

WASHINGTON SQUARE TOWN HOMES

AFFORDABLE TOWN HOME & APARTMENT RENTALS IN CHAMBERSBURG, PA



Town Homes – 1,448 sq. ft., 3-stories, 3-bedrooms, 1.5 baths

Passive house energy efficient building. Includes living room, dining room, separate kitchen, washer, dryer, dishwasher, range, refrigerator, garbage disposal, and microwave.

Rents for \$852 per month

2 BR Apartments – 845 - 968 sq. ft., 2-bedrooms, 1 baths

Passive house energy efficient building. Includes living room, dining room, separate kitchen, washer, dryer, dishwasher, range, refrigerator, garbage disposal, and microwave.

Rents from \$618 to 679 per month

3 BR Apartments – 1,096 - 1,239 sq. ft., 3-bedrooms, 1.5 baths

Passive house energy efficient building. Includes living room, dining room, separate kitchen, washer, dryer, dishwasher, range, refrigerator, garbage disposal, and microwave.

Rents for \$697 per month

Two and three bedroom apartments designed for those with mobility impairments are available. Please ask about the availability of a town home designed for individuals with a hearing impairment.

*This property is a 100% Smoke-Free property.



WASHINGTON SQUARE TOWN HOMES

Application Checklist

If you are interested in applying for a brand new two or three-bedroom apartment/townhome, please follow the instructions listed below:

- Review and Sign the Resident Selection Criteria**
(return Page 3 with completed application)
- Complete, Sign and Date Application**
(all household members 18 year of age and older must sign the application)
- Bring Social Security Cards and Photo ID's of everyone over 18 years of age and Social Security Cards and Birth Certificates for everyone under 18 years of age.**
- Submit \$25.00 Application Fee paid in Money Order made payable to Washington Square Town Homes.**

Signature

Date

Signature

Date

Management Signature

Date



Washington Square Town Homes

61 W. Catherine St. Chambersburg, PA 17201
Phone # 301-662-4225 TTY# 800-654-5984 Fax # 301-662-6477

The Washington Square Town Homes are 54 units of newly constructed affordable single family townhomes and apartments in the Borough of Chambersburg of Franklin County, Pennsylvania.

Units are available for all members of the public. A number of handicap accessible units are available.

The project operates under the rules and regulations of the Low Income Housing Tax Credit program as well as PennHOMES.

Washington Square Town Homes does not discriminate against disability, race, color, religion, sex, familial status, national origin, or sexual orientation.

This tenant selection plan includes policies that comply with the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964.

A copy of the tenant selection plan will be attached to the Washington Square Town Homes application.

TENANT SELECTION CRITERIA

Applicants will have a credit check, a national criminal background check, sex offender list check, and prior and present landlord references performed on every applicant over the age of 18. You must also submit a copy of your driver's license and social security card and an application fee of **\$25.00 (Paid with Money Order Only)**. Without these items your application will be returned to you for completion.

Applicants **must be income eligible** per the established income limits published by the Low Income Housing Tax Credit program and/or PennHOMES. Thirty-three units are allocated to families whose gross income falls at or below 50% of the Area Median Income. Twenty-one units are allocated to families whose gross income falls at or below 60% of the Area Median Income. Household income limits are determined based on the area's median gross income (AMGI) as determined by HUD. Those limits are available from the Property manager or on-line at:
http://www.phfa.org/forms/housing_management/tax_credits/rent_and_income_limits/2016_mtxr041.pdf

Households are eligible for standard units where the total number of household members equals 1 to 2 times the number of bedrooms (e.g. a 3-bedroom apartment could house between 3 and 6 people). Accessible units have no minimum occupation level, but share the same maximum (2 times the bedroom number). Occupancy standards are enforceable by state and/or local law.

Accessible units will be offered to applicants who need the design features of those units. Those units will be held for 30 days during lease up to find tenants who need the features, before being offered to those who have no disability.

A waiting list will be maintained once the initial rent-up is completed. Applicants will be contacted in order of application date when an opening occurs or is upcoming. If an applicant fails to take a unit, or be considered for a unit when offered, they may request to remain on the waiting list for future consideration, but their application will go to the back of the list.

Existing tenants may apply to transfer into an open unit if they have had a change in family size or disability. Existing tenant transfer will have priority over applicants on the waiting list.

All income and expenses must and will be verified by a "third party" in writing.

A security deposit equal to one month's rent is required at move-in.

This property has a no pet policy. Medical Companion Animals are not pets and will be permitted with the proper documentation.

