

MOVE IN APPLICATION FOR PLATTE VIEW APARTMENTS

Project Name _____ Unit # _____ No. of Bedrooms _____

Phone (home) _____ (work) _____

Current Address: _____

PLEASE PRINT. PLEASE ANSWER ALL QUESTIONS! Do not leave any space or blanks, write "NO or N/A" where appropriate.

PART I - FAMILY COMPOSITION - To be completed by applicant

Directions to Applicant: Please complete the table below for each member of your household, whether or not those members are related. Include all members who you anticipate will live with you at least 50% of the time during the next 12 months. (A full time student is anyone who is enrolled for at least five calendar months for the number of hours or courses which are considered full-time attendance by that institution. The five calendar months need not be consecutive.)

Does anyone in the household need a reasonable accommodation to complete the application process? _____

| Name <u>ALL</u> People to Occupy Unit LAST NAME FIRST MI | DOB | Age | Sex | Relationship | Social Security # | Student? "Yes" or "No" | If "Yes" PT or FT |
|---|-----|-----|-----|--------------|----------------------|------------------------------|-------------------------|
| 1. | | | | HEAD | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |

Please complete the following questions:

- (1) Spouse's Maiden Name: _____
- (2) Do you expect any changes in the household composition in the next 12 months? _____

- (3) Do you or any other adult members of the household anticipate a change to the current income information within the next 12 months (i.e. seeking employment, expecting child support/alimony, expecting a promotion, etc.)? Y/N _____ (please describe) _____

- (4) Do all of the above household members reside in the household 100% of the time? Y/N _____ If no, please list the household members that do not live in the household 100% of the time: _____
- (5) Are all occupants' full time students? Yes _____ No _____ If Yes, please answer the following:
 - a) Are any of the students married and already filing a joint Federal Income Tax Return with their spouse? Yes _____ No _____ (If yes, and all household members are full time students, attach a copy of the Signed Federal Income Tax Return).
 - b) Are any of the students receiving assistance under Title IV of the Social Security Act, which includes but is not limited to TANF/TAFF/AFDC? Yes _____ No _____
 - c) Are any of the students enrolled in a job training program receiving assistance under the Workforce Investment Act or under similar Federal, State or local laws? Yes _____ No _____
 - d) Are any of the students a single parent with minor child(ren) and neither the student, nor any of the minor child(ren) in the household are claimed as a dependent of a third party? Yes _____ No _____
(If yes, and all household members are full time students, a signed copy of your Tax Return and Divorce Decree must be attached).

e) Have any of the students ever been in Foster Care? Yes _____ No _____

(6) Does any adult member of the household anticipate enrolling in the next twelve (12) months as a student?

Yes _____ No _____ If yes, who _____

Name of School(s): _____ Address: _____

PART I - FAMILY COMPOSITION (CONTINUE) - To be completed by applicant

(7) Current Marital Status: Single _____ Married _____ (date _____) Divorced _____ (date _____)
Separated _____ (date _____) Widowed _____ (date _____)

PART II - HOUSEHOLD INCOME - To be completed by applicant

For questions (8) through (27), indicate the amount of anticipated income for all household members named in the table on page 1 (for minors, unearned income amounts only), during the 12 month period beginning this date. If you are uncertain which types of income must be included or may be excluded, please ask the management personnel for assistance.

Are you or any adult claiming zero income? Yes _____ No _____

| | |
|---|----------|
| (8) Wages or salaries (include overtime, tips, bonuses, commissions and payments received in cash) | \$ _____ |
| (9) Child support (include child support you are entitled to but may not be receiving) | \$ _____ |
| Are you currently receiving child support? _____ | |
| (10) Alimony (include alimony you are entitled to but may not be receiving) | \$ _____ |
| Are you currently receiving alimony? _____ | |
| (11) Social Security | \$ _____ |
| (12) Supplemental Security Income (SSI) | \$ _____ |
| (13) Public Assistance - ADC, TANF, and/or Aid to Families w/Dependent Children (AFDC) | \$ _____ |
| (14) Veterans Administration Benefits | \$ _____ |
| (15) Pensions and/or Annuities | \$ _____ |
| (16) Unemployment Compensation | \$ _____ |
| (17) Disability, Death Benefits and/or Life Insurance Dividends | \$ _____ |
| (18) Workers' Compensation | \$ _____ |
| (19) Severance Pay | \$ _____ |
| (20) Net Income from a Business (Self Employment, including rental property, land contracts or other forms of real estate) | \$ _____ |
| (21) Income from Assets | \$ _____ |
| (22) Regular Contributions and/or Gifts from Person not residing at unit | \$ _____ |
| (23) Lottery Winnings or Inheritances (paid as an annuity) | \$ _____ |
| (24) All regular pay paid to members of the Armed Forces (Military Pay) | \$ _____ |
| (25) Education Grants, Scholarships or Other Student Benefits (including other sources i.e. parents) | \$ _____ |
| (26) Long Term Medical Care Insurance Payments in excess of \$180.00 per day | \$ _____ |

