# APPLICATION for LOW INCOME HOUSING TAX CREDIT (LIHTC) PROPERTY Property Name Prairie Pointe - McPherson, KS Unit # No. of Bedrooms Phone (home) (Cell) (work) Current Address: Email 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: All adults must complete their own full application with their own income and asset information, even when married to the another adult in their household. Please list <u>each</u> 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.

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
				HEAD			
2.							
3.							
4.							
5.							
6.							

3.	•								
4.									
5.	•								
6.	,								
Please		ete the following questions: se's Maiden Name:							
(2)	-	ou expect any changes in the hou					·		
(3)		ou or any other adult members on the common serior of the common serior							
(4)		l of the above household membe shold members that do not live i							ist the
(5)	Are a	Are any of the students? Are any of the students marr spouse? Yes No Signed Federal Income Tax	ried and a (If y	lready fi	ling a jo	oint Federal Inco	me Tax Return with tl	heir	f the
	<b>b</b> )	Are any of the students recei but is not limited to TANF/T						ncludes	
	c)	Are any of the students enrol or under similar Federal, Sta						orkforce Invest	ment Act
	d)	Are any of the students a single in the household are claimed (If yes, and all household me be attached).	as a depe	endent of	a third	party? Yes	No	_	, ,
	e)	Have any of the students eve	r been in l	Foster C	are? Y	es No			

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	TOTAL	\$
(28) Total Gross Annual Income from Previous Year		\$
PART III - ASSET INCOME - To be completed by applicant		
<u>VRRENT ASSETS</u> - List all assets currently held by all household nrket value of the asset minus reasonable costs there were, or would		

YES	NO	Carre Do You or Anyone in Y	ASH VALUE/A our Household	
)	Savings Account?			Bank
	Checking Account	t? \$	APY	Bank
	Certificates of Dep	posit? \$	APY	Bank
	Safety Deposit Box	x? \$	APY	Bank
	Trust Account?	\$	APY	Bank
	Any Stocks or Secu	urities, Treasury Bills? \$	APY	Bank
)	Mutual Funds?	\$	APY	Bank
	Savings Bonds?	\$	APY	Bank
	Money Market Ac	ccount? \$	APY	Bank
	Cash on Hand?	\$		
	Pre-paid Debit Ca	ards? \$		Held
	Venmo or CashA	pp Account \$	*Must	Provide Current Month's Statement
	PayPal Account	\$	*Must	Provide Current Month's Statement
	BitCoin or Acorr	ns Account \$	*Must	Provide Current Month's Statement
isted wit		nember of your househol	d have any Wh	ole or Universal Life Insurance Polic
isicu WIL			Cash Value	\$

	Own equity in real estate					
•	ts (this includes your per	rsonal residence,	mobile homes	s, vacant land	, farms, vacation	homes, or commercial
property)?	Dronarty:					
Location of Pro	Property: operty:					
Appraised Mai						
Mortgage or O	utstanding loans balance	due:				
Amount of An	nual Insurance Premium	:				
Amount of mos	st recent tax bill:					
PART III - ASSET INC	COME (CONTINUE) -	To be comple	ted by applica	nnt		
	Have you sold or dispose					
If yes, type of p	property:					
	when sold or disposed: _					
Date of Transa	r disposed for: ction:					
						ings, insurance settlements
	/hen				<u> </u>	
where are runus meiu	?					_
(49)	Uava you disposed of an	w other egets in	the leat 2 year	nc (Evampla)	givon monov owo	v to volativac cat un
Irrevocable Trust Acco	Have you disposed of an unts)?	ly other assets in	tile last 2 year	is (Example:	given money awa	ly to relatives, set up
	the asset:					
Date of Disposi	ition:					
Amount dispos	sed:					
(49)	Do you have any other a	ssets not listed al	ove (excludi	ng personal p	roperty)?	
If yes, please lis	st:					
PART IV - EMPLOYM	IENT HISTORY - T	To be completed b	y applicant			
(50) Head's Curren						
	Supervisor: _					
<b>Salary:</b> \$		Circle One:	Annually	Weekly	Bi-weekly	Monthly
Employer Address:						
	Address	City		State	Zip Phone	<b>;</b>
(51) Head's Previou	ıs Employer:					
Start Date:	End Date:	Supervis	or:			
Salary: \$		Circle One:	Annually	Weekly	Bi-weekly	Monthly
		<del></del>	•	•	·	•
Employer Address.	Address	City	v	State	Zip Phon	<u>e</u>
(70) C C II		•	•		•	
	nd or Other Applicant 1 ( Supervisor:					
Salary: \$		Circle One:	Annually	Weekly	Bi-weekly	Monthly
Employer Address:						
	Address	City		State	Zip Phone	<b>?</b>
	nd or Other Applicant 1 I End Date:					
Salary: \$		Circle One:	Annually	Weekly	Bi-weekly	Monthly
Employer Address:						
	Address	Cit	y	State	Zip Phon	e

