

APPLICATIONS

For Alpine Alten Zimmer I & II

You must fill out BOTH Applications

To be put on the waiting list for all

94 Apartments

Alpine Alten Zimmer I

B, C and D Wings

(HUD Subsidized)

Alpine Alten Zimmer II

E Wing and 200 Bldg

(Rural Development Subsidized)

If you have any questions, call:

Denise Hewitt

989-732-1885

Monday through Friday 8:00 AM to 5:00 PM

PLEASE USE A BLUE INK PEN

| | | | |
|---------------------|------------|------------|----------|
| For Office Use Only | Date Rec'd | Time Rec'd | Initials |
|---------------------|------------|------------|----------|

Preliminary Rental Application

Please note that this is a preliminary application and gives no lease or rent rights.

Community Alpine Alten Zimmer I Office Phone _____ Date _____

Unit Size ☐ 1 ☐ 2 ☐ 3 ☐ 4 Unit Type: ☐ Apartment ☐ Studio ☐ Townhouse

Would you or a member of your household benefit from the design features of a barrier free unit? ☐ Yes ☐ No

Would you request a disability adjustment to income? ☐ Yes ☐ No

Are you a military veteran? ☐ Yes ☐ No If yes, please indicate the branch of service: _____

Applicant: _____ Email _____ Phone _____

Co-Applicant: _____ Email _____ Phone _____

Do you have any pets: ☐ Yes ☐ No. If yes, please list type of pet: _____

How were you referred to our community? _____

Applicant's History

Applicant:

Co-Applicant

Current Address: _____

Date: From _____ Rent: \$ _____
To: _____

Reason for Moving: _____

Current Landlord: _____

Address: _____

Phone _____

Previous Address: _____

Date: From _____ Rent: \$ _____
To: _____

Reason for Moving: _____

Previous Landlord: _____

Address: _____

Phone _____

Previous Address: _____

Date: From _____ Rent: \$ _____
To: _____

Reason for Moving: _____

Previous Landlord: _____

Address: _____

Phone _____

Current Address: _____

Date: From _____ Rent: \$ _____
To: _____

Reason for Moving: _____

Current Landlord: _____

Address: _____

Phone _____

Previous Address: _____

Date: From _____ Rent: \$ _____
To: _____

Reason for Moving: _____

Previous Landlord: _____

Address: _____

Phone _____

List ALL States you and all members of your household have resided in:

List ALL States you and all members of your household have resided in:

If you have resided at additional addresses within the past five (5) years, please attach Previous Address Information on a separate sheet.



We pledge not to discriminate against applicant based on their race, color, sex, age, religion, national origin, familial status or disability.

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Please list all persons that will occupy the residence.

| | <u>Name</u> (First, Middle Initial, Last) | <u>Maiden Name</u> (If Applicable) | <u>Date of Birth</u> | <u>Relationship of</u> <u>Head Of</u> <u>Household</u> | <u>Social Security</u> <u>Number</u> |
|----|--|---------------------------------------|----------------------|--|---|
| 1. | | | | Head of Household | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

Do you meet the following exemption?

As of January 31, 2010, were you aged 62 years or older? ☐ Yes ☐ No

If yes, as of January 31, 2010, did you have a valid Social Security Number? ☐ Yes ☐ No

If no, as of January 31, 2010, were you receiving HUD rental assistance at another location? ☐ Yes ☐ No

Employment

| Applicant | Co-Applicant |
|--|---|
| Employer: _____ | Employer: _____ |
| Address: _____ | Address: _____ |
| Phone: _____ | Phone: _____ |
| Length of Employment: _____ | Length of Employment: _____ |
| Position Held: _____ | Position Held: _____ |
| Salary/Wage: _____ Per: _____ | Salary/Wage: _____ Per: _____ |
| Supervisor: _____ | Supervisor: _____ |
| Status: _____ Full-Time: <input type="checkbox"/> Part-Time <input type="checkbox"/> | Status: _____ Full-Time: <input type="checkbox"/> Part-Time: <input type="checkbox"/> |
| List average hours per week worked: _____ | List average hours per week worked: _____ |

