

APPLICATION INFORMATION SHEET (RD/LIHTC)



Columbia Village Apartments

173 S. Center Street
P. O. Box 527
Millville, PA 17846

(570) 458-4467
TDD Relay Service 711

Columbia Village Apartments consists of:

- 1 Bedroom 2 Bedroom
 - 1 Bedroom Wheelchair Accessible 2 Bedroom Wheelchair Accessible
- Range, refrigerator, garbage, sewer, water, air conditioners, and mini blinds are included with rent.. Tenant pays electric, cable & phone.
Average electric: \$70/mo

- We do not allow pets
- We allow pets with proper deposit and signed pet agreement

GENERAL INFORMATION

1. This project is financed by the USDA, Rural Development (RD) and is operated in accordance with the RD 515 and IRS Section 42 LIHTC Program guidelines. Applicants must meet eligibility criteria, income limits, and occupancy guidelines established by the RD 515 program, and the IRS Section 42 LIHTC program. Applicants must also meet Pursel Management Group, Inc. Tenant Selection Criteria for this property.
2. Rents are based on gross household income and range from the basic rent of \$525 through the market rent of \$745. If rental subsidy is available, the rent could be lower than basic rent. In units WITH rental subsidy, tenants pay 30% of their adjusted monthly income for rent and utilities. In units WITHOUT rental subsidy, tenants pay either the base rent of \$525, or 30% of their adjusted monthly income, WHICHEVER IS GREATER, (not to exceed the market rent of \$745). Certain deductions are given to elderly, disabled and handicapped households, as well as to households with children.

This property: Has Limited Rental Subsidy Does not have rental subsidy
 Accepts HUD Vouchers Does not accept HUD

TO FILE AN APPLICATION FOR OCCUPANY

1. The application for occupancy must be completed in its entirety and submitted with the proper application fee listed on page 8 to the property address on the application.
2. Proof of Identity on all household members must be submitted with the application. (Copy of Social Security card and birth certificate for all members- Copy of photo ID for any member over the age of 18)
3. The authorization to release information on page 8 must be signed which provides us with written permission to verify in writing all household income, assets and other required information to determine eligibility.

4. After your application has been received in its entirety, along with all supporting documents and fees, a credit report, criminal report, and previous landlord reference will be conducted.
5. Based on the findings above, and considering income and occupancy guidelines, and PMG Tenant Selection Policy, your application will then be determined to be accepted or rejected.
6. If you are accepted for occupancy your name will be placed on a waiting list, first come first served according to income (very low, lower, moderate).
7. If your application is rejected for occupancy, you will be served a written notice as to why your application has been rejected.

NOTE: All apartments are filled according to program regulations. All applicants who are accepted for occupancy are placed on the waiting list in the order of the date and time the **completed** application is received. An incomplete application will not be processed until it has been determined to be complete.

***Applicants who fall under RD income guidelines but NOT under IRS LIHTC Section 42 income guidelines (Established by PHFA) will be placed on the waiting list, but will never be eligible for occupancy until/unless their income falls below LIHTC income guidelines.

WHEN AN APARTMENT IS AVAILABLE and your name has come to the top of the waiting list, you will be notified in writing at the address on your application. (It is the responsibility of the applicant to provide Management with any changes in income, address or phone number.)

You will then be required to deposit security monies in the amount of one month basic rent within 7 days of notification that a unit is available. If security is not received, your name will be removed from the waiting list (you will be notified of that in writing).

If you have any questions concerning the application or our apartment complex, or need assistance completing the application, please contact the rental office at the number on the application.

Thank you for your interest in our apartment community.

"This institution is an equal opportunity housing provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at proqram.lntake@usda.gov.

**PURSEL MANAGEMENT GROUP
TENANT SELECTION POLICY**



The following are criteria we use in selecting tenants for occupancy in our complex:

All applicants must submit a completed application providing **ALL** requested information.

*****INCOME FROM ALL SOURCES AND ALL ASSETS MUST BE REPORTED ON THE APPLICATION*****

All sources of income will be verified in writing prior to move-in.

All applicants must sign an "Authorization to Release Information" for Managements use in retrieving third party verification of income and assets.

