

Dear Applicant:

Thank you for your interest in our apartment community. Below please find additional information that is useful in understanding the application process.

NOTE: This property may be a non-smoking facility in accordance with notice H2010-21 issued by the US Department of Housing and Urban Development (HUD) on September 15, 2010. If this property is designated Smoke Free, smoking is not permitted within the premises or in any apartment dwelling at any time. The rules and regulations are amended to reflect this policy.

1. Complete the attached Application, Income and Expense Questionnaire, Contact Information Supplement to Application (HUD-92006), Student Questionnaire and the Special Unit Requirement Questionnaire and Working Preference Rule **in full**. Please complete in ink, not pencil, and do not use correction tape or fluid. If an error is made, please strike through and initial the correction. A complete mailing address and working phone number are required for correspondence. All applicants 18 or older must sign the application and complete the Student Questionnaire. The waiting period varies, however applicants will be contacted periodically to determine if they want to stay on the list. Make sure to report any changes in address, phone number, income or family size to the rental office, if they occur before contact is made for processing the application. **Please make sure that you have completed all sections of the application or write "N/A" in any box that does not pertain to you.**
2. Applicants will be contacted once their name gets to the top of the list. The contact is usually by mail. The contact letter will give a deadline date to respond. **If you do not respond, your application will be removed from the waiting list.** The letter will ask you to call the rental office for an interview date at which time management will process all background checks including credit, criminal, sex offender and landlord. Income, family size, and expenses will also be verified at this time. Prior to move in, all family members must provide documentation of Social Security Number. Documentation can include an original Social Security Card, a valid Driver's License with SSN OR ITIN, an ID card issued by a federal, state, or local agency, a medical insurance provider, or an employer or trade union, earnings statements or payroll stubs, bank statements, Form 1099, Benefit Award letters, Retirement Benefit letters, Life Insurance Policies, or Court Records. **You will need to furnish birth certificates and social security cards for each family member at the interview.**
3. If your application is approved, you will be informed as to the amount of security deposit and rent required. The security deposit and first month's rent are due on move-in day. Utilities must be connected in the applicant's name on or before move-in day. The utility companies will most likely require deposits and the applicant should contact them directly for amounts. **Keys for the apartment will not be issued without proof of utilities in your name.**

Westminster Company appreciates your interest in our community and look forward to receiving your application. This institution is an equal opportunity provider and employer.

IMPORTANT – Please visit our website at www.westminstercompany.com and navigate to apartments search. This will show a complete list of properties. The website will provide general information about the property, contact information for site staff, and how to apply for an apartment online. If you complete handwritten documents, they **MUST be returned directly to the property (or properties) that you are interested in or you may email, fax or mail.**





Site Name:
Site Address:
City, State, Zip:

Phone Number:

RENTAL APPLICATION-Subsidy Properties Only

Head of Household FIRST NAME		Head of Household MIDDLE NAME		Head of Household LAST NAME	
Head of Household SS#		If you have no Social Security Number, you claim you are exempt because (CHECK ONE): <input type="checkbox"/> You are an ineligible non-citizen <input type="checkbox"/> You were 62 as of 1/31/10 and receiving HUD housing assistance as of 1/31/10			
Present Address		City, State, Zip Code		Date of Birth	
Driver's License Number/State ID Number		State of Issue	Email Address		
Home Phone #	Business Phone #	Mailing Address (if different from Present Address listed above)			
Name of Current Residence (for example-name of apts., family member you now live with...)			Current Landlord's Name		
Current Landlord's Address			City	State	Zip Code
Current Landlord's Phone #	Rent	Lived There Since	Reason for Moving		
Name of Previous Residence (for example-name of apts., family member you lived with...)			Previous Landlord's Name		
Applicant's Previous Address			City	State	Zip Code
Previous Landlord's Address			City	State	Zip Code
Previous Landlord's Phone #	Rent	Lived There Since	Reason for Moving		

List ALL Adults **INCLUDING HEAD OF HOUSEHOLD** (age 18 and over) who will live in the apartment. If more than 4 adults will live in the apartment, give details on a separate signed sheet. Please provide ALL requested information for each adult, including FULL first name, middle name and last name.

