



PROPERTY MANAGEMENT

# APPLICATION COVER LETTER

Property \_\_\_\_\_

Location (City & State) \_\_\_\_\_

This property has a total of \_\_\_ units, \_\_\_ 1 bedroom units, \_\_\_ 2 bedroom units and \_\_\_ 3 bedroom units.

A completed Rental Application is required. Additionally, you are required to sign an Authorization for Release of Information form to provide written permission to allow the Management Representative to verify all household income. Please find these forms enclosed hereto.

Rents may be based on a percentage of adjusted family income or household income.

Residents must meet all eligibility guidelines as established by USDA Rural Development, HUD and Section 42 of the Internal Revenue Code as applicable to this property.

For applicants with a Head of Household, or a spouse of the Head of Household, who has attained the age of 62, or having handicaps or disabilities, please complete pages 1, 2 and 4 of the Rental Application. (Certain properties may be the age of 55 depending on ownership.)

For applicants of families or other households, please complete pages 1, 3 and 4 of the Rental Application.

At the time the application is received, it will be reviewed and processed. You will be notified if the application is approved and your name has been placed on the Waiting List(s) or if the application is incomplete and what items are necessary to complete it.

If any information on your application has changed while your name is on the Waiting List, please inform the Management Representative. You are required to update your application every six (6) months to remain on the Waiting List. While your name is on the Waiting List, you have the right to make inquiries regarding the status of your application. However, due to Federal Regulation prohibitions, the Waiting List is not open for review.

In order to prevent eligible applicants from unnecessary delays in obtaining housing, we purge our Waiting List every six (6) months. This enables the property to maintain an updated list. Any applicant removed from the list will be notified in writing at the last known address and will be afforded appeal rights.

When an apartment is available, you will be notified. If you choose to accept the vacancy, you will be required to:

1. Sign a Lease Agreement.
2. Pay a Security Deposit in advance, except, in the event, you will receive Rental Assistance or HUD (Section 8 Subsidy) and cannot pay the full amount of Security Deposit. Payment arrangements may be made and you will be required to sign a pay-out agreement.
3. Pay the first months rent in advance.
4. Have the utility companies turn the utilities on in your name and provide a receipt to management.
5. Complete a Move-In Inspection of the unit with management.

**WARNING:** Section 1001 of Title 18, U.S. Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States makes a false, fictitious, or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five (5) years, or both."

The Fair Housing Act, as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). Complaints of discrimination may be forwarded to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh Street, SW, Washington, DC 20410-2000 or call (voice) 1-800-669-9777, 1-817-978-5900 or (TTY) 1-817-978-5595.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.



# COST SHEET FOR ACUTRAQ CREDIT CHECK



PROPERTY: \_\_\_\_\_

## COST OF ACUTRAQ

For Tax Credit and Rural Development Properties

\$14.50 Per Person

Person must be 18 years of age or older.

The cost of \$14.50 for Credit Check, National Criminal Background Check, Social Security Number Trace and Score Card **is required in the form of cash or a money order and must be paid when an apartment is made available to you.**

A personal check will not be accepted.

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# ACKNOWLEDGEMENT Rural Development Fact Sheet



Applicant's Name: \_\_\_\_\_

Property Name: \_\_\_\_\_

I, \_\_\_\_\_ have received and read  
(Printed Name)

“Things You Should Know About USDA Rural Rental Housing” Fact Sheet.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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# Rural Housing and Community Programs

## Things You Should Know About USDA Rural Rental Housing

***Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification***

### ***Penalties for Committing Fraud***

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

### ***How To Complete Your Application***

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
  - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
  - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
  - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
  - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
  - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
  - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

### ***Ask for Help if You Need It***

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

### ***Before You Sign the Application***

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

### ***Tenant Recertification***

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must **immediately** report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

## Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

**Report Abuse:** If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

## If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

### Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

### Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

### When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

PA 1998  
December 2008

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



# TENANT SELECTION CRITERIA APARTMENT POLICY



Applicants will be eligible for residency in properties managed by Professional Property Management, Inc. when the following requirements are met and all eligibility requirements set forth by USDA Rural Development, HUD, HOME, Tax Credit or other subsidy program are met, if applicable:

1. Applications must be completed in full. Persons who submit incomplete applications will be given notice of incompleteness and will be required to complete the application within seven (7) calendar days of the notice in order for applicant's application to remain under consideration for housing. Applicants with zero income will not be considered for occupancy.
2. Maximum household size allowed is two (2) people per bedroom plus an additional person per 50 sq. feet of living space (living space excludes closets, stairways, kitchen, dining room, hallways and bathrooms).