Positive ID is required on all members of the household (Photo ID, Birth Certif., Soc Sec Card)

In elderly properties, head or Co-head must submit proof of elderly status(62 or older/disabled/handicapped)

Applicants wishing to be Tenant or Co-Tenant must possess legal capacity to enter into a Lease.

To qualify for eligibility in the Low Income Housing Tax Credit Program (LIHTC), gross household income must not exceed 60% of the area median income (limits listed below)

# of Persons	1	2	3	4
Columbia County LIHTC Income Limits as of 02/10/2016	27060	30960	34800	38640

Applicants whose income is determined to be above LIHTC income limits, but below Rural Housing Service income limits, will be kept on our waiting list, but will not be admitted into the complex unless their household income falls below LIHTC limits.

		1 Person	2 Person	3 Person	4 Person
Columbia County Rural Housing Service Income Limits as of 02/10/2016	Very Low	21100	24100	27100	30100
	Lower	33700	38500	43350	48150
	Moderate	39200	44000	48850	53650

Initial acceptance of the application is based on information reported on the application. If at any time prior to move in, additional information is revealed to warrant rejection of the application, the applicant would be advised of that rejection in writing.

Management must determine that household income is sufficient to pay rent, utilities, household expenses and other financial obligations. Our policy is to consider all income, assets, and income from assets.

Ideally, households should be spending no more than

30% of their adjusted annual income for rent and utilities. Households that would be spending more than 40% of their adjusted income for rent and utilities will be denied acceptance into the project until that household obtains rental subsidy of some kind. (RA, HUD Voucher)

The number of household members must be within guidelines established below:

# of BR's	Minimum	Maximum
1	1	2
2	2	4

Exceptions will only be made at Management discretion.

The following are reasons for rejection of an application:

- Applicant has transmitted false information on the rental application.
- Applicant has a history of chronic or unjustified late payment or non-payment of rent or other financial obligations.
- Applicant has negative credit references.
- Applicant has negative landlord references.
- Applicant or household member has a history of criminal charges (including but not limited to: drug charges, sexual charges, homicide, burglary, arson, motor vehicle theft, armed robbery, charges directly related to children, spousal abuse, or any other felony)
- Applicant has a history of failing to maintain premises in a sanitary condition
- Applicant or household member is currently using illegal drugs, or has a conviction for drug possession, manufacture, sale or distribution, etc.
- Applicant has a history of disturbances to neighbors or others property.
- Applicant has a history of violations of current or previous leases or rental agreements, especially those resulting in evictions.
- Applicant would pose a direct threat to the health and safety of the apartment community or its inhabitants.

STUDENTS-LIHTC - If EVERY member of the household has been a full time student during 5 calendar months of the past 12 months, or will be a full time student during 5 calendar months of the next 12 months, then the household will ONLY qualify for occupancy if one of the following questions can be answered with a YES.

- Are the full time adult students married to each other and filing a joint tax return? YES NO
- Is one of the full time students enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar federal, state or local laws? YES NO
- Is one of the full time students a Title VI / TANF recipient? YES NO
- Is one of the full time students a single parent living with his/her minor child(ren) with neither the parent nor the child(ren) being dependants on a third party tax return? YES NO
- Have any of the full time students formerly been in a foster care program (Part B or Part E of the title IV of the Social Security Act)? YES NO

Additional student requirements: A student or other seemingly temporary resident of the community may be considered an eligible tenant when all of the following conditions are met:

- The student is of legal age in accordance with the applicable state law or is otherwise legally able to enter into a binding contract under state law.
- The person seeking occupancy has established a household separate and distinct from the person's parents or legal guardians.
- The person seeking occupancy is no longer claimed as a dependent by the person's parent's or legal guardians pursuant to Internal Revenue Service regulations, and evidence is provided to this effect, AND
- The person seeking occupancy signs a written statement indicating whether or not the person's parents, legal guardians, or others provide any financial assistance and this financial assistance is considered as part of current annual income and is verified in writing by the borrower.

