, etc.) Yes No
	Date business opened:
F. Cash Benefits from the Count	ry (Do not include food or medical support) Yes No
	If YES, County contact info:
G. Military pay (including allowa	ances) Yes No If YES, household member name:
If YES, include 4 to 6 current, co	nsecutive paystubs.
	nefits  Yes  No If YES, household member name:
I. Social Security Benefits, Disa	bility, or Death Benefits Yes No If YES, household member name:
If YES, include a copy of a curre	nt award letter less than 120 days old. Letter must be dated by SSA Administration.
J. Regular payments from a per	nsion or retirement plan (PERA, Railroad, etc.) Yes No
If YES, household member name:	Company Information:
	nnuity, trust, or insurance policy
L. Alimony or Government Orde	ered Child Support (include if it is court ordered even if it is not being received) Yes No
If YES, household member name:	If YES, include a printout showing the payments received in the last
12 months.  OR, if not paid through	a government agency, provide the payor and their contact information:
M. Student Financial Aid in exc	ess of tuition (from public or private sources; do not include student loans)
If YES, household member name:	Name of School:
_	persons outside the household (including rent, utilities, groceries, cell phone, etc.) Yes No Address & Phone:
O. Any other source not listed a	above Yes No If YES, please specify:
14. Does any adult member of you	ur household have zero income? Yes No If YES, household member name:



ASSETS	
16. Do you or any other member of	of the household, including minor children, have any of the following?
A. Checking or Savings accounts	s □Yes □No
Household Member Name	Institution Name & Full Address
B. Prepaid Debit Card (reloadabl	e cards such as Direct Express, NetSpend, ReliaCard, etc.) Yes No
If YES, include a current printout	of the balance or a copy of your most recent statement AND a copy of your card.
Certificate of Deposit or Money	Market Fund, IRA, Annuity, 401K account, or Keogh account Yes No
Household Member Name	Institution Name & Full Address
C. Pension or Retirement funds	☐Yes ☐NoAgency:
D. Stocks, Bonds, Securities or T	
	Agency:
E. Trust fund Yes No	
If YES, household member name:	Agency:
F. Whole life or Universal life in	surance policy Yes No
If YES, household member name:	Agency:
<b>G. Any other assets not listed al</b> If YES, household member name:	Poove         Yes         No           Specify:
17. Do you or any other members	of the household own Real Estate or hold a contract for deed?   Yes   No
18. Have you sold or disposed of a your application? Yes No	any assets for less than Fair Market Value during the two-year (24 month) period prior to the date of





Lloyd Management, Inc. 135 West Lind Street P.O. Box 1000 Mankato, MN 56001-1000 Phone: 507-625-5573 Toll Free: 888-625-5573 Fax: 507-388-8452 lloydmanagementinc.com

#### AUTHORIZATION FOR RELEASE OF INFORMATION

By signing below, I/we am/are certifying that I/we have completed this questionnaire and that the information that I/we have provided is complete and true to the best of my/our knowledge. I/We understand that by providing false information, I/we may be denied housing at this property and may be subject to criminal penalties. By signing this form I/we agree to have all of my/our income, assets, school statuses, and medical expense information verified by the owner or management company that are necessary for the recertification process.

I/We have read and understand this application. THIS APPLICATION IS NOT A RENTAL AGREEMENT, LEASE, OR CONTRACT.

I/We hereby authorize the Minnesota Bureau of Criminal Apprehension or other such entity, if checks are conducted outside the state of Minnesota, to disclose all criminal history record information to Lloyd management or to RHR Information Services, acting on behalf of Lloyd Management, Inc., for the purposes of determining my suitability for tenancy. In accordance with the Fair Credit Reporting Act, I/we also authorize the release of any and all credit information for the same purpose.

The information obtained will only be used for determining eligibility and will be kept confidential and not released outside of this scope.

PENALTIES FOR MISUSING THIS CONSENT: 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 willingly requests, obtains, or discloses any information under false pretenses concerning an application 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 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).

You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

I/We hereby authorize the release of the requested information. Information obtained under this content is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent, attached to a copy of this consent. I/We understand and agree that photocopies of this authorization may be used for the purposes stated above.

#### SIGNATURES OF ALL ADULT HOUSEHOLD MEMBERS ARE REQUIRED BELOW:

Applicant/Resident Signature	Date	Social Security Number	
Applicant/Resident Signature	 Date	Social Security Number	
This authorization for release of information will expire thirteen (13) months from the date of signature.			
Lloyd Management, Inc. 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 applicant required assistance in completing the Household Questionnaire due to:			
Assistance was provided by:	I	Date:	

### ANNUAL STUDENT CERTIFICATION

Effective Date:		
Move-in Date:		
	(MM/DD/YYYY)	