| | |
|---|----------|
| (27) Other Income _____ | \$ _____ |
| TOTAL | \$ _____ |
| (28) Total Gross Annual Income from Previous Year | \$ _____ |
| | |
| PART III - ASSET INCOME - To be completed by applicant | |

CURRENT ASSETS - List all assets currently held by all household members and the cash value of each. The Cash value is the market value of the asset minus reasonable costs there were, or would be, incurred in selling or converting the asset to cash.

| YES | NO | CASH VALUE/APY |
|---|---|-------------------------------|
| Do You or Anyone in Your Household Have: | | |
| (29) _____ | _____ Savings Account? | \$ _____ APY Bank _____ |
| (30) _____ | _____ Checking Account? | \$ _____ APY Bank _____ |
| (31) _____ | _____ Certificates of Deposit? | \$ _____ APY Bank _____ |
| (32) _____ | _____ Safety Deposit Box? | \$ _____ APY Bank _____ |
| (33) _____ | _____ Trust Account? | \$ _____ APY Bank _____ |
| (34) _____ | _____ Any Stocks or Securities? | \$ _____ APY Bank _____ |
| (35) _____ | _____ Any Treasury Bills? | \$ _____ APY Bank _____ |
| (36) _____ | _____ Retirement Fund? (Include IRA's, Keogh accounts) | \$ _____ APY Bank _____ |
| (37) _____ | _____ Mutual Funds? | \$ _____ APY Bank _____ |
| (38) _____ | _____ Savings Bonds? | \$ _____ APY Bank _____ |
| (39) _____ | _____ Money Market Account? | \$ _____ APY Bank _____ |
| (40) _____ | _____ Cash on Hand? | \$ _____ |
| (40 a) _____ | _____ Prepaid Debit? | \$ _____ Card/Bank Name _____ |

Do You or Anyone in Your Household:

(41) _____ Do you or any other member of your household have any Whole or Universal Life Insurance Policies? Is so who is this listed with: _____

Cash Value \$ _____

(42) _____ Have any Personal Property held as an Investment (this includes: paintings, artwork, collector or show cars, jewelry, coin or stamp collections, antiques etc.)?

Cash Value \$ _____

(43) _____ Own equity in real estate, rental property, land contracts/contract for deeds or other real estate holdings or other capital investments (this includes your personal residence, mobile homes, vacant land, farms, vacation homes, or commercial property)?

If yes, Type of Property: _____

Location of Property: _____

Appraised Market Value: _____

Mortgage or Outstanding loans balance due: _____

Amount of Annual Insurance Premium: _____

Amount of most recent tax bill: _____

PART III - ASSET INCOME (CONTINUE) - To be completed by applicant

(44) _____ Have you sold or disposed of any property in the last 2 years?

If yes, type of property: _____

Market Value when sold or disposed: _____

Amount sold or disposed for: _____

Date of Transaction: _____

(45) _____ Received any Lump Sum Receipts? (Include inheritances, capital gains, lottery winnings, insurance settlements and other claims)? When _____ Cash Value \$ _____

Where are Funds Held? _____

(46) _____ Have you disposed of any other assets in the last 2 years (Example: given money away to relatives, set up Irrevocable Trust Accounts)?

If yes, describe the asset: _____

Date of Disposition: _____

Amount disposed: _____

(47) _____ Do you have any other assets not listed above (excluding personal property)?