*"This institution is an equal opportunity housing provider and employer."
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA
Program Discrimination Complaint Form, found online at
http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-
9992 to request the form. You may also write a letter containing all of the information requested
in the form. Send your completed complaint form or letter to us by mail at U.S. Department of
Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C.
20250-9410, by fax (202) 690-7442 or email at proqram.lntake@usda.gov.*



PURSEL MANAGEMENT GROUP
32 Whisper Creek Drive, Suite 5
Lewisburg, PA 17837
(570)523-1680
TDD Relay Service #711

OFFICE USE ONLY
Application # _____
Date Received _____
Time _____

Application for Occupancy in the following Apartment Complex: (Choose Only One)

X TAX CREDIT PROPERTY: If this section is checked, all prospective tenants must be tax credit eligible (Based on Gross Income) as regulated by the Internal Revenue Service (IRS) Section 42 LIHTC program.

Place X Here			
	Centre Estates I & II 302 Jacks Mill Drive #13 Boalsburg, PA 16827	Ph (814)466-7553 Fax (814)466-7552	____ 1BR ____ 1BR Wheelchair Accessible ____ 2BR ____ 2BR Wheelchair Accessible
X	Columbia Village Apartments S. Center Street, P. O. Box 527 Millville, PA 17846	Ph (570)458-4467 Fax (570)458-4929	____ 1BR ____ 1BR Wheelchair Accessible
	Gladeside Apartments 700 Tanglewood Road Muncy, PA 17756	Ph (570)546-5635 Fax (570)546-2708	____ 1BR ____ 1BR Wheelchair Accessible ____ 2BR Townhouse
	Harvestview Apartments 77 Harvestview Road Elizabethville, PA 17023	Ph (717) 362-3317 Fax (717)362-8185	____ 1BR ____ 1BR Wheelchair Accessible ____ 2BR Townhouse
	Locust Village Apartments 200 Leonard Street Marysville, PA 17053	Ph (717)957-4830 Fax (717)957-4807	____ 1BR ____ 1BR Wheelchair Accessible
	Scottown Apartments 400 Railroad Street Bloomsburg, PA 17815	Ph (570) 387-1655 Fax(570)387-1655	____ 1BR ____ 2BR ____ 2BR Wheelchair Accessible
	Summit Hollow Apartments 15 East Summit Street, Box 21 Jersey Shore, PA 17740	Ph (570) 753-8117 Fax (570)753-5902	____ 1BR ____ 1BR Wheelchair Accessible
	Walnut Manor Apartments 219 Fisher Street Jonestown, PA 17038	Ph (717)865-7345 Fax (717)865-1066	____ 1BR ____ 1BR Wheelchair Accessible ____ 2BR ____ 2BR Wheelchair Accessible

Date of Application _____ Desired Move-In Date _____

THANK YOU FOR YOUR INTEREST. PLEASE HELP US BY CLEARLY COMPLETING ALL THE REQUIRED INFORMATION ON THIS APPLICATION. LEAVE NO LINES BLANK

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 If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.*

Applicant Information

Name _____ Age _____ Date of Birth _____ Marital Status _____
 Address _____
 County _____ Soc. Sec. # _____ Drivers Lic. # _____
 Phone # _____ Own? _____ Rent? _____ Other _____ How Long? _____
 Monthly Payment _____ Utilities you pay _____ Utility Cost _____

Owners Name or Management Co. _____
 Address _____
 Phone() _____ Fax() _____ Name of Contact _____
 Is Contact a Relative?/Explain _____ Reason for Leaving _____

Prior Address(Street, City, State, Zip) _____
 How Long _____ Amount of Rent/Mtg _____ County _____
 Owners Name or Management Co. _____
 Mailing Address _____
 Phone # () _____ Name of Contact Person _____
 Reason for Leaving _____

Co-Applicant Information

Name _____ Age _____ Date of Birth _____ Marital Status _____
 Address _____
 County _____ Soc. Sec. # _____ Drivers Lic. # _____
 Phone # _____ Own? _____ Rent? _____ Other _____ How Long? _____
 Monthly Payment _____ Utilities you pay _____ Utility Cost _____

Owners Name or Management Co. _____
 Address _____
 Phone() _____ Fax() _____ Name of Contact _____
 Is Contact a Relative?/Explain _____ Reason for Leaving _____