Rental units specially designed for persons with disabilities. If the applicant does not have a person in the household that needs the special design feature of the accessible unit, applicant is permitted to occupy the rental unit until Management issues a 30 (thirty) day notice that a priority applicant is on the waiting list, at which time the ineligible tenant must move out of the rental unit within thirty (30) days of the notice.

3. Applicant must demonstrate the ability to pay rent, utilities, and reasonable living expenses. The following guidelines will be used to determine minimum income needed:
  - a. Rent and utilities not to exceed 50% of monthly income of the household; or
  - b. Applicant must have adequate cash on hand or an available balance in a bank account to demonstrate the ability to pay basic rent, utilities and adequate living expenses for twelve (12) months.
4. **Applicant will be required to provide past landlord history for minimum of three (3) years. Applicant must provide full names of landlord, addresses, telephone numbers, and dates of occupancy on the Rental Application or the application will be considered incomplete.**
  - a. **If there is no past landlord history, a notarized handwritten statement must accompany the application stating this information. It must be signed by the applicant and person(s) residing with the applicant.**
  - b. **If applicant's past residency has been as a homeowner, Management reserves the right to request a credit reference from the mortgage holder of the past residency property.**
5. CREDIT HISTORY – A credit report will be run on each individual 18 years of age or older who will be residing in the apartment. A national credit-reporting agency will be processing the credit application. All credit reports will be evaluated on a percentage system based on all trade lines.  
Your APPLICATION FEE (non-refundable) will be: \$14.50 per person.
6. CRIMINAL BACKGROUND – A criminal background check will be run on each individual 18 years of age or older who will be residing in the apartment, and will be considered by Management in regard to eligibility for residency as described in Section 17 herein
7. WAITING LISTS. Applicants will be placed on the waiting list according to the date and time applications are received, except as otherwise stated herein. Should an applicant have a Letter of Priority Entitlement (LOPE) issued by USDA Rural Development that applicant will be given priority over other non-priority applicants. Additionally, Applicants who have a need for, and have requested, "special design features" of accessible units, will be given priority for units designed for persons with disabilities as against applicants without such need and request. Applicants will be notified in writing of their placement on the waiting list.
8. Applicant must fill out all forms. Each household member must sign his/her own signature as requested on each form. Forged signatures or someone else signing for the specified household member may be grounds for ineligibility of an application or eviction of a tenant.

## TENANT SELECTION CRITERIA – CONTINUED

9. All adult household members must be present when Management requests a personal interview and must show positive identification when requested. Birth certificate or other proof of parental relationship or guardianship may be requested in order to verify eligibility for deductions for a minor child. Application may be made by other than personal appearance when written request is made to the property by persons currently residing more than fifty (50) miles from the property or from persons physically incapacitated at the time. Such condition shall require documentation.
10. All college students in Tax Credit, HUD and Rural Development properties will be required to furnish proof whether they are a full-time (five (5) months per year, twelve (12) credit hours per semester) or part-time student. All students must meet the following requirements in order to be eligible:
  - a. Must be of legal age or otherwise legally able to enter into a binding contract under State Law.
  - b. Must not be claimed as a dependent on parents' or legal guardian's tax return.
  - c. The applicant must provide a notarized written statement when applicable, stating financial assistance is being provided by parents, legal guardians or others. Any such assistance may be considered as part of annual income.
  - d. Student status for Tax Credit, HUD and Rural Development properties has several exceptions. Contact a Management Representative to discuss your specific situation.
11. Applicants will be required to furnish verification of persons with disability status if they wish to deduct expenses related to their disability from their income and/or if they wish to be considered eligible for occupancy in apartments designated as Elderly housing. Management's policy for verifying an individual's disability is as follows:
  - a. The Rental Application requires the applicant(s) to indicate whether they or anyone in the family would benefit from special features for persons with disabilities.
  - b. If yes, the applicant is advised that Management requires a document verifying disability such as a Social Security Statement or a statement from an independent third person, such as a physician, clergyman, or other person who has knowledge of the disability.
13. Any person wishing to join an existing household must make separate application and must be eligible for housing in this property as a separate household.
14. The Head of Household and the Co-Tenant (if any) must be legally of age and able to enter into a Lease Agreement. The property will void any Lease Agreement entered into by a person not of majority age or otherwise legally unable to enter into a binding contract under state law. If the property for which Applicant(s) submits an application for residency is an age-restricted elderly property, Applicant(s) must be the required age either at time submits an application for residency except as otherwise provided herein. If Applicant is placed on a waiting list, Applicant must be the required age at the time that an available unit is offered to Applicant. If Applicant is not the required age at the time that an available unit is offered to Applicant, Applicant may remain at the same position on the waiting list. If the Applicant is not the required age at the time that an available unit is offered to Applicant a second time, the applicant will be removed from the waiting list. Applicant may resubmit an application requesting placement on the waiting list, but such placement will be in accord with all policies and procedures herein and Applicant's' previous position on the waiting list shall have no effect.
15. An applicant will be offered an apartment of appropriate size and type upon availability of such unit. If more than one such apartment is vacant, the applicant will be given a choice. If the applicant turns down the vacancy offered, the applicant may remain at the same position on the waiting list to be offered an apartment again. If the applicant turns down the second vacancy offered, for reasons other than documented health problems or that the rent exceeds 30% of applicant's monthly income, the applicant will be placed at the bottom of the waiting list. The new eligibility date is the date the applicant turned down the second offer.