All applicants approved for tenancy will be required to comply with lease terms, including accessible unit policies.

APPLICANTS WILL BE REJECTED DUE TO:

Applicants must show ability to meet financial obligations, such as rent, utility costs, and security deposit, follow tenancy rules, and comply with all lease terms.

Negative past landlord history, i.e., evictions, violations of previous rental agreement history of disturbing neighbors, bad housekeeping habits, history of late or non-payment of rent.

Judgments, repossessions, bankruptcies that have not been discharged and credit reestablished, or excessive collection activity. If a collection has been posted for a past utility bill, that bill must be paid in full before consideration for move-in will be made.

Any conviction of other than acquittal of:

Crimes of violence or hate	Burglary or theft
Sex offenses of any kind	Embezzlement
Destruction of property, arson, explosives	Sale/Manufacture of a controlled substance
Illegal gambling	Forgery
Prostitution	Weapon offenses
Stalking	
Crimes involving illegal use of a controlled substance, or illegal use/sale of prescription medication	

Any other offense that poses a threat to the wellbeing or safety of the residents, employees, or property. Any application that is rejected for residency will be mailed a certified denial letter. If the rejection was due to bad credit history, the name, telephone, and address of the credit reporting agency will be printed on the notice.

If your application is rejected and you disagree with the reasoning, you may appeal to the Regional Asset Manager, in writing, stating why you disagree. They will respond to you within 7 days of receipt of your appeal.

Applicants who receive Section 8 or other housing voucher assistance will not be refused based upon status as a voucher holder, but must be otherwise eligible.

Applicants will not be rejected based on status as a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission per the Violence Against Women Act (VAWA).

NOTES FOR STUDENTS

Applications for households made up of all full-time students are not eligible for housing under the Low Income Housing Tax Credit program. In general, a unit is not considered a low-income unit if all the occupants of such unit are full-time students (as defined in Section 151(c) (4) of the Code; which includes children K-12). The exceptions to this are as follows:

- The full-time adult students are married and filing a joint federal income tax return.
- The full-time student is receiving assistance under Title IV of the Social Security Act.
- The full-time student is enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar federal, state, or local laws. Note: The IRS does not consider an internship a "similar" program (for example, a medical school student doing their residency or a student in a fellowship).
- The full-time student is a single parent living with his/her minor children (with none of the persons being dependents of a third party; Exception: Child may be a dependent of his non-resident parent.)
- The full-time student is/was a recipient of foster care assistance under Part B or E of Title IV of the Social Security Act. (Effective for determinations after 7/30/2008.)

** Legally married same sex couples qualify for the married student exemption under the LIHTC Student Rule.

If a unit receives HOME funds (even if it is combined with LIHTC or other funding programs) it excludes any student who:

1. Is enrolled in a higher education institution

And

2. Is under age 24

3. Is not a veteran of the U.S. military

4. Is not married

5. Does not have a dependent child(ren)

6. Is not a person with disabilities

7. Is not otherwise individually eligible, or have parents who, individually or jointly, are not eligible based on income.

a. #7 refers to being eligible for Section 8. So, if the student OR their parents are eligible to receive Section 8, then they would meet exception #7.

SUBMITTING AN APPLICATION

Applications are accepted in-person, by mail, by email, or by fax. Applications may be submitted in-person to the Property Manager at the Washington Square Apartments, located next to the Town Homes site prior to the opening of the Town Homes office. Applications can be mailed to Interfaith Housing Alliance; 5301 Buckeystown Pike, Suite 320; Frederick, MD 21704. Application can be emailed to amowen@interfaithhousing.org or faxed to 301-662-6477.

If you require assistance with completing the application, please contact Ann Mowen, Regional Manager at 301-662-4225 x1218, who will make arrangements to assist you.

Signature _____ Date _____

Signature _____ Date _____



Date Rec'd	/	/	Time Rec'd	:
Income percentile	___%	Family size	___	
HC Accessibility: Required/Preferred				

Return to:
Washington Square Town Homes
78 W. Washington St.
Chambersburg, PA 17201
Phone: 717-414-5030
Fax: 888-503-2113

Please check the units(s) you are applying for:
 ___ 3 Bedroom Town Home (Family size 2-6)
 ___ 2 Bedroom Apartment (Family size 1-4)
 ___ 3 Bedroom Apartment (Family size 2-6)

The following information is confidential and will not be disclosed without your consent.

