

RENTAL APPLICATION - CHA Lebanon, LP

FOR OFFICE USE ONLY

NEW APPLICATION / INITIAL CERT

NEW APPLICATION ONLY

Was the application completed on site? Yes No

If the application was not completed on site, what method was the application received by the site staff?

By mail Hand Delivered Other _____

Application received by: _____ Interviewed by: _____

What apartment size is the applicant applying for? _____ Bedroom(s) Apartment assigned: _____

Household size? _____

Application fee: \$ _____

INITIAL INCOME ELIGIBILITY DETERMINATION

What is the Maximum Gross Income allowed for the household to be eligible? \$ _____

Based on the Gross Income information provided by the applicant(s), does the household qualify for the program type Yes No

RE-CERTIFICATION

*Please note, special arrangements will be made to assist individual(s) who complete this application if such a request is made. Do you require assistance? Yes _____(please initial) No

Is the head of household or spouse/co-head disabled? Yes No (for program and unit size eligibility only)

I/We certify that the unit applied for will serve as the applicant's primary residence Yes No

THIS APPLICATION WILL BE REJECTED OR YOUR ELIGIBILITY MAY BE DELAYED IF THERE ARE ANY QUESTIONS NOT ANSWERED OR BOXES NOT CHECKED. USE "N/A" IF THE ANSWER IS NOT YES OR NO.

Are you currently receiving: Section 8 Voucher Other Federal Assistance _____

Please Print:

Today's Date: _____ Time: _____ Estimated Move-In Date: _____

Name: _____ Phone #: () _____

Address: _____ City: _____ State: _____ Zip: _____

Marital Status: Divorced Widowed Married Single Separated (HKP-107 form is required)

*If you answer yes that you require assistance, there should be only one type of handwriting on the application and questionnaire.



HOUSEHOLD COMPOSITION – List all persons that will occupy the unit

Full Name	Relationship to Head of Household	Gender	Social Security #	Full-Time Student	DOB	*Race	Ethnicity Hispanic/ Not Hispanic/ Decline to answer
	HOH	M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D
		M / F		Y / N			H / NH / D

*Race codes: **AI/AN** (American Indian/Alaskan Native), **A** (Asian), **B/AA** (Black/African American), **PI/NH** (Pacific Islander/Native Hawaiian), **W** (White), **D** (Decline to answer). You can select 1 or multiple codes

ELIGIBILITY INFORMATION

1) Yes No Are you or any adult member (18 or older) in the household employed?
If yes, provide the contact information of your employer below:
(If yes, HKP-201 form is required; if no, HKP-105 form is required)

Employer's Name: _____

Please list your previous employer:

Previous Employer's Name: _____
Dates Employed: _____ to _____

2) Yes No Are there any adult household members claiming zero income?
If yes, list name(s) _____
If yes, you must complete an HKP-104 form.

3) Yes No Does anyone not listed in the household composition section above plan to live with you in the next 12 months? If pregnant, please indicate approximate due date.
If yes, explain _____

4) Yes No Are there any absent household members who under normal conditions would live with you? If yes, explain _____

5) Yes No N/A Does an adult of this household have physical custody of every child listed on this application at least 50% of the time? Custody documentation may be required depending on the program type.



6) Yes No Does anyone in your household require a live-in care attendant? (HKP-114, 117, & 122 forms)
 If yes, who? _____ Provide the physician's name and contact information who will verify the need for an attendant:
 Physician's Name: _____
 Address: _____
 Phone #: _____ Fax #: _____

7) Yes No Has anyone in your household ever been evicted?
 If yes, explain: _____

8a) Yes No Have you or any household member ever been arrested or convicted of any criminal act other than traffic violation/citation?
 If yes, who? _____ When? _____
 Explain: _____

8b) Yes No Is any member of the household subject to Lifetime Sexual Offender Register?

9a) Yes No Does your household have or anticipate having any pets other than those used as a service animal?
 If yes:
 Type _____ Breed _____ Weight _____ Height _____ Color _____
 Type _____ Breed _____ Weight _____ Height _____ Color _____

9b) Yes No Do you have a service animal?
 If yes: Breed (for identification purposes only) _____ Color _____

10) Yes No Has anyone in your household filed for bankruptcy?
 If yes, was the bankruptcy discharged? Yes No If no, provide documentation from your attorney that no additional debt may be added.

E-mail address: _____ Alternative Phone #: () _____

Automobile Information:
 Vehicle #1 Make/Model _____ License Plate # _____
 Vehicle #2 Make/Model _____ License Plate # _____

EMERGENCY CONTACT INFORMATION

Please provide at least one emergency contact.
 In case of emergency, notify: _____ Relationship: _____
 Address: _____ City, State, Zip: _____
 Home/Cell Phone: () _____ Work Phone: () _____

In case of emergency, notify: _____ Relationship: _____
 Address: _____ City, State, Zip: _____
 Home/Cell Phone: () _____ Work Phone: () _____



Student Status

Part A

Is every household member a full-time student (adults and children)? Yes No

Have you or any member of the household attended school, or plan to attend school, for 5 calendar months during the calendar year (January 1 – December 31)? Yes No

If the answer is yes, list the name(s) of the household member(s) who attended school:

If you answer "Yes" to either of the above questions, proceed to answering "Part B" below.