Prior Address(Street, City, State, Zip) _____
 How Long _____ Amount of Rent/Mtg _____ County _____
 Owners Name or Management Co. _____
 Mailing Address _____
 Phone # () _____ Name of Contact Person _____
 Reason for Leaving _____

LIST ALL OCCUPANTS RESIDING IN UNIT

	Name	Age	Birth Date	Sex	SS #	Relationship	Student? Y / N	US Citizen? Y / N	Qualified Alien?
Tenant									
Co Tenant									
1									
2									
3									

Have there been any changes in household composition within the last 12 months? _____ Yes _____ No (Who resided with you) If yes, please explain:
Do you anticipate any changes in household composition within the next 12 months? _____ Yes _____ No (Who will reside with you) If yes, please explain:
Are all persons in the household full time students? (undertaking any type of full time continuing education at least 5 months out of this calendar year or next calendar year. _____ Yes _____ No

If yes, you must answer the following questions:

Are any full time student(s) married to each other and filing/able to file a joint tax return?	_____ Yes	_____ No
Are any student(s) enrolled in a job training program receiving assistance under the JTPA?	_____ Yes	_____ No
Are any full-time student(s) a TANF or a Title IV recipient? (Cash)	_____ Yes	_____ No
Are any full time student(s) a single parent living with his/her minor child(ren), Is this parent claiming the child as a dependent on their tax return?	_____ Yes _____ Yes	_____ No _____ No
Is the single parent being claimed as a dependent on anyone else's tax return?	_____ Yes	_____ No
Have the full time students formerly been in foster care?	_____ Yes	_____ No

Do you currently possess a housing certificate or voucher? _____ County? _____
 Do you have childcare expenses due to employment or furthering education? _____ Yes _____ No
 Childcare Agency Used _____ Phone _____
 Address _____ Cost you pay per week _____

Are you applying for status as an elderly household? Yes No (62 or older, disabled or handicapped)

Would you qualify for any of the following? Handicap/Disability adjustment to income? Y N
 Specially designed wheelchair accessible unit? Y N

Have you ever been evicted from tenancy? Y N Date of Occurrence _____
 If so, Landlords Name _____ Phone # _____
 Why? _____

Have you ever been involved in a Landlord/Tenant court action? Y N
 If so, Landlords Name _____ Phone # _____
 Was a monetary judgment entered against you? _____ If so, in what amount? _____
 Has that judgment been satisfied? Y N On what Date? _____

Do you own pets? Y N Type _____
 Vet Name _____ Immunizations up to date? _____
PETS MAY OR MAY NOT BE ALLOWED IN THIS PROJECT. A SERVICE ANIMAL IS NOT CONSIDERED A PET.

Are you or any member of the household currently using an illegal controlled substance? _____ Yes _____ No
 Have you or any member of your household ever been charged with a felony? _____ Yes _____ No
 Have you or any Member of your household ever filed for bankruptcy? _____ Yes _____ No
 If yes, describe _____

LIST ALL SOURCES OF INCOME AS REQUESTED BELOW
IF A SECTION DOES NOT APPLY, WRITE NO, NONE, OR N/A

Applicant:

Co-Applicant:

Name of Employer _____
 Mailing Address _____
 City, State, Zip _____
 Phone # _____ Fax _____
 Supervisor _____
 Occupation _____ Date Hired _____
 Hourly Wage _____ Hrs Per Week _____
 # Hrs OT/week _____ OT Rate of Pay _____

Name of Employer _____
 Mailing Address _____
 City, State, Zip _____
 Phone # _____ Fax _____
 Supervisor _____
 Occupation _____ Date Hired _____
 Hourly Wage _____ Hrs Per Week _____
 # Hrs OT/week _____ OT Rate of Pay _____

Prior Employment:

Name of Employer _____
 Mailing Address _____
 City, State, Zip _____
 Phone # _____ Supervisor _____
 Date Employment Ended _____
 Reason _____
 Hourly Wage _____ Hrs Per Week _____

Name of Employer _____
 Mailing Address _____
 City, State, Zip _____
 Phone # _____ Supervisor _____
 Date Employment Ended _____
 Reason _____
 Hourly Wage _____ Hrs Per Week _____