## TENANT SELECTION CRITERIA – CONTINUED

16. Rental assistance will be assigned in accordance with Exhibit 8-2 of HB-2-3560, when applicable.
17. Applicants may be ineligible if:
  - a. Application is incomplete.
  - b. Family composition does not conform to units available on property unless the property for which Applicant is applying is a market rate project (project is market rate if project has no form of subsidy, including but not limited to USDA Rural Development, low-income housing tax credits, or HUD).
  - c. Household income exceeds USDA Rural Development, HUD or Tax Credit “income limits” for the programs available on the property (inapplicable if a market rate project).
  - d. Applicant provided false information necessary in the determination of eligibility.
  - e. Past performance in meeting financial obligations, including past rent and credit history, and past performance shows inability to fulfill a one (1) year lease or a poor history of job stability (minimum six (6) months).
  - f. Applicant has no present guaranteed income.
  - g. Applicant has a record of the disturbance of neighbors, destruction of property, living or housekeeping habits which adversely affect the health, safety, or welfare of other tenants.
  - h. Applicant has been convicted of a crime involving physical violence to persons or property or other criminal acts which adversely affect the health, safety, or welfare of themselves or other tenants or the viability of the property. In determining whether a certain conviction makes an applicant ineligible, Management will consider relevant information on a case-by-case basis, including but not limited to the date of the conviction, the underlying conduct on which the conviction was based, and the post-conviction conduct of the applicant.
18. Management will make reasonable accommodations and allow reasonable modifications for persons with disabilities, under the Federal Law. Modification is a physical change required to allow a person full enjoyment of the premises. Applicant must request, in writing, orally, or otherwise, any reasonable accommodation or reasonable modification requested. If such request is given orally or by other means other than in writing, Management will put its understanding of any such request in writing and, if such request is stated correctly and fully by Management, Applicant must sign or otherwise provide objective, verifiable evidence of agreement that the request as written by Management is correct and complete.

In order to assist in optimum communications with applicants, tenants and members of the public that have sight or hearing impairments, the Management Agent will utilize the state relay service operated by “Arkansas Relay Service.” The Management Agent will provide sign language interpreters for the hearing impaired if requested. Other accommodations will be available for the visually impaired, inclusive of audiotapes of company/project policies and forms. Assistance will be given for completing the application. The Management Agent provides handicapped accessible interview rooms.

Management does not discriminate on the basis of race, color, creed, national origin, religion, sex, age (except eligibility requirements), familial status, or person with disabilities in any phase of the occupancy process. The occupancy process includes, but is not necessarily limited to, application processing, leasing, transfers, delivery of management and services, access to common facilities, and termination of occupancy.

Any applicant/tenant who thinks his/her rights have been violated under the Fair Housing and Equal Opportunity laws should contact the HUD Regional Office, Attn.: Fair Housing and Equal Opportunity, PO Box 2778, Little Rock, AR 72203, or call toll free 1-800-424-8590.