Total household income from all other sources (i.e. social security pension, child support, Section 8 Certificate, etc):

| | | |
|---------------|------------------|------------------|
| Source: _____ | Amount: \$ _____ | Frequency: _____ |
| Source: _____ | Amount: \$ _____ | Frequency: _____ |
| Source: _____ | Amount: \$ _____ | Frequency: _____ |

Do you or any member of your household engage in current illegal use or illegal distribution of a controlled substance or have you previously been convicted of the same? ☐ Yes ☐ No

If you answered "yes" to the above question, have you successfully completed a controlled substance abuse program or are you presently enrolled in such a program? ☐ Yes ☐ No

If "yes", please explain: _____

Have you or any member of your household ever been convicted of a crime? ☐ Yes ☐ No If yes, ☐ felony or ☐ misdemeanor? If "yes", please explain including charges and dates: _____

Are you, or any member of your household subject to a lifetime sex offender registration requirement by any state?

☐ Yes ☐ No. If "yes", please explain: _____



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Have you or any member of your household lived in subsidized housing? ☐ Yes ☐ No

If "yes", when and where? _____

Have you ever committed fraud in a subsidized housing program or been requested to repay money for knowingly misrepresenting information for such housing programs? ☐ Yes ☐ No

Do you, or anyone in your household, or guests, smoke or intend to smoke? ☐ Yes ☐ No

Are you a student? ☐ Yes ☐ No If yes: ☐ Full Time ☐ Part Time

Are any members of your household students? ☐ Yes ☐ No If yes: ☐ Full Time ☐ Part Time

If "yes", please explain: _____

Provide asset information below:

(Including but not limited to: Checking, Savings, Debit Card, Real Estate, 401k, IRA, Stocks, Bonds, etc)

| Type of Assets | Name of Bank, Stock or Bond | Account Number | Balance/ Current Value | Rate of Interest | Dividend | Real Estate |
|----------------|--------------------------------|----------------|---------------------------|---------------------|----------|-------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

Have you disposed of any assets in the last two years? ☐ Yes ☐ No

If "yes", please list asset and value received: _____

| PERSONAL REFERENCES: List 3 people (not related to you) that we can call for a personal reference: | | | |
|--|------------------|--------------|------------------|
| Name | Address/City/Zip | Relationship | Telephone Number |
| 1. | | | |
| 2. | | | |
| 3. | | | |

The information contained in this application is treated confidentially. No information will be revealed to anyone without the express written consent of the applicant.

Head of Household Date

Co-Applicant, Spouse/Co-Head Date



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Applicant's certification that the unit applied for will be the applicant household's permanent residence and it does/will not maintain a separate subsidized rental unit in a different location.

HUD, RURAL DEVELOPMENT & MSHDA APPLICANTS

I fully understand that Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States. I therefore, certify that the foregoing information is true and complete to the best of my knowledge. I authorize inquiries to be made to verify the statements above. Falsified statements shall be grounds for eviction.

Applicants Initials

Co-Applicants Initials

Managers Initials

RURAL DEVELOPMENT

I/We certify that the rental unit which I/We will occupy will be my/our permanent residence and further certify that I/We do not and will not maintain a separate subsidized rental unit in a different location. I acknowledge that I am responsible to inform the office of any changes to any part of this application (i.e. address, phone, income).

Applicants Initials

Co-Applicants Initials

Managers Initials

GENDER DESIGNATION: (Applicant)

☐ I do not wish to furnish this information

☐ Male ☐ Female

GENDER DESIGNATION: (Co-Applicant)

☐ I do not wish to furnish this information

☐ Male ☐ Female

Additional information will be required at a later date to complete the processing for residency.