Is any other household member receiving any employment income? _____ Yes _____ No
 Does any household member work for cash? _____ Yes _____ No
 Do you anticipate changes in employment income within the next 12months? _____ Yes _____ No
 If yes, Explain _____

Source of Income	Household Member	Gross Monthly Amount	Office Use Only
Wages			
Wages			
Social Security			
Social Security			
SSI			
Pension/Annuity			
Name/Address-Source of Pension			
VA Benefits			
Unemployment Compensation			
Public Assistance/TANF/Title IV			
Full Time Student Income(18 & Over)			
Interest Income (List Source)			
Interest Income (List Source)			
Long Term Medical Care Insurance Payments in excess of \$180/day			
Misc contributions to the household			
Cash on hand(wallet,car,home,etc)			
Other Income			
Child Support:			
Are you legally entitled to receive?	Yes	No	
If yes, amount you are entitled to.			
Do you receive child support?	Yes	No	
If yes, amount you receive?			

Alimony:			
Are you legally entitled to receive?	Yes	No	
If yes, amount you are entitled to.			
Do you receive alimony?	Yes	No	
If yes, amount you receive?			
TOTAL GROSS ANNUAL INCOME (based on amounts above) x 12			
TOTAL GROSS ANNUAL INCOME FROM LAST YEAR			

Do you anticipate any changes in the above income within the next 12 months? _____ Yes _____ No
 Is any member of the household entitled to receive income assistance (monetary or not) from someone who is not a member of the household? (Gifts) _____ Yes _____ No
 Is any member of the household likely to receive income assistance (monetary or not) from someone who is not a member of the household? _____ Yes _____ No
 If yes, explain. _____
 Is any income assistance received? _____ Yes _____ No

LIST ALL ASSETS HELD BY ALL MEMBERS OF HOUSEHOLD AS REQUESTED BELOW IF A SECTION DOES NOT APPLY, WRITE NO, NONE, OR N/A LIST NAMES AND ADDRESSES OF FINANCIAL INSTITUTIONS

	Balance	Interest Rate	OfficeUse
Checking Accounts/EPPICARD			
Bank			
EPPICARD/Other Debit card			
Savings Accounts			
Bank			
Bank			
Certificates of Deposit			
Bank			
Bank			
Trust Accounts			
Held With			
Other Bank Accounts (Xmas club, Credit Union, etc)			
Bank			
Bank			
Savings Bonds / Issue Date	Value		
Bond # / /			
Bond # / /			
Bond # / /			
Life Insurance Policies			
Policy # Company	Cash Value	Whole/Term?	
Policy # Company			
Policy # Company			

Mutual Funds	# of Shares	Interest Or Dividend	Value
Fund Name		\$	\$
Fund Name		\$	\$
Fund Name		\$	\$

Bonds	Interest rate	Interest or Dividends	Value
Bond Name		\$	\$
Bond Name		\$	\$

Stocks	# of Shares	Dividends Paid	Value
Stock Name		\$	\$
Stock Name		\$	\$
Stock Name		\$	\$

Annuity/IRA			
Cash Value	Monthly Withdrawal	Interest Rate	
Held Where?	Do you have access to the funds? Yes No	Penalty for Early withdrawal? Yes No	

Do you own investment property?	Yes	No	
Appraised Value			Date of appraisal
Cost to convert to cash?			
Any revenue generated by the property?	Yes	No	Gross Income Per Month

Do you own any other Real Estate?	Yes	No
If yes, type of property:		
Location of property		
Appraised Market Value		\$
Balance due on mortgage or outstanding loans		\$
Amount of annual insurance premium		\$
Amount of most recent tax bill		\$

Does any member of the household have any asset(s) owned jointly with a person who is not a member of this household?	Yes	No
If yes, describe		
Do they have access to the asset(s)?	Yes	No

Has any member of the household sold or disposed of any property in the last 2 years?	Yes	No
If yes, type of property:		
Market value when sold/disposed of		\$
Amount sold/disposed for		\$
Date of transaction		

Has any member of the household disposed of any other asset in the past 2 years for less than fair market value? (Given money away to relatives, set up irrevocable trust, etc)	Yes	No
If yes, describe the asset		
Date disposed of		
Amount disposed		\$

