

How did you hear about us? Newspaper Ad Website Word of mouth Other: _____

**IMPERIAL PROPERTY MANAGEMENT SERVICES
DRAYTON PINES APARTMENTS
PRELIMINARY APPLICATION**

RACE:

White Black/African American Amer. Indian/Alaska Native
 Asian Native Hawaiian/Other Pacific Islander

ETHNICITY:

Hispanic or Latino
 Not Hispanic or Latino

NATIONALITY

US
 Other: _____

BEDROOM SIZE (Check appropriate size, *See appropriate sizing on back)

2 3

1. NAME _____ DRIVER'S LICENSE# _____
 (First) (Middle) (Last) (State & #)
 MAILING ADDRESS _____ HOW LONG _____
 (City) (State) (Zip)
 PREVIOUS ADDRESS _____ HOW LONG _____
 (City) (State) (Zip)
 HOME # _____ WORK # _____
 EMAIL ADDRESS _____

2. List ALL persons who will be living in household (if additional space is needed use separate sheet).

ALL MEMBER INFORMATION MUST BE FULLY COMPLETED OR APPLICATION WILL BE REJECTED

NAME	RELATIONSHIP	SEX	RACE	BIRTH DATE	AGE	SOC. SEC. NO.	BIRTH CITY, STATE
	HEAD OF HOUSEHOLD (SAME NAME AS ABOVE)						

3. List ALL income in the home (if additional space is needed use separate sheet).

NAME OF HOUSEHOLD MEMBER	EMPLOYER/SOURCE OF INCOME	MONTHLY	WEEKLY	HOURLY	# OF HOURS

4. Please answer all of the following questions:

ANSWER ALL QUESTIONS	YES	NO	COMMENTS
Are you or your spouse currently Elderly (62 or older)?			
Would you benefit from a disabled/handicap unit?			
Do you anticipate any household changes in family composition in the next 12 months?			
Do you currently own the unit in which you are staying?			Explain:
Do you currently rent the unit in which you are staying?			
Are you employed by the housing authority or related to anyone employed by the housing authority or any of its instrumentalities? Related is defined as (Parent and child, brothers and sisters, grandparents and grandchild, aunt and/or uncle and niece and/or nephew, stepbrothers and stepsisters, husband and wife, parents-in-law and children-in-law, brothers-in-law and sisters-in-law and "related" includes anyone with a significant intimate relationship, including but not limited to parents and children, etc.)			Landlord name: Address: Telephone #
Have you ever lived in Public Housing? If yes When and Where?			If yes, who?

Have you ever lived in Section 8? If yes When and Where?			
Has you or your family ever been asked to move by <u>any</u> Housing Authority or Landlord?; If yes Who, When, and Why?			
ANSWER ALL QUESTIONS			
Are you or any household members banned from any Public Housing or HUD Assisted property?	YES	NO	COMMENTS
Have you ever been evicted from any Housing Authority or HUD assisted housing for a drug related activity? If yes When and Where?			
Do you owe any outstanding balance to any Housing Authority? If yes Who and What amount?			
Are you or any household member subject to a life time registration requirement under a State sex offender registration program?			

5. In case of an emergency, whom may we contact? Name: _____ Relationship: _____
Telephone: _____

WARNING: SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES TO ANY MATTER WITHIN ITS JURISDICTION.

I have read the above statement and the above information is correct to the best of my knowledge. I have no objection to inquiries for the purpose of verifying the facts herein stated.

I authorize the Housing Authority of the City of Winston-Salem to use a third party background-checking company to obtain my credit and rental history and perform a criminal record search. I understand that the information obtained is to be used only in the processing of my rental application. I hereby release and hold harmless any third party background checking company who have provided information from any and all liabilities arising out of the use of such information in connection with my credit history and criminal record search.

The Housing Authority of the City of Winston-Salem adheres to the following Fair Credit Reporting and Fair Housing Act.

Fair Credit Reporting Act

The Fair Credit Reporting Act promotes the accuracy and privacy of information in consumer credit reports. It also controls the use of credit reports and requires consumer reporting agencies to maintain correct and complete files. According to this act, you have a right to review your credit report and to have incorrect information corrected.

Fair Housing Act

A federal law which prohibits discrimination in housing based on race, color, religion, sex, handicap, familial status and national origin.