Defining "Student"

IRC §152(f)(2) defines, in part, a "student" as an individual, who during each of 5 calendar months during the calendar year [January 1 – December 31] in which the taxable year of the taxpayer begins, is a full-time student at an educational organization described in IRC §170(b)(1)(A)(ii) or is pursuing a full-time course of institutional on-farm training under the supervision of an accredited agent of an educational organization described in IR §170(b)(1)(A)(ii) or of a state or political subdivision of a state. Treas. Reg. §1.151-3(b) further provides that the five calendar months need not be consecutive.

Part B

If you answer "No" to both questions above, DO NOT complete any of the questions in this section

- Are you receiving assistance under Title IV of the Social Security Act (AFDC/TANF)?
 Yes No
- Enrolled in a job training program receiving assistance through the Job Training Participation Act (JTPA) or other similar program? Yes No
- Married and/or eligible to file a joint tax return? Yes No
- I am a full-time student and I am not the dependent of another individual. My child is also a full-time student, but is claimed as a dependent on either my tax return or that of the other parent. (Copy of tax return is required and included.) Yes No
- At least one household member will be residing in the unit who is currently or has previously received foster care assistance. Yes No
- List one household member who IS NOT a full-time student. _____

Please note, there may be a state specific form that must be completed as well.



SIGNATURE CLAUSE

Each household 18 or older must sign/initial in the space provided acknowledging they have read the information below:

_____ I understand that management is relying on the information I provided in this application and all future required documentation to prove my household's eligibility for the Housing Credit Program and/or other affordable housing. I certify that all information and answers provided in this application and subsequent documentation are true and complete to the best of my knowledge. I consent to release the necessary information to determine my/family eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

_____ I do hereby authorize CHA Lebanon, LP _____, **their agent** and/or its staff or authorized representatives to contact any agencies, including city, county, state, federal agencies, past/present employers, local police departments, offices, credit bureaus, groups or organizations to obtain and verify any information or materials which are deemed necessary to complete my application for housing.

_____ I hereby certify that I will not maintain a separate subsidized rental unit in another location. I further certify that this will be my permanent residence.

_____ Furthermore, I hereby release and hold harmless any agent of CHA Lebanon, LP _____, **their agent** and/or its staff, Credit Reporting Agencies, present and/or past employers, present and/or past residences, its officers and employers that shall provide information to CHA Lebanon, LP _____, **their agent** and/or its staff upon request, from and against any and all claims, demands, suits or expenses arising from or related to the content, validity or handling of said reports.

_____ I authorize my consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, account numbers where applicable and any other information required for expediting this process. I understand that my occupancy is contingent on meeting management's resident selection criteria and the Housing Credit Program requirements. I understand that this form is only an application for residency and that the submission of this application does not reserve, nor in any way, guarantee a unit.

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 APPLICANT 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). VIOLATIONS OF THESE PROVISIONS ARE CITED AS VIOLATIONS OF 42 USC 408 (A) (6), (7) AND (8).

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, disability or familial status.



By signing below, I acknowledge that I have received a copy of the **Notice of Occupancy Rights under the Violence Against Women Act.**

Signature

Date

TENANT INCOME CERTIFICATION QUESTIONNAIRE

Name _____

(Each adult household member 18 years or older must complete a separate questionnaire)

INCOME INFORMATION

MONTHLY ESTIMATED GROSS INCOME

1	Yes	No	I am self-employed. (List name of self-employment). This includes but is not limited to: Rideshare companies such as Uber/Lyft, multi-level marketing companies such as Mary Kay, Total Life Changes, 1099-contractors, etc _____	\$ _____
2	Yes	No	I have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation. List the businesses and/or companies that pay you: 1) _____ / _____ / _____ Name of Employer Position Start Date 2) _____ / _____ / _____ Name of Employer Position Start Date *Please provide any additional Employer information on a separate sheet of paper.	\$ _____ \$ _____
3	Yes	No	I receive cash contributions of gifts including rent or utility payments, on an ongoing basis from persons who are not living with me. Name _____ Phone # _____ *Please Provide any additional cash contributions or gifts on separate sheet of paper	\$ _____
4	Yes	No	I receive Unemployment or Workman's Comp benefits. (please circle which one) Name of Company Providing Workman's Comp Benefits _____ Phone Number _____	\$ _____
5	Yes	No	I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income. Name of Company _____ Phone # _____	\$ _____
6	Yes	No	I receive payments for Social Security or Supplemental Security Income (SSI)	\$ _____
7	Yes	No	This household receives <u>unearned</u> income from family members age 17 or under (i.e., Social Security payments, Trust Fund disbursements, etc.). 1) _____ / _____ / _____ Name of Company providing unearned income Phone # Name of Household Member 2) _____ / _____ / _____ Name of Company providing unearned income Phone # Name of Household Member	\$ _____
8	Yes	No	I receive payments for disability or death benefits (other than social security), or adoption assistance. (please circle which one) Name of Company providing adoption assistance _____ Phone # _____	\$ _____
9	Yes	No	I receive Public Assistance Income (examples: TANF, AFDC), not including food stamps.	\$ _____
10	Yes	No	a. I have a court order to receive child support payments and <u>receive</u> the full amount. (provide copy of court order) i. I am currently receiving child support payments through _____ County	\$ _____ (amount ordered)
	Yes	No	b. I have a court order for child support but am not receiving the <u>full</u> amount. Please list amount received.	\$ _____ (amount received)
	Yes	No	c. I am currently receiving non-court ordered child support payments directly from the non-custodial parent _____ (name of individual). Phone # _____ i. If yes, from how many persons do you receive support? _____	\$ _____