\*\*\* All approved applications must be updated every six (6) months to remain on the waiting list. \*\*\*



## TENANT SELECTION CRITERIA – CONTINUED

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Head of Household Signature

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Date

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Co-Head of Household Signature

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Date

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Site Manager Signature

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Date

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# RENTAL APPLICATION



Complex(s) Applying For:  
 \_\_\_\_\_  
 \_\_\_\_\_



**Do Not Mark In This Space**  
 Date Rec'd: \_\_\_/\_\_\_/\_\_\_  
 Time: \_\_\_\_\_  
 Application Number: \_\_\_\_\_

Please fill out this application completely, leaving no blank spaces. If the question does not apply to you, please indicate with "NONE".

	Full Name	Birth Date	How Related	SS#
Head of Household:				
Co-Head:				
Other Members who will live in this apartment:				

Copies of birth certificates or other proof of age may be required on all household members prior to initial occupancy.

Current Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_

Current Address: \_\_\_\_\_  
 (Address) (City) (State) (Zip Code)

How Long at this Address: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ Are Utilities Included: YES  NO

Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Have you notified your present landlord you are moving? YES  NO

May we contact your present landlord for a reference? YES  NO  If not, please explain \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Have you ever been evicted? YES  NO  If yes, please explain: \_\_\_\_\_

If you have NOT lived at the above current address 3 YEARS OR MORE, you MUST complete the following section.

List your residential history for the past three years leading up to your current residence status below:

Residence Address	Landlord Name / Address /Telephone	FROM (Include Month & Year)	TO (Include Month & Year)
_____	_____	_____	_____
_____	_____	_____	_____

Marital Status (check one):  Single  Married  Divorced  Separated

Would you or anyone in your family benefit from special features for persons with disabilities? YES  NO

Are you applying for persons with disabilities status? YES  NO   
Management will provide reasonable accommodations to persons with disabilities, unless doing so would cause undue administrative/financial burden.

Are you now in a Government subsidized rental unit? YES  NO

Do you have a pet? YES  NO  If yes, will the pet be staying with you? YES  NO

Make/Model of vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Make/Model of vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**Persons over 62 years old or Persons with Disabilities Applicants Must Complete Pages 2, 3 & 5; All Others Complete Pages 2, 4 & 5.**

**TAX CREDIT:**

- Check here if there are or have been any full-time students in your household in the current calendar year. If so, please complete items A – F. (Full Time is five (5) months per year, twelve (12) credit hours per semester.)
- If not, please sign and date below at "Applicant/Resident Signature."

**STATEMENT OF APPLICANT/RESIDENT:**

- A. \_\_\_\_\_ At least one (1) member of the household receives assistance under the Title IV of the Social Security Act (i.e. payment under AFDC).
- B. \_\_\_\_\_ At least one (1) member of the household is currently enrolled in a job training program that receives assistance under the Job Training Partnership Act (JTPA) or is funded by a state or local public agency.
- C. \_\_\_\_\_ The Head of Household is a single parent with children and neither the parent nor the children is dependant of another individual. A current Tax Return must be attached for each year of residency.
- D. \_\_\_\_\_ The members of the household are married and file a joint Federal Income Tax Return. A current Tax Return must be attached for each year of residency.
- E. \_\_\_\_\_ The household is not made up entirely of full-time students. Names of non-student household members:  
 \_\_\_\_\_  
 \_\_\_\_\_
- F. \_\_\_\_\_ None of the exceptions listed above are applicable and the entire household is comprised of full-time students.

**HUD/HOME/RURAL DEVELOPMENT:**

- Check here if any household member is an adult student (full or part time) under age 24? (Full Time is five (5) months per year, twelve (12) credit hours per semester.)

If "yes" to the above, list which household member(s): \_\_\_\_\_

If "yes" to the above, is the adult student(s) (Check all that apply):

- A dependent of household member who is living in the unit
- A veteran
- Married
- A parent with a dependent child living in the unit
- A disabled individual who was receiving HUD rental assistance prior to November 30, 2005
- Independent from your parents, including that you have lived on your own for at least one year and are not a dependent on their tax return.

I/We hereby certify that the statement above is true and complete to the best of my/our knowledge.

Applicant/Resident Printed Name	Applicant/Resident Signature	Date
Applicant/Resident Printed Name	Applicant/Resident Signature	Date

**TO BE COMPLETED BY MANAGEMENT REPRESENTATIVE**

\_\_\_\_\_ The unit may be eligible, if all other Tax Credit eligibility requirements are met (Items A, B, C, D or E applies).  
 \_\_\_\_\_ The unit is not eligible (Item F applies).  
 I have verified and processed documentation supporting the applicant's/resident's statement. Nothing has been provided causing me to believe this information is inaccurate.