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**Race and Ethnic Data
Reporting Form****U.S. Department of Housing
and Urban Development**
Office of HousingOMB Approval No. 2502-0204
(Exp. 06/30/2017)

Name of Property **Project No.** **Address of Property**

Name of Owner/Managing Agent **Type of Assistance or Program Title:**

Name of Head of Household **Name of Household Member****Date (mm/dd/yyyy):** _____

| Ethnic Categories* | Select One |
|---|------------------------------|
| Hispanic or Latino | |
| Not-Hispanic or Latino | |
| Racial Categories* | Select All that Apply |
| American Indian or Alaska Native | |
| Asian | |
| Black or African American | |
| Native Hawaiian or Other Pacific Islander | |
| White | |
| Other | |

Definitions of these categories may be found on the reverse side.*There is no penalty for persons who do not complete the form.**

Signature

Date

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

DISCLOSURE UNDER FAIR HOUSING REPORTING ACT AND AUTHORIZATION

KMG Prestige, Inc., Affinity Property Management, LLC. and/or _____
 Apartments is requesting a copy of your Consumer Report or Credit Report to assist it in its consideration for:

- ☐ Employment purposes, or
☐ Housing at _____ Apartments

We are required as part of our screening process to secure a Consumer Report on you to assist us in our determination. Under the Fair Credit Reporting Act, 15 U.S.C.A. 1681 et seq. we must first seek your written consent to obtain your consumer or credit report. The information obtained will not be used in violation of any applicable Federal or State law.

Pursuant to the Fair Credit Reporting Act, 15 U.S.C.A. 1681a the following definitions are provided to you:

“Consumer” means an individual.

“Consumer Report” means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer’s eligibility for a) credit or insurance to be used primarily for personal, family, or household purposes; b) employment purposes; or c) any other purpose authorized in the act.

“Investigative Consumer Report” means a consumer report or portion thereof in which information on a consumer’s character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer reported on or with others with whom he is acquainted or who may have knowledge concerning any such items of information.

“Employment Purposes” means a report for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.

“Adverse Action” means (i) a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee; (ii) a denial or cancellation of, an increase in any charge for, or any other adverse or unfavorable change in the terms of credit or any license or other reasons described in section 168b(a)(3)(D) of the Act; or (iii) an action or determination that is made in connection with an application that was made by, or a transaction that was initiated by, any consumer, or in connection with a review of an account under the act and adverse to the interests of the consumer.

In accordance with the company policy we must obtain your consent in writing authorizing us to obtain a “Consumer Report” and/or Investigative Report on you for **employment** purposes. Upon receipt of your written authorization, we will obtain the written report. If we consider any information in that report which directly and adversely affects you in our employment related decision, you will be provided with a copy of the Consumer Report and a summary of your rights under the FCRA before a decision is final. Alternatively, you may contact the Federal Trade Commission about your rights under the Fair Credit Reporting Act.



*We pledge not to discriminate against applicant based on their race,
 color, sex, age, religion, national origin, familial status or disability.*

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If we are obtaining a "Credit Report" with respect to your application for **housing**, and should your application be rejected due to information contained on your credit report you will be provided with the name and address of the local credit bureau where within sixty (60) days of rejection, you can obtain a free copy of your credit report, dispute it's accuracy, and provide a consumer statement describing your position if you dispute the credit report. Pursuant to the Fair Debt Credit Reporting Act you will have the right to put into your report a statement explaining your position on the item under dispute. For further information, contact your State or Local consumer protection agency or your State Attorney General's office.

I have read the foregoing information referred to as a Fair Credit Reporting Disclosure and now hereby authorize KMG Prestige, Inc., Affinity Property Management, LLC., and/or _____ Apartments to obtain a Consumer Report, Credit Report or Investigative Report on me from a consumer reporting agency or company for:

- ☐ Employment purposes
☐ Housing purposes
☐ Both

I understand that KMG Prestige, Inc., Affinity Property Management, LLC., and/or the Apartment Community referenced above will rely upon the information contained in the report. I further understand that I have rights to dispute any adverse decision which may be made against me by I understand that KMG Prestige, Inc., Affinity Property Management, LLC., and/or the Apartment Community as set forth in the disclosure that I may seek additional advice or assistance from my local consumer protection agency or Attorney General's office.

I acknowledge that I have received a copy of this document for my records.