	cation/occupancy in the fo	o o	in connection with the undersigned's		
Head	of Household Name:		Unit Number:		
			Building Address:		
schoo	ols, middle or junior high s	schools, senior high so	clude those attending public or private elements. colleges universities, technical, trade ding on-the-job training courses):		y
A.	a student for five	e months or more out of be consecutive). If	oant who is not a student and has not been/ of the current and/or upcoming calendar y this item is checked, no further information	ear	
В.		nins all students, but i	s qualified because the following occupant( is/are a PART TIME student(s). Verifica	. ,	part
C.	Household conta and/or upcomin	ains all FULL TIME st	rudents for five months or more out of the cuths need not be consecutive). If this item is		ed,
1.		d and entitled to file a	a joint tax return? (attach marriage	YES	NO
2.	of someone else, and the	child(ren) is/are not	ild(ren) <i>and</i> this parent is not a dependent dependent(s) of someone other than a vorce/custody decree or other parent's	YES	NO
3.	Is at least one student re	nnesota Family Invest	Assistance to Needy Families (TANF), tment Program (MFIP)? (provide release of	YES	NO
4.	Does at least one studen	t participate in a prog t, Workforce Investm	gram receiving assistance under the Job ent Act, or under other similar, federal,	YES	NO
5.	Does the household con effective date of the initi	sist of at least one stu al income certification e agency responsible	dent who was, within 5 years of the n, under the care and placement for administering foster care? (provide	YES	NO
Under the bes studen mislead	1-5 are marked <b>NO</b> , or verifice penalties of perjury, I/we certist of my/our knowledge and let status. The undersigned furtheding or incomplete information	ation does not support the fy that the information pr belief. I/we agree to not ner understands that prov- may result in the terminal	efy one of the above conditions are considered eligible exception indicated, the household is considered incresented in this Annual Student Certification is true at tify management immediately of any changes in the iding false representations herein constitutes an act of the lease agreement.	<i>ligible.</i> and accu is hous	ırate to ehold's
All hou	sehold members age 18 or older mu	st sign and date.			
Signa	ature	(Date)	Signature	(Date	e)
Signa	ature	(Date)	Signature	(Date	e)

Annual Student Certification MHFA HTC 35 (1/10)

#### Minnesota Housing Finance Agency GOVERNMENT DATA PRACTICES ACT DISCLOSURE STATEMENT

PRINT NAME(s) O	F HOUSEHOLD MEMBERS
SIGNIN	IG THIS FORM
	esota Housing") is asking you to supply information that occupy, a unit in the following property ("Property"):
or confidential under the Federal Privacy Act of Minnesota Statutes chapter 13. Section 13.04(2) included in this Disclosure Statement before you a The owner of the Property ("Owner") may also ask	to provide to Minnesota Housing may be considered private 1974, and the Minnesota Government Data Practices Act, of that law requires that you be notified of the matters re asked to provide that information to Minnesota Housing. You to supply information that relates to your application. d by the Minnesota Government Data Practices Act.
management of a State or Federal program to proinformation may be used to establish your eligibility	formation that is necessary for the administration and ovide housing for low and moderate-income families. Some ty to initially occupy, or to continue to occupy, a unit in the rental assistance. Other information may be used to assist ent of some of the programs it operates.
2. As part of your application, you are a following Attachments that are checked with an "X"	asked to supply the information contained in each of the $\frac{1}{2}$ (all checked boxes apply):
Attachment 1 - Section 8, 236, 202 & 811  Attachment 2 - Housing Tax Credit & Section 3  Attachment 3 – ARM, NCTC or LMIR First Mor	
Each Attachment has two parts: Part A and Part B.	

3. The information asked for under Part A of the checked Attachment(s) may be used by Minnesota Housing to establish your eligibility to occupy a unit in the Property or to receive State or Federal rental assistance. If you refuse to supply any portion of the information asked for under Part A of the checked Attachment(s), you may not qualify for initial or continued occupancy of a unit in the Property or for receipt of State or Federal rental assistance.

- 4. The information asked for under Part B of the checked Attachment(s) will help Minnesota Housing evaluate and manage some of the programs it operates and supplying this information will be very helpful to Minnesota Housing. Your failure to provide any of the information asked for under Part B of the checked Attachment(s) will not affect whether or not you qualify for initial or continued occupancy of a unit in the Property or for State or Federal rental assistance.
- 5. The Owner may also ask for information to determine whether or not it will rent a unit in the Property to you. Supplying or refusing to supply any information requested by the Owner will not affect a decision by Minnesota Housing, but could affect the Owner's decision of whether it will rent a unit to you. The determination by the Owner is separate from Minnesota Housing's determination and Minnesota Housing does not participate, in any way, in the Owner's decision.
- 6. All of the information that you supply to Minnesota Housing will be accessible to staff of Minnesota Housing and may be made available to staff of the Office of the Minnesota Attorney General, the United States Department of Housing and Urban Development, the United States Internal Revenue Service, and other persons and/or governmental entities who have statutory authority to review the information, investigate specific conduct, and/or take appropriate legal action, including but not limited to law enforcement agencies, courts and other regulatory agencies. The information may also be provided by Minnesota Housing to the Owner's management agents of the Property.
- 7. This Disclosure Statement remains in effect for as long as you occupy a unit in the property and are a participant in the program(s) identified in #2, above.

I was (We were) supplied with a copy of and have read this Minnesota Housing Finance Agency Government Data Practices Act Disclosure Statement and the Attachment(s) identified in #2, above.

Head of household, spouse, co-head and all household members age 18 or older must sign below:

Applicant/Tenant Signature	Date
Applicant/Tenant Signature	Date
Applicant/Tenant Signature	Date
Applicant/Tenant Signature	Date

## Attachment 2 Housing Tax Credit and Section 1602

#### Part A

- 1. Household composition, legal name(s), date(s) of birth, and relationship to the head of household of all household members
- 2. Student status of household members and, where applicable, evidence that student household meets section 42 eligibility
- 3. Amount and source of all earned and unearned income of all household members
- 4. Source, type, value and income derived from all household assets
- 5. Type, value and income derived from all household assets disposed of for less than fair market value within the past 2 years
- 6. Disabled or handicapped status of members of your household (for program eligibility, if applicable)
- 7. Current and/or previous housing history (for program eligibility, if applicable)

#### Part B

- 1. Race
- 2. Ethnicity
- 3. Gender
- 4. Social Security Number or Alien Registration
- 5. Disabled or handicapped status