		EFERENCES (C be completed by			NE, CREDIT CARD,	OTHER SOURCES	OF MONTHLY P	PAYMENTS MADE TO
( <b>7.4</b> )	<u>Name</u>	Address -/ P				<u>Month</u>	aly Payment	
(54) (55)							\$	
(33)							Ψ	_
PART	' VI – RENTAL I	HISTORY - '	Γο be co	mp	leted by applicant			
(56)	Residence Hist	tory: Current &	Previou	ıs La	andlords: (Past 2	years residence includ	ling any owned by	applicants.)
Cur	rent Address	City State, Z	ip		Rent/Month	Move in Date	Reason for L	.eaving
					Utilities/month	Move Out Date	Is Landlord a	family member or friend?
Lan	dlord Name		L	.anc	llord Address			Landlord Phone
Pre	vious Address	City State,	Zip		Rent/Month	Move in Date	Reason for L	.eaving
					Utilities/month	Move Out date	Is Landlord a	family member or friend?
Lan	dlord Name		L	.anc	llord Address	1		Landlord Phone
Driver	rs License # of ap	plicant			st	ate issued	Resident_	
Driver	rs License # of ap	plicant			st	ate issued	Resident_	
						ate issued		
PART	VII - OTHER	- To be compl	eted by	app	blicant			
(57)	Do you have fu	ull custody of you	r child	(ren	)? Explain the custo	ody arrangements:		
(58)	Would you or	any members of	your ho	usel	nold benefit from a h	andicapped-accessible	e unit? Yes	No
	•							
(59)		been evicted? Y						
(60)		filed for bankru						
(61)					y? Yes No istered sex offender o	If yes, explain: _ either nationally or in	any state? Yes	No

PART	VII - OTHER (CONTINUE)	- To be comple	ted by applicant							
(62)	Will your household be received	ving Section 8 rer	tal assistance at the time of move-in?	Yes No						
(63)	Will you household be eligible or are you applying to receive Section 8 rental assistance in the next 12 months?  Yes No  Explain:									
(64)										
			ated for fraud, non-payment of rent o							
(65)	Will this be your only place of If no, explain:		No							
PART	VIII - RESIDENT'S STATEM	ENT - To be	completed by applicant							
(66)	Do you have a legal right to b	e in the United S	tates: (check one that applies)							
	Yes, because I am a United S Yes, because I have valid do The Immigration and I No	cumentation from	n the Bureau of Citizenship and Imm rvice)	igration Services (1	formerly					
			U.S. citizen with valid documentation ousing and Urban Development, so w							
PART	IX - SPECIAL NEEDS - '	<b>Γο be completed</b>	oy applicant							
(67)	Does anyone your household	have special need	s? (Y/N)							
(68)	Special living accommodation	ns required? (Y/I	N)							
	If yes please explain:									
(69)	Does anyone in the household	have any nets? I	f so, what kind?							
(70)	Does anyone in the household (proper documentation requi	have a service a	nimal? If so, what kind?							
PART	X - IN CASE OF EMERGENO	CY, NOTIFY:	To be completed by applicant							
Nar	ne / Relationship	Addres			Phone					
1401		Addies	<u>~</u>							

PART XI	- RESIDENT'	S STATEMENT	-	To be completed	l by applicant
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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. As consideration, I paid a deposit and application fee. Balance of deposit to be paid upon execution of the lease unless otherwise stated in the lease. I understand that, in addition, my application fee will be retained, to offset the Landlords cost, time, and effort in processing my application. 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.

I understand that all funds are deposited when they are received, application fees are non refundable. If the application is denied the deposit refund will be issued by mail to the address provided on this application.

Most Properties participate in online payments only, I acknowledge this policy is in place and agree to make payments via the Online Tenant Portal OR other method as directed. I understand personal checks, money orders and/or cash will not be accepted.