Applicant

Date

Applicant

Date

Witness

Date



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Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

| | |
|--|-----------------------|
| Applicant Name: | |
| Mailing Address: | |
| Telephone No: | Cell Phone No: |
| Name of Additional Contact Person or Organization: | |
| Address: | |
| Telephone No: | Cell Phone No: |
| E-Mail Address (if applicable): | |
| Relationship to Applicant: | |
| Reason for Contact: (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent </div> <div style="width: 45%;"> <input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____ </div> </div> | |
| Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you. | |
| Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law. | |
| Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975. | |

☐ Check this box if you choose not to provide the contact information.

| | |
|--|--|
| | |
|--|--|

Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

AUTHORIZATION FOR CRIMINAL HISTORY CHECK

NOTICE TO APPLICANTS: The information requested below is for the sole purpose of conducting a background investigation, which includes, among other things, a criminal conviction check. The existence of a prior criminal conviction will not necessarily make you ineligible for housing with KMG Prestige. It is KMG Prestige's policy to evaluate any adverse information obtained in the background investigation based on a range of factors including, but not limited to, rental history. Information regarding age, sex and race will not be a factor in any housing decision including.

Full Name (no nicknames) _____

Maiden Names(s), Nickname(s), Other Name(s) (please include dates used) _____

☐ Male

☐ Female

Social Security Number _____

Date of Birth _____

Driver's License Number _____ **State** _____

Is Your Driver's License Valid?

☐ Yes

☐ No

⇒ Please give details

All addresses for the last 7 years: (Street / City / County / State / Years From-To)

In the event you do not remember the exact street address, please include a city, state and the approximate dates of residence.

| | Street Address | City | County | State | Years From-To |
|----|----------------|-------|--------|-------|---------------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ | _____ |

List ALL States you have ever resided in:

(attach additional pages if necessary)

I expressly authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information concerning my qualifications for employment positions applied for and the information given by me herein. In consideration for being considered for housing, I release KMG Prestige, related entities, as well as any individual or entity providing information, from any and all liability in connection with any inquiries and investigations made, information they give and any decisions made or action taken concerning my employment based on such information. I also do not require a copy of any disclosure of the nature and scope of the investigation. I understand that any offer of apartment rental from KMG Prestige is based upon my successful completion of the background screening. I also understand that I have a right to review all disputed information and to follow up with the law enforcement agency to clear up any discrepancies. This authorization is good for one year from the date of signing.

X

Signature

Date



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| | | | |
|---------------------|------------|------------|----------|
| For Office Use Only | Date Rec'd | Time Rec'd | Initials |
|---------------------|------------|------------|----------|

Preliminary Rental Application Rural Development Financed Properties

Please note that this is a preliminary application and gives no lease or rent rights.

Community _____ Office Phone _____ Date _____

Unit Size ☐ 1 ☐ 2 ☐ 3 ☐ 4 Unit Type: ☐ Apartment ☐ Studio ☐ Townhouse

Would you or a member of your household benefit from the design features of a barrier free unit? ☐ Yes ☐ No

Applicant: _____ Email _____ Phone _____

Co-Applicant: _____ Email _____ Phone _____

Current Marital Status: ☐ Unmarried ☐ Married ☐ Widowed ☐ Separated ☐ Divorced

Do you have any pets: ☐ Yes ☐ No. If yes, please list type of pet: _____

How were you referred to our community? _____

Applicant's History

If you have resided at additional addresses within the past five (5) years, please attach Previous Address Information on a separate sheet.