SIGNATURE OF APPLICANT _____ DATE _____

REVIEWED BY: _____ DATE _____ ELIGIBLE _____ INELIGIBLE _____

NOTES:

ELIGIBILITY REQUIREMENTS

CAMDEN STATION

- Qualify as a family – a family may be a single person
- **Must meet the Working Activity Requirement (See below)**
- **Smoking is prohibited anywhere in or near the buildings, including apartments. Violators will be assessed a fine and terminated.**
- Family composition conforms to occupancy standards
- Has not committed fraud, misrepresentation or falsified information
- Must submit evidence of citizenship or eligible applicant status
- Must not be or have any household member who is subject to a life time registration requirement under a State sex offender registration program.
- Whose household Annual Income does not exceed the income limits established by the Authority.
- Whose past performance in meeting financial obligations, especially rent and utilities, is satisfactory and who has no record of fraud in reporting income, family composition or any other material fact.
- Who owes no former balance to the Authority.
- Who has not been terminated or evicted for lease violations in the past three (3) years (unless a longer time period is required based on other screening criteria contained herein).
- Who has not habitually, in current or previous housing, engaged in conduct that would be likely to interfere with other residents in such a manner as to endanger their health, safety or welfare, diminish their peaceful enjoyment of the development or adversely affect the physical environment of the development. “Habitual” is defined as five (5) or more incidents in the previous three (3) years from date of application and/or date of admission.
- Who has no habitual record of disturbance of neighbors, physical violence to persons, destruction of property, or living or housekeeping habits at current or previous housing which may endanger the health, safety or welfare of other residents. “Habitual record” is defined as five (5) or more incidents in the previous three (3) years from the date of application and/or admission.
- Who has no recent history of violent criminal activity or criminal activity involving drugs or drug-related activity. “Recent history” is defined as criminal activity within five (5) years from the date of application and/or admission for a felony and three (3) years for a misdemeanor. An exception may be made for residents who have successfully completed a rehabilitation program approved by the Authority and who have not received new charges since the completion.
- Who is not a registered sex offender.
- Who is a United States citizen or an eligible immigrant.

Qualifications for Working Activity Requirement Definition:

- **Working Individual or Family** – Each head of household must maintain a work activity of at least 30 hours per week. Each additional adult household member will increase the minimum number of work activity hours required by 10 hours per week (i.e. 3 adult household members would be $30 + 10 + 10 = 50$ hours per week of work activity for the household). Head of Households and/or adult household members who are elderly, disabled, or handicapped and receive payment in lieu of working are exempt from the work requirement. Should a household no longer meet the work requirement they will be granted a 60-day grace period to meet the work requirement. A 60-day extension may be granted with verification that the household is actively pursuing a work activity. A 60-day grace period and 60-day extension will only be granted once in a 12-month period. If a household is unable to achieve the work requirement within the 60-day grace period and subsequent extension (if granted) the household will be required to transfer to other traditional public housing that does not mandate a work requirement. The household must meet all other eligibility criteria to transfer.

Qualifications for Bethesda Center Client Referrals Definition:

- **Bethesda Center Client Referrals**—must be a referral from the Bethesda Center who is employed and received documented supportive services and meets the working preference definition. The Authority will limit the number of applicants that qualify for this preference to the number that does not allow for more than 6 of the units in the development to be occupied by this applicant preference group.

Qualifications for PATH Program Definition:

- **PATH Program**—a self sufficiency program, through an agreement with Workforce Development, designed specifically for the family to reduce or eliminate the family’s dependency on governmental subsidies and support,

through a coordinated and comprehensive delivery of human support services. Must be a participant of the PATH Program as evidenced by a referral from the referring agency and meet all required criteria.

**Applicants who qualify for the Bethesda Center Client Referral preference will be housed before any other preferences. Secondly, applicants who qualify for the PATH Program Participant Preference will be housed before remaining preferences. The date and time recorded on the application shall be used for determining the priority of Applicants who are equally eligible.*

OCCUPANCY STANDARDS

Number of Bedrooms	Minimum # of People	Maximum # of People
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

Reasonable Accommodation for Applicants with Disabilities:

The PHA will make a reasonable accommodation in the application and other policy requirements when requested, in writing, by a qualified applicant with a disability. Reasonable accommodation includes helping an applicant meet application requirements but does not require lowering or waiving essential requirements for eligibility. Accommodations are not reasonable if it requires a fundamental alteration in the nature of the program or imposes undue financial and administrative burdens on the PHA.