Management Representative	Title	Date

**THIS PAGE APPLIES TO PERSONS OVER 62 YEARS OLD OR PERSONS WITH DISABILITIES ONLY**

**CURRENT SOURCE OF INCOME:**

Please check all income sources that apply:

Social Security	_____	Amount: \$ _____	Mo. _____	/or Yr. _____
Social Security	_____	Amount: \$ _____	Mo. _____	/or Yr. _____
SSI Disability	_____	Amount: \$ _____	Mo. _____	/or Yr. _____
Pension	_____	Amount: \$ _____	Mo. _____	/or Yr. _____
Pension	_____	Amount: \$ _____	Mo. _____	/or Yr. _____
Part-Time Emp.	_____	Amount: \$ _____	Mo. _____	/or Yr. _____
Other Income	_____	Amount: \$ _____	Mo. _____	/or Yr. _____

Do you have a Checking Account? YES  NO  Current Bal: \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_ %

Name of Bank: \_\_\_\_\_ Bank Telephone Number: \_\_\_\_\_

Do you have a Savings Account? YES  NO  Current Bal: \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_ %

Name of Bank: \_\_\_\_\_ Bank Telephone Number: \_\_\_\_\_

Do you have CD's? YES  NO  Value: \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_ %

Value: \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_ %

Do you own a house or other real estate? YES  NO

If yes, list full address and asset value of property: \_\_\_\_\_

Is there income (rent, etc.) from this property? YES  NO  Amount \$ \_\_\_\_\_

List any other assets you may have such as stocks, bonds, mutual funds, IRA's (include value and annual interest earned):

Have you DISPOSED of any assets during the last two years? YES  NO

If yes, complete the following: Asset Value: \$ \_\_\_\_\_

Date of Disposal: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**MEDICAL EXPENSES:**

Do you take prescriptions which are not paid by insurance? YES  NO

If yes, give an estimated amount you pay: \$ \_\_\_\_\_ Per Mo. \_\_\_\_\_ or Yr. \_\_\_\_\_

Do you have the Medicare Premium deducted from your Social Security? YES  NO

If yes, amount: \$ \_\_\_\_\_ Per Mo. \_\_\_\_\_ or Yr. \_\_\_\_\_

Do you pay a Premium for Supplementary Insurance? YES  NO

If yes, amount: \$ \_\_\_\_\_ Per Mo. \_\_\_\_\_ or Yr. \_\_\_\_\_ or Qtrly. \_\_\_\_\_

Do you ANTICIPATE any healthcare related expenses for the next 12 months, which are NOT covered by health insurance (eye care, dental, in home health care)? Include over the counter medical supplies (Depends, needles, etc.).

YES  NO  If yes, complete the following:

Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Frequency: \_\_\_\_\_

Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Frequency: \_\_\_\_\_

Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Frequency: \_\_\_\_\_

Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Frequency: \_\_\_\_\_

Use this space for any additional information you feel necessary to report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS PAGE IS FOR FAMILIES / HOUSEHOLDS / OTHER**

**CURRENT SOURCE OF INCOME:** Please complete all income sources that apply:

**Head of Household PRESENT Employment:**

Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Hrly: \_\_\_\_\_ Wkly: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

**Co-Head of Household PRESENT Employment:**

Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Hrly: \_\_\_\_\_ Wkly: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

If you have not been employed by the above employer for 3 YEARS OR MORE, you MUST complete the following. List your employment history leading UP TO your current place of employment below for all employed members of household.

**Head of Household PREVIOUS Employment:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Co-Head of Household PREVIOUS Employment:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Unemployment: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

Child Support: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

Alimony: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

AFDC: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

Social Security: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

Grants/Loans: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

Armed Forces: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

Other Income: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Mo: \_\_\_\_\_/or Wkly: \_\_\_\_\_

Do you have a checking Account? YES  NO  Current Bal: \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_ %

Do you have a Savings Account? YES  NO  Current Bal: \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_ %

Do you own a house or other real estate? YES  NO

If yes, list full address and asset value of property: \_\_\_\_\_

Is there income (rent, etc.) from this property? YES  NO  Amount \$ \_\_\_\_\_

List any other assets you may have such as stocks, bonds, mutual funds, IRA's (include value/annual interest earned): \_\_\_\_\_

Have you DISPOSED of any assets during the last two years? YES  NO

If yes, complete the following: Asset Value: \$ \_\_\_\_\_ Date of Disposal: \_\_\_/\_\_\_/\_\_\_

**CHILDCARE EXPENSES:**

Do you pay for baby-sitting due to employment or schooling? YES  NO  If yes, complete the following:

Care Provider's Name: \_\_\_\_\_ Per Week \$ \_\_\_\_\_

Address: \_\_\_\_\_ Per Month \$ \_\_\_\_\_

\_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Use this space for any additional information you feel necessary to report: \_\_\_\_\_

**EVERYONE MUST COMPLETE THIS PAGE**

**CREDIT REFERENCES** Your application fee covers the cost of a credit check that is performed through **Acutraq Rental Screening** with the personal information you provide.

**PERSONAL REFERENCES** (Give two (2) persons **NOT** related to you, that you have known one (1) year or more.)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No: (\_\_\_\_) \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

How did you hear about this apartment community? \_\_\_\_\_

I/We, the applicant(s), certify that the housing I/we will occupy is/will be my/our permanent residence. I/We further certify that I/we do not and will not maintain a separate subsidized rental unit in a different location.

I/We, the applicant(s), agree to give management/owner the authority to investigate my / our credit rating, my/our current and past rental record, my/our police record, and all other information necessary to determine eligibility. I/We understand that any misrepresentation of information on this form will disqualify me from consideration for leasing and may be grounds for eviction.

I/We hereby affirm that the foregoing information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Head of Household Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Signature of Co-Head Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:** Applicant(s) will be notified in writing whether or not he/she have been selected for immediate occupancy, placed on a waiting list, or ineligible.

I/We understand in order to remain active on the waiting list, I/we will be required to update my application every six (6) months upon notification from management. \_\_\_\_\_ (Initials)

**FAMILY HOUSEHOLD COMPOSITION:**

"The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Ethnicity: A. Hispanic or Latino  B. Not Hispanic or Latino

Race: (Mark one or more) 1. American Indian/Alaska Native  2. Asian  3. Black or African American   
4. Native Hawaiian or Other Pacific Islander  5. White

Gender: Male  Female

**FINAL STATUS OF APPLICATION:**

This application was (Check One): Accepted  Ineligible

\_\_\_\_\_  
Management Representative Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**WARNING:** Section 1001 of Title 18, U.S. Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States makes a false, fictitious, or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five (5) years, or both."

The Fair Housing Act, as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18, and handicap (disability)). Complaints of discrimination may be forwarded to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh Street, SW, Washington, DC 20410-2000 or call (voice) 1-800-669-9777, 1-817-978-5900 or (TTY) 1-817-978-5595.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should identify the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.*



# SWORN STATEMENT OF ASSETS

PLEASE COMPLETE A SEPARATE FORM FOR EACH HOUSEHOLD MEMBER.



Property: \_\_\_\_\_

Apt # \_\_\_\_\_

Applicant/Resident: \_\_\_\_\_

Move-In/Re-Cert Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Circle Applicable)

Basic Rent

Carrying

Rental Assistance

HUD

This form is to be filled out by the applicant/resident and may be used to support the income Certification or Recertification of a household's assets and income. Third Party verification is required for all income and assets declared.

A separate form is required for each non-related adult household member.

ELIGIBILITY:	YES	NO
1. I have a household member who is absent from the home due to:		
Employment		
Military Service		
Placement in foster care		
Temporarily in nursing home or hospital		
Permanently confined to nursing home		
Away at school		
Other (please explain):		
2. I have a live-in attendant		
3. Expected changes in household are:		
Baby due on (date):		
Adopting a child(ren) on (date):		
Obtaining custody of a child(ren) on (date):		
Obtaining joint custody of a child(ren) on (date):		
Receiving a foster child(ren) on (date):		
<b>A. Income</b>		
1. Are you or any other members of the household currently receiving income from any of the following sources:		
Wages/Salaries		
Wages earned through a government program such as Senior Aides, Older American Community Service Employment Program, AmeriCorps. If yes, which program:		
Tips, bonuses or commissions		
Overtime pay		
Income from operation of a business		
Social Security		
Disability/SSI		
Death Benefits		
Pension/Retirement Funds		
Annuities or non-revocable trust		
Unemployment		