**Date** 

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

Applicant Signature (Co-Head)	)	Date
Other Applicant Signature		Date
Other Applicant Signature		Date
To be completed by Owner / Pr	operty Manager:	
in Section 1 of this Application, live in a unit in the development constitutes a low-income reside	Certification is eligible und t. Based on the representa	herein and upon the proof and documentation obtained, the household named der the provisions of Section 42 of the Internal Revenue Code, as amended, to ations herein and upon the proofs and documentation obtained, the household income for the next twelve months does not exceed:  (Income Limit for Household Size)
For Initial Application:	Φ	(Income Limit for Household Size)
For Recertification:	\$x 140%	(Current Income Limit for Household Size) (multiplied x 140%)
	<b>\$</b>	TOTAL
Signature of Owner's or Develo	oper's	Data
Authorized Representative:		Date

Applicant Signature (Head)

FOR O	FOR OFFICE USE ONLY							
Community	Date Apartment Needed							
Address	Apartment Number							
Concessions (if any)	Apartment Type							
Monthly Rent	Application Fee							
Security Deposit	Length of Lease Term							
Application Taken By								
VERIFICATION SUMMARY (FOR OFFICE USE ONLY)								

VERIFICATION SU (FOR OFFICE USE						
Landlord History  yes no			Credit Acceptable  yes	□ no		
Does Income meet qualifying standards?	no		Does Applicant Meet Qualifying	g Standards?	☐ yes	no
By:	Manager's Approval:					
Date Applicant Notified:		By Whom:				
(Must contact applicant within 24 Hours)						

# TENANT RELEASE AND CONSENT

I/We	, the undersigned her	reby authorize all persons or companies	
in the categories listed below to re	elease without liability, information regard	ing employment, income, and/or assets	
to, for purposes of verifying infor	mation on my/our apartment rental (owner	or agent) application.	
INFORMATION COVERED			
inquiries that may be requested in medical or child care allowances.	vious or current information regarding me clude, but are not limited to: personal iden I/We understand that this authorization comy eligibility for and continued participation.	antity; employment, income, and assets; annot be used to obtain any information	
GROUPS OR INDIVIDUALS TH	HAT MAY BE ASKED		
The groups or individual	s that may be asked to release the above in	nformation include, but are not limited to:	
Past and Present Employers Previous Landlords (including Public Housing Agencies) Support and Alimony Providers	Welfare Agencies State Unemployment Agencies Social Security Administration Medical and Child Care Providers	Veterans Administration Retirement Systems Banks and other Financial Institutions	
CONDITIONS			
of this authorization is on file and	opy of this authorization may be used for twill stay in effect for a year and one monte and correct any information that is incor	th from the date signed. I/We understand	
SIGNATURES			
Applicant/Resident	(Print Name)	Date	
Co-Applicant/Resident	(Print Name)	Date	
Adult Member	(Print Name)	Date	
Adult Member	(Print Name)	 Date	

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. I A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.

U.S. Department of Housing and Urban Development OMB Approval No. 2577-0286 Expires 06/30/2017

# <u>Prairie Pointe Residences – McPherson, KS</u> Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>

## To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that the **Low Income Housing Tax Credit Program** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA."

# **Protections for Applicants**

If you otherwise qualify for assistance under <u>Low Income Housing Tax Credit Program</u>, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### **Protections for Tenants**

If you are receiving assistance under <u>Low Income Housing Tax Credit Program</u>, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **Low Income Housing Tax Credit Program** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

#### Removing the Abuser or Perpetrator from the Household

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

<sup>&</sup>lt;sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>&</sup>lt;sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

## **Moving to Another Unit**

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

#### Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she

believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.

• Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

#### **Confidentiality**

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

#### Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking. The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

#### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

#### Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with

# <u>Department of Housing and Urban Development (Kansas City Regional Field Office)</u> <u>400 State Avenue, Room 200 Kansas City, KS 66101</u> Phone (913) 551-5462 Fax (913) 551-5469 TTY (800) 877-8339

#### For Additional Information

You may view a copy of HUD's final VAWA rule at [https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf].

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them. For questions regarding VAWA, please contact

# <u>Department of Housing and Urban Development (Kansas City Regional Field Office)</u> <u>400 State Avenue, Room 200 Kansas City, KS 66101</u> <u>Phone (913) 551-5462 Fax (913) 551-5469 TTY (800) 877-8339</u>

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact

# McPherson Police Department 1177 Woodside Street McPherson, KS 67460 Phone 620-245-1200

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at https://www.victimsofcrime.org/our-programs/stalking-resource-center.

For help regarding sexual assault, you may contact

## McPherson Police Department 1177 Woodside Street McPherson, KS 67460 Phone 620-245-1200

Victims of stalking seeking help may contact

McPherson Police Department 1177 Woodside Street McPherson, KS 67460 Phone 620-245-1200

**Attachment:** Certification form HUD-5382

Acknowledgement of Receipt of "Notice of Oc	cupancy Righ	ts Under the Violence Against V	Vomen Act"
		Prairie Pointe Residences	located at
915 Stearman Street McPherson, KS 67460 r Occupancy Rights Under the Violence Against	C	1	
Signed	Γ	<b>D</b> ated	