TENANT INCOME CERTIFICATION QUESTIONNAIRE

Name _____

(Each adult household member 18 years or older must complete a separate questionnaire)

11	Yes	No	a. I have a court order to receive alimony/spousal support payments and <u>receive</u> the required payments (provide copy of court order) i. I am currently receiving alimony/spousal support, payments through _____ County	\$ _____
	Yes	No	b. I am currently receiving non court ordered spousal maintenance payments directly from _____ (name of individual). Phone # _____	\$ _____
	Yes	No	c. I have a court order to receive alimony/spousal payments and am NOT receiving the required payments. I/we am/are currently making efforts to collect the support owed to me. List efforts being made to collect: _____	\$ _____
12	Yes	No	I receive periodic payments from trusts, annuities, inheritance, severance, retirement funds or pensions, insurance policies, or lottery winnings. 1) _____ Source _____ Phone # _____ Name of Household Member _____	\$ _____
13	Yes	No	I receive income from real or personal property. Please Explain _____	(use <u>net</u> earned income) \$ _____
14	Yes	No	I receive student financial assistance (i.e., grants, private sources) in amounts that exceed tuition costs. Name of School _____ Phone # _____ *NOTE: Count as income only if household receives Section 8 rental assistance	\$ _____
15	Yes	No	I have received lottery winnings paid in one payment (not reoccurring periodic payments)	\$ _____

Asset information

			INTEREST RATE	BALANCE/CASH VALUE
16	Yes	No	I have a checking account(s). # of accounts held _____ If yes, list bank(s): 1) _____ Acct# _____ Name of bank _____ 2) _____ Acct# _____ Name of bank _____	_____% 6 MONTH AVERAGE BALANCE \$ _____ _____% \$ _____
17	Yes	No	I have a savings account(s). # of accounts held _____ If yes, list bank(s): 1) _____ Acct# _____ Name of bank _____ 2) _____ Acct# _____ Name of bank _____	_____% CURRENT BALANCE \$ _____ _____% \$ _____
18	Yes	No	I have a debit card, pay card for direct deposit of benefits, or prepaid debit card (s). # of cards _____ 1.) _____ Name of financial institution _____ Phone # _____ 2.) _____ Name of financial institution _____ Phone # _____	CURRENT BALANCE \$ _____ \$ _____
19	Yes	No	I have a revocable trust(s). If yes, list financial institution(s): Name of financial institution _____ Phone # _____	_____% \$ _____
20	Yes	No	I own real estate. If yes, provide address: _____ I intend to : Keep, Sell, Rent, Give Away or a Foreclosure is in Progress (circle one)	\$ _____



TENANT INCOME CERTIFICATION QUESTIONNAIRE

Name _____

(Each adult household member 18 years or older must complete a separate questionnaire)

21	Yes	No	I own stocks, bonds, or Treasury Bills. List financial institution(s) 1) _____ Phone # _____ % 2) _____ Phone # _____ %		\$ _____
22	Yes	No	I have Certificates of Deposit (CD) or Money Market Account(s). If yes, list sources/financial institution(s) 1) _____ Phone # _____ % 2) _____ Phone # _____ %		\$ _____
23	Yes	No	I have an IRA/Lump Sum Pension/Kcogh Account/401K. If yes, list financial institution(s) 1) _____ Phone # _____ % 2) _____ Phone # _____ %		\$ _____
24	Yes	No	I have a whole life insurance policy (policy has CASH VALUE). If yes, how many policies _____ 1) _____ Policy # _____ \$ _____ 2) _____ Policy # _____ \$ _____		\$ _____
25	Yes	No	I have cash on hand.		\$ _____
25	Yes	No	I have disposed of assets (i.e. gave away money/assets) for less than the fair market value within the past 2 years. If yes, list items and date disposed: Item Disposed of _____ Date disposed _____		\$ _____
27	Yes	No	I have other personal property held as an investment, other income from assets or sources other than listed above. If yes, list type below: 1) _____ Asset type _____ % 2) _____ Asset type _____ %		\$ _____

HOUSING assistance

Yes	No	Will the household receive Section 8 housing assistance?	List agency name, contact person and phone # _____ _____
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Signature: _____

Date: _____