Do you have any other asset(s) not listed above (excluding personal property)? ____ Yes ____ No
 If yes, please list all _____

Credit References

Company Name _____ Address _____
 Date Opened _____ Balance _____ Monthly Payment _____ Phone # _____

Company Name _____ Address _____
 Date Opened _____ Balance _____ Monthly Payment _____ Phone # _____

Personal References (Not Relatives)

Reference Name _____ Address _____
Occupation _____ Years Known _____ Relationship _____ Phone # _____

Reference Name _____ Address _____
Occupation _____ Years Known _____ Relationship _____ Phone # _____

Reference Name _____ Address _____
Occupation _____ Years Known _____ Relationship _____ Phone # _____

Automobile Information

Year _____ Make _____ Model _____ Plate # _____ State _____
Owner _____ Inspected? ___Y ___N Registered? ___Y ___N
Year _____ Make _____ Model _____ Plate # _____ State _____
Owner _____ Inspected? ___Y ___N Registered? ___Y ___N

Drivers License Numbers

Applicants # _____ State _____ Co-Applicant # _____ State _____

CERTIFICATION

I/We do hereby certify that I/We do/will not maintain a separate subsidized rental unit in a different location. I/We further certify that this will be my/our permanent residence. I/We understand that I/we must pay a security deposit prior to occupancy. I/We understand that my/our eligibility for housing will be based on applicable income limits and by Management’s selection criteria. I/We certify that all information on this application is true and correct to the best of my/our knowledge and I/we understand that making false statements or giving false information are both punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

Applicants Signature _____ Date _____
Co-Applicant Signature _____ Date _____
Other Adult Signature _____ Date _____
Other Adult Signature _____ Date _____

In case of emergency notify:

Name _____ Phone # _____
Address _____ Relationship _____

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 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 do not choose to furnish it, the Owner is required to note the race, ethnicity and sex of individual applicants on the basis of visual observance or surname. Applicant please furnish the following:

GENDER: ___ Male ___ Female ETHNICITY: ___ Hispanic or Latino ___ Not Hispanic or Latino

RACE: ___1 American Indian/Alaska Native ___2 Asian ___3 Black/African American
___4 Native Hawaiian or Other Pacific Islander ___5 White

Authorization to Release Information - By signing below, I/we do hereby authorize Pursel Management Group (or its agents or employees) to contact any businesses, agencies, offices, groups or individuals necessary to verify my/our income, eligibility factors (including student status), assets or references.

_____	_____	_____	_____
Applicant		Co-Applicant	
_____	_____	_____	_____
Address		Address	
_____	_____	_____	_____
City State Zip		City State Zip	
_____	_____	_____	_____
Social Security #		Social Security #	
_____	_____	_____	_____
Signature	Date	Signature	Date

This apartment complex runs credit & criminal reports on all persons over the age of 18.
 By signing below, I hereby give consent for Pursel Management Group, Inc., to retrieve a Credit and Criminal Report on myself from Kroll Factual Data/CBC Innovis.

_____	_____	_____	_____
Applicant	Date	Co-Applicant	Date

ITEMS REQUIRED WITH THIS APPLICATION

- 1) Processing Fee For Credit and Criminal Reports**– A processing fee of **\$30.00 per adult individual** must be submitted with this application. The application will not be processed until the processing fee is paid. Make check payable to CPAMHA.
- 2) Proof of Identity on ALL Household Members:**
 Copy of Drivers License or State ID, Social Security Card, and Birth Certificate

OFFICE USE ONLY			
Processing Fee Enclosed?	Yes	No	Amount _____ Initials _____ Date _____

To be completed at time of Applicant making Earnest (Security) Deposit:

I understand that I am paying a security deposit of \$_____ for Apartment #_____ in _____ . I understand that my eligibility for housing will be based on government income limits used by this property and on Management’s tenant selection criteria. I further understand that by paying this security deposit, I am agreeing to enter into a 12 month lease with the owner. If I cancel my agreement to move in prior to the projected move in date of _____, this security deposit, full or partial, may be held by the owner to cover loss of rent, processing fees, or other charges.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____