If yes, please list: _____

PART IV - EMPLOYMENT HISTORY - To be completed by applicant

(48) Head's Current Employer: _____

How Long? _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____

Address City State Zip Phone

(49) Head's Previous Employer: _____

How Long? _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____

Address City State Zip Phone

(50) Spouse Current Employer: _____

How Long? _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____

Address City State Zip Phone

(51) Other Applicant's Current Employer: _____

How Long? _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____

Address City State Zip Phone

PART V - REFERENCES - To be completed by applicant

| | <u>Name</u> | <u>Address / Phone</u> |
|------|-------------|------------------------|
| (52) | | |
| (53) | | |
| (54) | | |

PART VI – RENTAL HISTORY - To be completed by applicant

- (55) **Residence History: Current & Previous Landlords:**
(Past 2 years residence including any owned by applicants.)

| | | | | | | |
|-------------------------|--|-------------------------|--|------------------------|--|---------------------------|
| Current Address | | Rent/Month | | Utilities/Month | | Reason for Leaving |
| | | | | | | |
| Landlord Name | | Landlord Address | | | | Landlord Phone |
| | | | | | | |
| Previous Address | | Rent/Month | | Utilities/Month | | Reason for Leaving |
| | | | | | | |
| Landlord Name | | Landlord Address | | | | Landlord Phone |
| | | | | | | |

PART VII - OTHER - To be completed by applicant

- (56) Do you have full custody of your child (ren)? Explain the custody arrangements: _____
- (57) Would you or any members of your household benefit from a handicapped-accessible unit? Yes_____ No_____
- If yes, explain: _____
- (58) Have you ever been evicted? Yes_____ No_____
- If yes, explain: _____
- (59) Have you ever filed for bankruptcy? Yes_____ No_____
- If yes, explain: _____
- (60) Have you ever been convicted of a felony? Yes_____ No_____
- If yes, explain: _____
- (A) Are you or any member of your family currently using an illegal substance? Yes_____ No_____

PART VII - OTHER (CONTINUE) - To be completed by applicant

- (61) Will you or any ADULT household member require a live-in care attendant to live independently? _____
- If so, do you pay any expenses for a care attendant or for any equipment for a handicapped or disabled household member necessary to permit that person or someone else in the household to work? Yes_____ No_____ If so, what is the name, address and phone number and cost that you pay: _____
- (62) Do you have expenses for child care for a child aged 12 or younger?

Yes _____ No _____

If so, what is the weekly cost: _____

- (63) Have you ever received rental assistance? Yes _____ No _____

If yes, explain: _____

a. Has your rental assistance ever been terminated for fraud, non-payment of rent or failure to recertify?

Yes _____ No _____ If yes, explain: _____

- (64) Will this be your only place of residence? Yes _____ No _____

If no, explain: _____

PART VIII - RESIDENT'S STATEMENT - To be completed by applicant

- (65) Do you have a legal right to be in the United States: (check one that applies)

_____ Yes, because I am a United States Citizen

_____ Yes, because I have valid documentation from the Bureau of Citizenship and Immigration Services (formerly
The Immigration and Naturalization Service)

_____ No

If you answered "Yes" because you are a non-U.S. citizen with valid documentation, you must provide documentation and complete paperwork required by the Department of Housing and Urban Development, so we can verify that you are a NonCitizen with eligible immigration status.

PART IX – SPECIAL NEEDS - To be completed by applicant

- (66) Does anyone your household have special needs? (Y/N) _____

- (67) Special living accommodations required? (Y/N) _____

If yes please explain: _____

- (68) Does anyone in the household have any pets? If so, what kind? _____

- (69) Does anyone in the household have a service animal? If so, what kind? _____
(proper documentation required on Property's form and verified annually)

PART X – FOR ELDERLY FAMILIES ONLY

- (70) Do you have Medicare? _____ If yes, what is your monthly premium? _____

- (71) Do you have any other kind of insurance that you pay a premium for? _____ If yes, who is the carrier
and the monthly premium? _____

- (72) Any re-occurring medical expenses you expect to incur within the next 12 months? _____

- (73) If you use the same pharmacy regularly and pay for prescriptions, please provide amount, and the name and
address of pharmacy: _____

PART XI – IN CASE OF EMERGENCY, NOTIFY: - To be completed by applicant

| Name / Relationship | Address | Phone |
|---------------------|---------|-------|
| | | |
| | | |
| | | |