PERSONAL INFORMATION

Name _____ **SS#** _____ **Drivers Lic #** _____ **DL State** _____
Address _____ **City** _____ **State** _____ **Zip Code** _____
DOB _____ **Home Phone** _____ **Cell Phone** _____ **Email** _____

Co-Applicant _____ **SS#** _____ **Drivers Lic #** _____ **DL State** _____
Address _____ **City** _____ **State** _____ **Zip Code** _____
DOB _____ **Home Phone** _____ **Cell Phone** _____ **Email** _____

HOUSEHOLD MEMBERS – LIST ALL OTHER MEMBERS WHO WILL OCCUPY THE APARTMENT

Last Name	First Name	Middle	SS#	Relationship	Birthdate
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RENTAL INFORMATION - APPLICANT

Current Landlord: _____ **Length of Residence** _____ **Phone** _____
Address _____ **City** _____ **State** _____
Rent Amount _____ **Total Utilities** _____ **Phone** _____ **Reason for Leaving** _____

Previous Landlord: _____ **Length of Residence** _____ **Phone** _____
Address _____ **City** _____ **State** _____
Rent Amount _____ **Total Utilities** _____ **Phone** _____ **Reason for Leaving** _____

EMPLOYMENT INFORMATION - Applicant

Employer (Applicant) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____/HR _____/HRS PER WEEK

Employer (**Secondary Employer**) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____/HR _____/HRS PER WEEK

EMPLOYMENT INFORMATION – Co-Applicant

Employer (Applicant) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____/HR _____/HRS PER WEEK

Employer (**Secondary Employer**) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____/HR _____/HRS PER WEEK

EMPLOYMENT INFORMATION – Adult Household Member (18 Years and Older)

Employer (Applicant) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____/HR _____/HRS PER WEEK

Employer (**Secondary Employer**) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____/HR _____/HRS PER WEEK

ANNUAL INCOME – Please put Amount- You must list ALL income

SOURCE	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBERS 18 YEARS OR OLDER	TOTAL
Gross Salary	_____	_____	_____	_____
Overtime Pay/Tips	_____	_____	_____	_____
Commissions/Bonuses	_____	_____	_____	_____
Child Support	_____	_____	_____	_____
Alimony	_____	_____	_____	_____
Unemployment	_____	_____	_____	_____
Social Security/	_____	_____	_____	_____
Pensions_Child Support/ Alimony	_____	_____	_____	_____
Retirement Funds	_____	_____	_____	_____
Net Business Income	_____	_____	_____	_____
Net Rental Income	_____	_____	_____	_____
Other	_____	_____	_____	_____
TOTAL INCOME				_____

ASSET INFORMATION

Type of Asset	Name of Financial Institution	Account Number	Cash Value	Income from Assets
Checking Account	_____	_____	_____	_____
Checking Account	_____	_____	_____	_____
Checking Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Certificate of Deposit	_____	_____	_____	_____
Mutual Funds/ Stocks/Bonds	_____	_____	_____	_____
Real Estate	_____	_____	_____	_____
Life Insurance	_____	_____	_____	_____
Other:	_____	_____	_____	_____
TOTAL ASSET INCOME				_____

I _____ have _____ have not disposed of any asset(s) valued at \$1,000.00 or more in the past two years for less than fair market value of the item. If yes, please list the asset value under the “other” column in the above listing or assets.

RENT SCHEDULE & INCOME GUIDELINES

UNIT SIZE	# OF UNITS	RENT RATE	**MINIMUM INCOME	MAXIMUM INCOME LIMITS
2 BR (50%)	21	\$618.00	\$24,720.00	1 PERSON - \$23,700
3 BR (50%)	9	\$697.00	\$27,880.00	2 PERSONS - \$27,050
				3 PERSONS - \$30,450
				4 PERSONS - \$33,800
				5 PERSONS - \$36,550
				6 PERSONS - \$39,250
2 BR (60%)	9	\$679.00	\$27,160.00	1 PERSON - \$28,440
3 BR TOWN HOME (60%)	12	\$852.00	\$34,080.00	2 PERSONS - \$32,460
				3 PERSONS - \$36,540
				4 PERSONS - \$40,560
				5 PERSONS - \$43,860
				6 PERSONS - \$47,100

* The Tax Credit Program is designed to qualify applicants that have met the minimum yearly income per household. Each household must fall within the below pre-determined maximum income range established by HUD for your application to meet the income qualifications

** Minimum Income does not apply to those persons with a Sec 8 Voucher or who show History of Paying Higher Rents on Time for a consecutive 12 months