<b>Income (continued)</b>	YES	NO
Military pay		
Workman's Compensation		
Public Assistant/TANF		
Alimony		
Child Support		
Income from rent or sale of property		
Periodic payment from lottery winnings		
Regular recurring contributions from persons or agencies outside of household		
Insurance policies		
Severance pay		
Other (please explain):		
2. Are there any adult members of the household (18 years of age or older) receiving income not listed above? If yes, specify the source of the income.		
<b>B. Assets:</b>		
1. Do you or any other members of the household have any of the following:		
Checking Account(s)		
Savings Account(s)		
Certificates of Deposit(s)		
Money Market Funds		
IRA/Keogh Account(s)		
Stocks		
Bonds		
Treasury Bills		
Trust Funds (If yes, do you have access to the funds and is the trust irrevocable?)		
Real Estate		
Whole Life or Universal Life Insurance Policy (Term Insurance not included)		
<b>Cash in safety deposit box/home/in-hand (If yes, list amount) \$</b>		
Assets held in another state or foreign country		
Other (please explain):		
2. Have you or any other member(s) of the household received any lump sum payments, such as:		
Inheritance		
Lottery winnings		
Insurance settlements		
Other (please explain):		
3. Have you or any other household members disposed of any asset(s) for less than fair market value in the past two (2) years?		
4. Do you or any other household members have any assets that are held jointly with another person?		



	YES	NO
<b>C. Deductions:</b>		
1. Are there any full-time students 18 years of age or older in the household?		
2. Does any household member qualify for an elderly deduction (age 62 or older or a person with disabilities)?		
3. Do you have medical expenses that are not paid for by an outside source such as insurance (applicable to elderly/disabled only)?		
4. Do you have disability expenses that are not paid for by an outside source?		
If yes, is this service necessary to enable a household member (including the member with a disability) to be employed?		
5. Do you have attendant care expenses?		
If yes, is this service necessary to enable a household member (including the member with a disability) to be employed?		
6. Do you currently pay for childcare services for any children under the age of 13 residing in your household?		
If yes, is this service necessary in order for you to be employed or to attend school?		
If yes, are any of these expenses reimbursed by an outside source?		

I do hereby certify on \_\_\_\_/\_\_\_\_/\_\_\_\_, under penalty of perjury that the information provided on this form is true and accurate to the best of my knowledge. I further certify that I have revealed all assets currently held or previously disposed of within two (2) years and that I have no other assets than those listed on this form (other than personal property not held as an investment). I understand that the management agent will verify all income and assets with my respective employer, agency, banking institution or other agent that may be necessary to determine my eligibility.

\_\_\_\_\_  
Applicant/Resident Signature

\_\_\_\_\_  
Applicant/Co-Resident Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant/Resident

\_\_\_\_\_  
Printed Name of Applicant/Co-Resident

WARNING: Section 1001 of Title 18 of U.S. Code makes it a criminal offence to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

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# AUTHORIZATION FOR RELEASE OF INFORMATION



## CONSENT

I authorize and direct any Federal, State, or local agency, organization, business, or individual to release and verify my application for participation, and/or to maintain my continued assistance under the Section 8, Rental Rehabilitation, Low Income Public and Indian Housing assistance programs. I understand that this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) in administrating and enforcing rules and polices. I also consent for HUD, credit bureaus, collection agencies, or future landlords to release information which includes records on my payment history and any violations of my Lease or Occupancy Policies.

I give my full consent to Professional Property Management to obtain a Credit Report through ACUTRAQ. I understand and agree that this report will become the property of the named apartment complex herein and will not be discussed with anyone, including myself. In the event I am declined due to the information found in the Credit Report, I will receive notification from the apartment complex, by mail, including instructions how to obtain a free copy of my credit report. Professional Property Management or the property is not in any way responsible for the findings on the credit report.

## INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verification and inquires that may be requested, include but are not limited to:

- |                                  |                               |
|----------------------------------|-------------------------------|
| Identity and Marital Status      | Employment, Income and Assets |
| Medical or Child Care Allowances | Credit and Criminal Activity  |
| Residences and Rental Activity   |                               |

## GROUP OR INDIVIDUAL THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

- |  |  |
|--|--|
| Previous Landlords (Including Public Housing Agencies) | Past and Present Employers             |
| Courts and Post Offices                                | State Employment Security Divisions    |
| Law Enforcement Agencies                               | Social Security Administration         |
| Medical and Child Care Providers                       | Child Support and Alimony Providers    |
| Retirement Systems                                     | Veterans Administration                |
| Utility Companies                                      | Banks and other Financial Institutions |
| Credit Providers and Credit Bureaus                    | Schools, University's and Colleges     |

## CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file in the Management office and will stay in effect for one year and one month from the date signed. I have a right to review my file and correct any information that I can prove is incorrect.