PART XII - CERTIFICATION OF QUALIFICATION FOR FEDERAL PREFERENCES

- (74) Are you currently paying more than one-half of your total monthly household income for rent and utilities? Yes_____ No_____
- If yes, please fill out the following:
My current monthly rent is \$_____
Does this include utilities? Yes_____ No_____
- If not, how much do you pay for the following utilities each month?
- | | |
|---------------------|---------|
| Heat | \$_____ |
| Cooking | \$_____ |
| Hot Water | \$_____ |
| Lights/Refrigerator | \$_____ |
| Water, Sewer, Trash | \$_____ |
| Total monthly cost | \$_____ |
- (75) Have you been required to move from your housing due to natural disaster (i.e., fire, flood, etc) and have not yet found suitable replacement housing? Yes_____ No_____
- (76) Have you been required to move because you have been displaced by government action or action by a private landlord beyond your control and have not yet found suitable replacement housing? (DO NOT ANSWER YES if you were evicted by the landlord because you did not pay the rent, or because you violated some other part of your lease or rental agreement, or if you moved because the landlord increased your rent.) Yes_____ No_____
- (77) Have you been informed that you will be required to move within the next 6 months because of an action of the government or private landlord which you cannot control. (DO NOT ANSWER YES if you were evicted by the landlord because you did not pay the rent, or because you violated some other part of your lease or rental agreement, or if you moved because the landlord increased your rent.) Yes_____ No_____
- (78) Do you live in a household where actual or threatened physical violence from another member of the household occurs? Yes_____ No_____
- (80) Do you currently live in substandard housing? Yes_____ No_____ The housing is substandard because (check all that apply)
- _____ It has no working indoor plumbing, no usable flush toilet, or no usable bathtub or shower.
- _____ It has no electrical service or has unsafe electrical service.
- _____ It has unsafe or inadequate heating.
- _____ It does not have a kitchen.
- _____ It is dilapidated or unsafe.
- _____ It is a shelter for the homeless or a place not ordinarily used or designed for sleeping.

PART XIII - RESIDENT'S STATEMENT - To be completed by applicant

I/we understand that the above information is being collected to determine my/our eligibility for residency. I/we authorize the owner/manager to verify all information provided on this Application/Certification and my/our signature is our consent to obtain such verification. I/we certify that I/we have revealed all assets currently held or previously disposed of and that I/we have no other assets than those listed on this form (other than personal property). 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 hereby make application to lease and agree that the rent is payable the first day of each month in advance. Balance of deposit to be paid upon execution of the lease unless otherwise stated in the lease. Upon acceptance of this application, I agree to execute a lease. I recognize that, as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained regarding my credit history, employment history, criminal history, and housekeeping history. This inquiry includes information as to my character, reputation, personal characteristics, and mode of living. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. In the event this application is accepted, but I subsequently refuse to sign a lease and/or take possession of the premises, the deposit will be forfeited as damages. I state that the information I have provided is true and correct to the best of my knowledge. *Note: If Applicant is under 19 in the State of Nebraska or under 18 in the State of Iowa, the applicant is considered a minor; therefore, a Guarantor is required.*

SIGNATURE OF ALL PARTIES TO THIS APPLICATION, 18 YEARS OR OLDER:

Applicant Signature (Head) _____ Date _____

Date _____

Applicant Signature (Co-Head) _____ Date _____

Date

Other Applicant Signature

Date

Date _____

Other Applicant Signature _____ Date _____

Date

To be completed by Owner / Property Manager:

OWNER'S STATEMENT: Based on the representations herein and upon the proof and documentation obtained, the household named in Section 1 of this Application/Certification is eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, to live in a unit in the development. Based on the representations herein and upon the proofs and documentation obtained, the household constitutes a low-income resident who's anticipated annual income for the next twelve months does not exceed:

For Initial Application: \$_____ (Income Limit for Household Size)

For Recertification: \$_____ (Current Income Limit for Household Size)

x 140% (multiplied x 140%)

\$ TOTAL

Signature of Owner's or Developer's

Authorized Representative: _____ **Date** _____

STATEMENT OF APPLICANT

I _____ understand that if the amount of assets or income are greater than the amounts declared by me, or if undeclared assets or income are revealed, this is sufficient cause for me to be terminated as far as Housing Assistance Payments are concerned.

I _____ acknowledge that I participated in the application process by completing an interview with management. During this interview, management, with my permission, complete the rental application on my behalf. I certify that I have reviewed the application after completion and all subsequent documentation and agree to the accuracy of the information provided.

I fully understand that only those listed on the unit lease are permitted to be living with me, and I am to report any changes of family composition or income to the Office Manager immediately.

Any falsification of information will be sufficient cause for me to forfeit the Housing Assistance Payments.

I understand it is a criminal offense, under Section 1001 of Title 18 of the U.S. Code to willfully make false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

Dated this _____ day of _____, 20__.

Signature of Head of Household

Signature of Spouse/Co-Head

Witnessed by:
