

## APPLICATION for AFFORDABLE HOUSING TAX CREDIT (LIHTC) PROPERTY

Property Name	Unit #	Bdrm Size
Phone (home)	(work)	(cell)
Current Address:		
Email Address (es)		

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

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

Name <u>ALL</u> People to Occupy Unit LAST NAME      FIRST      MI	DOB	Age	Sex	Relationship	**Marital Status** (never been married, married divorce, separated, widowed)	Social Security #	Student? Yes or No
1.				HEAD			
2.							
3.							
4.							
5.							
6.							

**\*\* If Divorced or Separated please list the date(s): \_\_\_\_\_ \*\***

Please complete the following questions:

If any member of the household has used another name, please list this below (maiden name, former name, etc)

Former name used	Current name used
Former name used	Current name used

1. Do you expect any changes in the household composition in the next 12 months (expecting a child)? If Yes, please explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you or any other adult members of the household anticipate a change to the current income information within the next 12 months (i.e. seeking employment, expecting child support/alimony, expecting a promotion, etc.)? If Yes, please explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do all of the above household members reside in the household 100% of the time? If No, please list household members and why: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART II - HOUSEHOLD INCOME - To be completed by applicant**

For questions (4) through (26), indicate the amount of anticipated income for all household members named in the table on page 1 (for minors, unearned income amounts only), during the 12-month period beginning this date. If you are uncertain which types of income must be included or may be excluded, please ask the management personnel for assistance.

Do you or any one in your household have:

Income	Applicant		Other Applicant		Amount:
	Yes	No	Yes	No	
(4) Wages or Salaries (gross income, include overtime, tips, bonuses, commissions, etc.)					\$
(5) Child Support (includes child support you are entitled to but may not be receiving)					\$
(6) Alimony (includes alimony you are entitled to but may not be receiving)					\$
(7) Social Security (gross amount)					\$
(8) Railroad Pension					\$
(9) Supplemental Security Income (SSI)					\$
(10) Public Assistance – AFDC, TANF, General Assistance (excluding Food Stamps)					\$
(11) Veterans Administration Benefits					\$
(12) Pensions, IRA, and/or 401 (k) (Keogh Accounts)(regular periodic payments)					\$
(13) Annuities (regular periodic payments)					\$
(14) Unemployment Compensation					\$
(15) Disability, Death Benefits, Adoption Assistance and/or Life Insurance Dividends					\$
(16) Worker’s Compensation					\$
(17) Severance Pay					\$
(18) Net Income from a Business (Self-Employment, including Uber or Lyft driver, Door dash, Uber Eats, Independent contractor (cash pay, odd jobs) or similar types of positions, rental property, land contracts, or other forms of real estate)					\$
(19) Income from Assets					\$
(20) Regular Contributions and/or Gifts					\$
(21) Lottery Winnings or Inheritances					\$
(22) Military Pay including allowances					\$
(23) Education, Grants, Scholarships or other Student Benefits					\$
(24) Long Term Medical Care Insurance Payments in Excess of \$180.00 per day					\$
(25) Other Income					\$
(26) Are any of these items listed above being deposited onto a pre-paid debit card (Direct Express, Net Spend, Relia Card, Citi Bank, Etc.)					\$
<b>Total</b>					\$
Total Gross Annual Income from previous Year (separate out if unrelated adults)					\$

**PART III - ASSET INCOME - To be completed by applicant**

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

Do you or anyone in your household have:

Asset	Applicant Yes or No	Other Applicant Yes or No	Cash Value Amount	Name of Bank or Institution:
(27) Savings Account / 529 College Savings Plan			\$	
(28) Checking Account / Chime Account			\$	
(29) Certificate of Deposit			\$	
(30) Safe Deposit Box			\$	
(31) Trust Account			\$	
(32) Any Stocks or Securities			\$	
(33) Any Treasury Bills			\$	
(34) Retirement Fund / Annuities (Include IRA's or Keogh Accounts)			\$	
(35) Mutual Funds			\$	
(36) Saving Bonds			\$	
(37) Money Market Account			\$	
(38) Cash on Hand or internet accounts (Venmo, Square Cash App, PayPal, etc.)			\$	
(39) Prepaid Debit Card (Direct Express, NetSpend, Citibank, reloadable Wal-Mart cards, red or green dot cards, Etc.)			\$	
(40) HSA accounts – (not all states count this as an asset, please check with your State Agency)				

Do you or anyone in your household have:

41. Do you or any other member of your household have any Whole or Universal Life Insurance Policies? If so who is this listed with: _____ Cash Value \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
42. Have any Personal Property held as an investment (this includes: paintings, artwork, collector or show cars, jewelry, coin or stamp collections, antiques, etc.)? Cash Value _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. Received any Lump Sum Receipts? (Include inheritances, capital gains, lottery winnings, insurance settlements and other claims)? When _____ Cash Value _____ Where are Funds Held? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
44. Own Equity in real estate, rental property, land contracts/contract for deeds or other real estate holdings or other capital investments (this included your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property)? a. If yes, type of property: _____ b. Location of Property: _____ c. Appraised Market Value: _____ d. Mortgage or Outstanding loan balance due: _____ e. Amount of Annual Insurance Premium: _____ f. Amount of most recent tax bill: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

<p>45. Have you sold or disposed of any other assets in the last 2 years? (given money away, set up Irrevocable Trust Account, property, etc.) If yes, type of asset: _____ Market Value when sold or disposed: _____ Amount sold or disposed for: _____ Date of Transaction: _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>46. Do you have any other assets not listed above (excluding personal property)? If yes, please list: _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**PART IV – STUDENT QUESTIONS - To be completed by applicant**

<p>47. Are all occupants' full-time students? If Yes please answer the following listed below:</p> <p>a) Are the students married and entitled to file a joint tax return (attach marriage certificate or tax return) <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach most recent signed and dated Federal Income Tax Return or marriage certificate)</p> <p>b) Are any of the student's receiving assistance under Title IV of the Social Security Act, which includes but is not limited to TANF/TAFF/AFDC/FIP? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provided applicable third-party documentation)</p> <p>c) Are any of the students enrolled in a job training program receiving assistance under the Workforce Investment Act or under similar Federal, State, or local laws? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach verification of participation)</p> <p>d) Are you a single parent household with at least one dependent child? The parent is not the dependent of another individual and the child is only a dependent of the resident or the other, non-resident parent. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach most recent signed and dated Federal Tax Return)</p> <p>e) Is any student(s) part of the foster care program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide verification of participation)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>48. Does any adult member of the household <u>anticipate</u> enrolling in the next twelve (12) months as a student? If yes who: _____ Name of School (s) _____ Location: _____ When do you plan to attend? _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>49. Has any adult household member been a full-time student 5 months or more out of the current calendar year (months need not be consecutive)? If yes, who: _____ Name of School(s) _____ Location _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**PART V – RENTAL HISTORY - To be completed by applicant**

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

Head Current Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address including City and State		Landlord Phone
When did you move in: _____		When did you move out: _____	

Previous Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address including City and State		Landlord Phone
When did you move in: _____		When did you move out: _____	

Previous Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address including City and State		Landlord Phone
When did you move in: _____		When did you move out: _____	

**51. Residence History: Current & Previous Landlords for Co-Head or Applicant:  
(Past 2 years' residence including any owned by applicants.)**

Co-Head or Other Applicant's Current Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address including City and State		Landlord Phone
When did you move in: _____		When did you move out: _____	

Previous Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address including City and State		Landlord Phone
When did you move in: _____		When did you move out: _____	

Previous Address	Rent/Month	Utilities/Month	Reason for Leaving
Landlord Name	Landlord Address 1-including City and State		Landlord Phone
When did you move in: _____		When did you move out: _____	

**PART VI - EMPLOYMENT HISTORY - FOR ALL ADULTS 18 YEARS AND OLDER:**

<b>52. Head's Current Employer:</b>				
Date Hired:	Date terminated:	Supervisor:		
Salary: \$ _____	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address: _____				
City	State	Zip	Phone Number	
<b>53. Head's Previous Employer:</b>				
Date Hired:	Date terminated:	Supervisor:		
Salary: \$ _____	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address: _____				
City	State	Zip	Phone Number	
*** Please note if at the time of the application you have terminated your employment within 90 days this must be verified with previous employer.***				

<b>54. Spouse Current Employer:</b>				
Date Hired:	Date terminated:	Supervisor:		
Salary: \$ _____	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address: _____				
City	State	Zip	Phone Number	
<b>55. Spouse's Previous Employer:</b>				
Date Hired:	Date terminated:	Supervisor:		
Salary: \$ _____	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address: _____				
City	State	Zip	Phone Number	
*** Please note if at the time of the application you have terminated your employment within 90 days this must be verified with previous employer.***				

<b>56. Other Applicant's Current Employer:</b>				
Date Hired:	Date terminated:	Supervisor:		
Salary: \$ _____	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address: _____				
City	State	Zip	Phone Number	
<b>57. Other Applicant's Previous Employer:</b>				
Date Hired:	Date terminated:	Supervisor:		
Salary: \$ _____	Circle One:	Annually	Weekly	Bi-Weekly Monthly
Employer Address: _____				
City	State	Zip	Phone Number	
*** Please note if at the time of the application you have terminated your employment within 90 days this must be verified with previous employer.***				

**PART VII - CREDIT REFERENCES - To be completed by applicant**

Name	Address/Phone	Monthly Payment
58.		\$
59.		\$
60.		\$

**PART VIII - OTHER - To be completed by applicant**

61. Do you have full custody of your child (ren)? If no please explain the custody arrangements: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
62. Would you or any members of your household benefit from a handicapped-accessible unit? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
63. Have you ever been evicted? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
64. Have you filed for bankruptcy? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
65. Have you ever been convicted of a felony? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
66. Will your household be eligible or are you applying to receive Section 8 rental assistance in the next 12 months? Explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
67. Have you <u>ever</u> received rental assistance? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
68. Has your rental assistance ever been terminated for fraud, non-payment of rent or failure to recertify? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
69. Will this be your only place of residence? If no, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
70. What is the condition of your current housing? Standard _____ Unsafe or Unhealthy _____ No Indoor Plumbing/Kitchen _____ Currently without Housing _____ Living with Family or Friends _____	

**PART IX – RESIDENT’S STATEMENT - To be completed by applicant**

71. Do you have a legal right to be in the United States: (check one that applies)? ____ Yes, because I am a United States Citizen ____ Yes, because I have valid documentation from the Bureau of Citizenship and Immigration Services (formerly The Immigration and Naturalization Service) ____ No If you answered “Yes” because you are a non-U.S. citizen with valid documentation, you must provide documentation and complete paperwork required by the Department of Housing and Urban Development, so we can verify that you are a Non-Citizen with eligible immigration status.	
72. Are you a Veteran? a. Important information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit your local Veterans Area website	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART X – SPECIAL NEEDS - To be completed by applicant**

73. Does anyone in your household have special needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
74. Special living accommodations required? If yes, please explain: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Name / Relationship	Address	Phone

**\*\* Before you complete this section of the application, were all questions above completely answered? All blanks filled in. If not, please go back through the application and complete the sections that were left blank. \*\***

**PART XII - RESIDENT’S STATEMENT - To be completed by applicant**

I/we understand that the above information is being collected to determine my/our eligibility for residency. I/we authorize the owner/manager to verify all information provided on this Application/Certification and my/our signature is our consent to obtain such verification. I/we certify that I/we have revealed all assets currently held or previously disposed of and that I/we have no other assets than those listed on this form (other than personal property). I/we further certify that the statements made in this Application/Certification are true and complete to the best of my/our knowledge and belief and are aware that false statements are punishable under Federal law.

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

Applicant Signature (Head) \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature (Co-Head) \_\_\_\_\_ Date \_\_\_\_\_

Other Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Other Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*This section must be completed even if assistance was not needed\*\***

Did anyone help and assist you in filling out this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Head	Date
Signature of Spouse, Co-Head or Other Applicant	Date
Signature of person who assisted with application and their relationship to applicant.	Date
Reason for assistance:	

Signature of Owner’s or Developer’s  
Authorized Representative: \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTARY INFORMATION**

This information is being requested in accordance with federal regulations. This information is for reporting purposes only. The information will not be used in evaluation of your application or to discriminate against you in any way. You are not required to furnish this information but are encouraged to do so.

I choose not to complete this questionnaire.

Name <u>ALL</u> People to Occupy Unit LAST NAME                      FIRST	Relationship	Racial –please see below *1	Ethnicity- Please see below *2	Disabled – please see below *3
1.	HEAD			
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**Racial\*1**

- 1 – White                       2 – Black/African American                       3 – American Indian/Alaska Native  
 4 – Asian                       5 – Native Hawaiian/Other Pacific Islander

**Ethnicity\*2**

- 1 – Hispanic or Latino                       2 – Not Hispanic or Latino

**Disabled\*3**

- Yes     No

**Military Service**

- Pre-Vietnam Era                       Vietnam Veteran  
 Post-Vietnam Era                       Disabled Veteran

**How did you hear about this housing opportunity?**

- Newspaper                       Company Employee                       Professional Publication  
 Job Fair                       Placement Office                       Web Site  
 Other \_\_\_\_\_

**THANK YOU FOR TAKING THE TIME TO FILL OUT THIS QUESTIONNAIRE!**