## SIGNATURES

_____	_____	____/____/____
Head of Household	(Print Name)	Date
_____	_____	____/____/____
Spouse	(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. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR A COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.

*The Fair Housing Act, as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). Complaints of discrimination may be forwarded to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh Street, SW, Washington, DC 20410-2000 or call (voice) 1-800-669-9777, 1-817-978-5900 or (TTY) 1-817-978-5595. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.*



# ACKNOWLEDGEMENT

HUD Form 5380, Notice of Occupancy Rights &  
HUD Form 5382, Certification of Domestic Violence and Alternate Documentation

Applicant's Name: \_\_\_\_\_

Property Name: \_\_\_\_\_

I, \_\_\_\_\_ have received and read the following forms:  
(Printed Name)

- HUD Form 5380, Notice of Occupancy Rights under the Violence Against Women Act
- HUD Form 5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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### **Professional Property Management<sup>1</sup>**

#### **Notice of Occupancy Rights under the Violence Against Women Act<sup>2</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>3</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that Section 515/538 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 Section 515/538, 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 Section 515/538, 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 Section 515/538 solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

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

Professional Property Management 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 Professional Property Management chooses to remove the abuser or perpetrator, Professional Property Management 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, Professional Property Management 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.

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<sup>1</sup> The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD's program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

<sup>2</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>3</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.



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.

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

### **Moving to Another Unit**

Upon your request, Professional Property Management 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, Professional Property Management 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.

Professional Property Management 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.

Professional Property Management's emergency transfer plan provides further information on emergency transfers, and Professional Property Management 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**

Professional Property Management 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



Professional Property Management must be in writing, and Professional Property Management 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. Professional Property Management 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 Professional Property Management as documentation. It is your choice which of the following to submit if Professional Property Management 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 Professional Property Management 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 Professional Property Management has agreed to accept.

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

If Professional Property Management 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), Professional Property Management 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, Professional Property Management does not have to provide you with the protections contained in this notice.

### **Confidentiality**

Professional Property Management 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. Professional Property Management must not allow any individual administering assistance or other services on behalf of Professional Property Management (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. Professional Property Management must not enter your information into any shared database or disclose your information to any other entity or individual. Professional Property Management, however, may disclose the information provided if:



- You give written permission to Professional Property Management to release the information on a time limited basis.
- Professional Property Management 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 Professional Property Management or your landlord to release the information.

VAWA does not limit Professional Property Management’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, Professional Property Management 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 Professional Property Management 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 Professional Property Management can demonstrate the above, Professional Property Management 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 your RD State Office located at:

U.S. Department of Housing and Urban Development  
Little Rock Field Office Region VI  
425 West Capitol Avenue, Suite 1000  
Little Rock, AR 72201-3488

Phone: 501-918-5700  
Fax: 501-324-6142  
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, Professional Property Management must make a copy of HUD's VAWA regulations available to you if you ask to see them. For questions regarding VAWA, please contact Professional Property Management at 870-425-6076.

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). For local law enforcement contact information, please contact the rental office or Professional Property Management at 870-425-6076.

For help regarding sexual assault, you may contact the Rape, Abuse & Incest National Network's National Sexual Assault Hotline, 1-800-656-HOPE (4673) or <https://ohl.rainn.org/online>. For local law enforcement contact information, please contact the rental office or Professional Property Management at 870-425-6076.

Victims of stalking seeking help may contact the National Center for Victims of Crime's Stalking Resource Center, 855-4-VICTIM (855-484-2846), or <http://victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>. For local law enforcement contact information, please contact the rental office or Professional Property Management at 870-425-6076.

**Attachment:** Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation Form, HUD-5382

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**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017



**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.



**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017



**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_
2. Name of victim: \_\_\_\_\_
3. Your name (if different from victim's): \_\_\_\_\_
4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_  
\_\_\_\_\_
5. Residence of victim: \_\_\_\_\_
6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_  
\_\_\_\_\_
7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_
8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_  
\_\_\_\_\_
9. Location of incident(s): \_\_\_\_\_

<p>In your own words, briefly describe the incident(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.



**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017



Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

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