Applicant:

Co-Applicant

Current Address: _____

Date: From _____ Rent: \$ _____

To: _____

Reason for Moving: _____

Current Landlord: _____

Address: _____

Phone _____

Current Address: _____

Date: From _____ Rent: \$ _____

To: _____

Reason for Moving: _____

Current Landlord: _____

Address: _____

Phone _____

Previous Address: _____

Date: From _____ Rent: \$ _____

To: _____

Reason for Moving: _____

Previous Landlord: _____

Address: _____

Phone _____

Previous Address: _____

Date: From _____ Rent: \$ _____

To: _____

Reason for Moving: _____

Previous Landlord: _____

Address: _____

Phone _____

Previous Address: _____

Date: From _____ Rent: \$ _____

To: _____

Reason for Moving: _____

Previous Landlord: _____

Address: _____

Phone _____

Previous Address: _____

Date: From _____ Rent: \$ _____

To: _____

Reason for Moving: _____

Previous Landlord: _____

Address: _____

Phone _____

"This institution is an equal opportunity provider"



Revised 7/15/2020

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Please list all persons that will occupy the residence.

| <u>Name</u> (First, Middle Initial, Last) | <u>Maiden Name</u> (If Applicable) | <u>Date of Birth</u> | <u>Relationship of Head</u> <u>Of Household</u> | <u>Social Security</u> <u>Number</u> |
|--|---------------------------------------|----------------------|--|---|
| 1. | | | Head of Household | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Employment

| <u>Applicant</u> | <u>Co-Applicant</u> |
|---|---|
| Employer: _____ | Employer: _____ |
| Address: _____ | Address: _____ |
| Phone: _____ | Phone: _____ |
| Length of Employment: _____ | Length of Employment: _____ |
| Position Held: _____ | Position Held: _____ |
| Salary/Wage: _____ Per: _____ | Salary/Wage: _____ Per: _____ |
| Supervisor: _____ | Supervisor: _____ |
| Status: _____ Full-Time: _____ Part-Time: _____ | Status: _____ Full-Time: _____ Part-Time: _____ |
| List average hours per week worked: _____ | List average hours per week worked: _____ |

Total household income from all other sources (i.e. social security pension, child support, Section 8 Voucher, etc):

| | | |
|---------------|------------------|------------------|
| Source: _____ | Amount: \$ _____ | Frequency: _____ |
| Source: _____ | Amount: \$ _____ | Frequency: _____ |
| Source: _____ | Amount: \$ _____ | Frequency: _____ |

Do you or any member of your household engage in current illegal use or illegal distribution of a controlled substance or have you previously been convicted of the same? ☐ Yes ☐ No

If you answered "yes" to the above question, have you successfully completed a controlled substance abuse program or are you presently enrolled in such a program? ☐ Yes ☐ No

If "yes", please explain: _____

Have you or any member of your household ever been convicted of a crime? ☐ Yes ☐ No

If yes, ☐ felony or ☐ misdemeanor? If "yes", please explain including charges and dates: _____

Are you, or any member of your household subject to a lifetime sex offender registration requirement by any state? ☐ Yes ☐ No. If "yes", please explain: _____

Have you ever received an eviction notice from your current or prior landlord? ☐ Yes ☐ No

If "yes", please explain: _____

Have you ever had a Landlord / Tenant Judgment / Order or Settlement Agreement entered against you by any court with regard to your previous residency? ☐ Yes ☐ No

If "yes", please explain: _____

Do you, or anyone in your household, or guests, smoke or intend to smoke? ☐ Yes ☐ No

"This institution is an equal opportunity provider"



Revised 7/15/2020

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Provide asset information below:

(Including but not limited to: Checking, Savings, Debit Card, Real Estate, 401k, IRA, Stocks, Bonds, etc)

| Type of <u>Assets</u> | Name of Bank, <u>Stock or Bond</u> | <u>Account Number</u> | Balance/ <u>Current Value</u> | Rate of <u>Interest</u> | <u>Dividend</u> | <u>Real Estate</u> |
|-----------------------|---------------------------------------|-----------------------|----------------------------------|----------------------------|-----------------|--------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

Have you disposed of any assets in the last two years? ☐Yes ☐No

If "yes", please list asset and value received: _____

Are you a student? ☐Yes ☐No. If yes: ☐Part-time student ☐ Full-time student

Are any members of your household full-time students? ☐Yes ☐No

Have you or any member of your household lived in subsidized housing? ☐Yes ☐No

If "yes", when and where? _____

Have you ever committed fraud in a subsidized housing program or been requested to repay money for knowingly misrepresenting information for such housing programs? ☐Yes ☐No

If "yes", please explain: _____

ADJUSTMENTS FOR INCOME:

Some applicants may qualify for a medical adjustment or other income adjustment. Do you qualify for any of the following:

Are you disabled or over the age of 62 years? ☐ Yes ☐ No.

If yes, do you have medical expenses that are not covered by insurance? ☐ Yes ☐ No

Do you pay childcare expenses that allow you to work or attend school? ☐ Yes ☐ No

Do you pay expenses for care of an individual with disabilities that allow you to work? ☐ Yes ☐ No

| PERSONAL REFERENCES: List 3 people (not related to you) that we can call for a personal reference: | | | |
|---|------------------|--------------|------------------|
| Name | Address/City/Zip | Relationship | Telephone Number |
| 1. | | | |
| 2. | | | |
| 3. | | | |

Applicant's certification that the unit applied for will be the applicant household's primary residence and it does/will not maintain a separate subsidized rental unit in a different location.

I fully understand that Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States. I therefore, certify that the foregoing information is true and complete to the best of my knowledge. I authorize inquiries to be made to verify the statements above. Falsified statements shall be grounds for eviction.

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I/We certify that the rental unit which I/We will occupy will be my/our primary residence and further certify that I/We do not and will not maintain a separate subsidized rental unit in a different location. I acknowledge that I am responsible to inform the office of any changes to any part of this application (i.e. address, phone, income).

Additional information will be required at a later date to complete the processing for residency.

The information contained in this application is treated confidentially. No information will be revealed to anyone without the express written consent of the applicant.

Head of Household

Date

Co-Applicant, Spouse/Co-Head

Date



RACE AND ETHNIC DATA REPORTING

Rural Development Financed Properties

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.

| <u>APPLICANT</u> | <u>CO-APPLICANT</u> |
|--|--|
| <p><u>ETHNICITY:</u></p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><u>RACE (Mark one or more):</u></p> <p><input type="checkbox"/> (1) American Indian/Alaska Native</p> <p><input type="checkbox"/> (2) Asian</p> <p><input type="checkbox"/> (3) Black or African American</p> <p><input type="checkbox"/> (4) Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> (5) White</p> <p><u>GENDER:</u></p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> | <p><u>ETHNICITY:</u></p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><u>RACE (Mark one or more):</u></p> <p><input type="checkbox"/> (1) American Indian/Alaska Native</p> <p><input type="checkbox"/> (2) Asian</p> <p><input type="checkbox"/> (3) Black or African American</p> <p><input type="checkbox"/> (4) Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> (5) White</p> <p><u>GENDER:</u></p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> |



DISCLOSURE UNDER FAIR HOUSING REPORTING ACT AND AUTHORIZATION

KMG Prestige, Inc., Affinity Property Management, LLC. and/or _____ Apartments is requesting a copy of your Consumer Report or Credit Report to assist it in its consideration for:

- ☐ Employment purposes, or
☐ Housing at _____ Apartments

We are required as part of our screening process to secure a Consumer Report on you to assist us in our determination. Under the Fair Credit Reporting Act, 15 U.S.C.A. 1681 et seq. we must first seek your written consent to obtain your consumer or credit report. The information obtained will not be used in violation of any applicable Federal or State law.

Pursuant to the Fair Credit Reporting Act, 15 U.S.C.A. 1681a the following definitions are provided to you:

“Consumer” means an individual.

“Consumer Report” means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer’s eligibility for a) credit or insurance to be used primarily for personal, family, or household purposes; b) employment purposes; or c) any other purpose authorized in the act.

“Investigative Consumer Report” means a consumer report or portion thereof in which information on a consumer’s character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer reported on or with others with whom he is acquainted or who may have knowledge concerning any such items of information.

“Employment Purposes” means a report for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.

“Adverse Action” means (i) a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee; (ii) a denial or cancellation of, an increase in any charge for, or any other adverse or unfavorable change in the terms of credit or any license or other reasons described in section 168b(a)(3)(D) of the Act; or (iii) an action or determination that is made in connection with an application that was made by, or a transaction that was initiated by, any consumer, or in connection with a review of an account under the act and adverse to the interests of the consumer.

In accordance with the company policy we must obtain your consent in writing authorizing us to obtain a “Consumer Report” and/or Investigative Report on you for **employment** purposes. Upon receipt of your written authorization, we will obtain the written report. If we consider any information in that report which directly and adversely affects you in our employment related decision, you will be provided with a copy of the Consumer Report and a summary of your rights under the FCRA before a decision is final. Alternatively, you may contact the Federal Trade Commission about your rights under the Fair Credit Reporting Act.

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If we are obtaining a "Credit Report" with respect to your application for **housing**, and should your application be rejected due to information contained on your credit report you will be provided with the name and address of the local credit bureau where within sixty (60) days of rejection, you can obtain a free copy of your credit report, dispute it's accuracy, and provide a consumer statement describing your position if you dispute the credit report. Pursuant to the Fair Debt Credit Reporting Act you will have the right to put into your report a statement explaining your position on the item under dispute. For further information, contact your State or Local consumer protection agency or your State Attorney General's office.

I have read the foregoing information referred to as a Fair Credit Reporting Disclosure and now hereby authorize KMG Prestige, Inc., Affinity Property Management, LLC., and/or _____ Apartments to obtain a Consumer Report, Credit Report or Investigative Report on me from a consumer reporting agency or company for:

- ☐ Employment purposes
☐ Housing purposes
☐ Both

I understand that KMG Prestige, Inc., Affinity Property Management, LLC., and/or the Apartment Community referenced above will rely upon the information contained in the report. I further understand that I have rights to dispute any adverse decision which may be made against me by KMG Prestige, Inc., Affinity Property Management, LLC., and/or the Apartment Community. As set forth in the disclosure, I may seek additional advice or assistance from my local consumer protection agency or Attorney General's office.

I acknowledge that I have received a copy of this document for my records.

Applicant

Date

Applicant

Date

Witness

Date

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AUTHORIZATION FOR CRIMINAL HISTORY CHECK

NOTICE TO APPLICANTS: The information requested below is for the sole purpose of conducting a background investigation, which includes, among other things, a criminal conviction check. The existence of a prior criminal conviction will not necessarily make you ineligible for housing with KMG Prestige. It is KMG Prestige's policy to evaluate any adverse information obtained in the background investigation based on a range of factors including, but not limited to rental history. Information regarding age, sex and race will not be a factor in any housing decision.

Full Name (no nicknames) _____
Maiden Names(s), Nickname(s), Other Name(s) (please include dates used) _____ ☐ **Male** ☐ **Female**

Social Security Number _____ **Date of Birth** _____

Driver's License Number _____ **State** _____
Is Your Driver's License Valid? ☐ Yes ☐ No ⇨ *Please give details*

All addresses for the last 7 years: (Street / City / County / State / Years From-To)

In the event you do not remember the exact street address, please include a city, state and the approximate dates of residence.

| | Street Address | City | County | State | Years From-To |
|----|----------------|-------|--------|-------|---------------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ | _____ |

List ALL States you have ever resided in:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(attach additional pages if necessary)

I expressly authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information concerning my qualifications for employment positions applied for and the information given by me herein. In consideration for being considered for housing, I release KMG Prestige, related entities, as well as any individual or entity providing information, from any and all liability in connection with any inquiries and investigations made, information they give and any decisions made or action taken concerning my employment based on such information. I also do not require a copy of any disclosure of the nature and scope of the investigation. I understand that any offer of apartment rental from KMG Prestige is based upon my successful completion of the background screening. I also understand that I have a right to review all disputed information and to follow up with the law enforcement agency to clear up any discrepancies. This authorization is good for one year from the date of signing.

X _____
Signature Date

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Nondiscrimination Statement

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, audiotope, 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 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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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 pay 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.

Resident/Applicant Signature _____ Date _____

Resident/Applicant Signature _____ Date _____

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

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