1. First Name, Middle Name and Last Name	Relationship	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	Occupation	US Citizen? Yes () No ()
2. First Name, Middle Name and Last Name	Relationship	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	Occupation	US Citizen? Yes () No ()
3. First Name, Middle Name and Last Name	Relationship	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	Occupation	US Citizen? Yes () No ()
4. First Name, Middle Name and Last Name	Relationship	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	Occupation	US Citizen? Yes () No ()

List ALL Children (under age 18) who will live in the apartment. If more than 4 Children will live in the apartment, give details on a separate signed sheet. Please provide ALL requested information for each child, including FULL first name, middle name and last name.

1. First Name, Middle Name and Last Name	Foster Child? Yes () No ()	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	US Citizen? Yes () No ()
2. First Name, Middle Name and Last Name	Foster Child? Yes () No ()	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	US Citizen? Yes () No ()
3. First Name, Middle Name and Last Name	Foster Child? Yes () No ()	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	US Citizen? Yes () No ()
4. First Name, Middle Name and Last Name	Foster Child? Yes () No ()	Sex Male () Female () Wish Not to Disclose ()	Birth date	Social Security #	US Citizen? Yes () No ()



How did you hear about this property? _____

Primary Language Spoken in Home: _____

1. YES [] NO [] Will the unit you are applying for be your permanent residence and do you agree not to maintain a separate subsidized rental unit?

2. YES [] NO [] Have you been displaced by government action or a presidentially declared disaster?

3. YES [] NO [] Are you a student at an institute of higher education?

4. YES [] NO [] Are you (or any member of your household) a current or former member of the United States Military?
If yes, which branch? _____

5. YES [] NO [] Are you (or any member of your household) subject to a lifetime state sex offender registration program in ANY state?

6. Please list all states applicant and household members have lived in:

7. YES [] NO [] I (or any member of my household) am related to or have a personal relationship with an employee of Westminster Company and/or the site at which I am applying for residence. If yes, please disclose relationship below:

Employee Name: _____
Relationship: _____

- ❖ Owners shall accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the owner’s preferred application process by providing alternative methods of taking applications.
- ❖ Specially designed smoke alarm systems are available upon requests.
- ❖ Specially designed units are available upon request.
- ❖ An allowance for disabled households is available upon request.

In consideration for being permitted to apply for this apartment, I Applicant do represent all this information in this application to be true and accurate and that the owner/manager/agent may rely on this information when investigating accepting this application. Applicant hereby authorizes the owner/manager/agent to make independent investigations to determine my credit, financial and character standing. Applicant authorizes any person, or credit checking agency having information on him/her to release any and all such information to the owner/manager/employee or their agents or credit checking agencies. Applicant hereby releases, remise and forever discharges from any action whatsoever, in law any equity all owners, managers and employees or agents, both of landlord and their credit checking agencies in connections of processing, investigating, or credit checking this application, and will hold them harmless of any suit or reprisal whatsoever. I understand that the credit report (rental history, arrest and/or conviction records and retail credit history) will be done through bureau contracted with the apartment community.

Applicant’s Signature
Co-Applicant’s Signature
Date Signed

Receiving Site Staff Signature:
Date Signed
Date Received Time Received

IF YOU WOULD LIKE A COPY OF OUR APPLICANT SCREENING GUIDELINES, REQUEST A COPY OF THE RESIDENT SELECTION PLAN AT THE TIME OF SUBMISSION OF YOUR APPLICATION.



**Questionnaire for Student Household
(to be completed by all household members age 18 and older)**

To be a student household, you must meet special HUD rules. So that we can determine if you meet these rules, please answer the following questions. All information provided will be verified.

Name: _____

Current Address: _____

Telephone #: _____ Date: _____

**Institutes of higher education include post-secondary vocational institution; "proprietary institutions of higher education" which prepare students for "gainful employment in a recognized occupation," and accredited post-secondary colleges and universities. If you are not sure, please mark "yes" and we will verify.*

Check the box that applies for each question below		YES	NO
1.	Are you a Full/Part Time student at an institution of higher education? (If you answered No, STOP and sign/date below)		
2.	Do you live in the household with your parent(s) or guardian(s) who receive Section 8 assistance? (If you answered Yes, STOP and sign/date below)		
If you answered YES to #1 or NO to #2, check the box that applies for each question below		YES	NO
3.	Are you or will you turn 24 years old or older on/or before December 31 st of the year assistance is requested?		
	Were you an orphan, in foster care, or a ward of the court at any time from 13 years of age or older?		
	Are you now, or were you an emancipated minor or in a legal guardianship as determined by a court?		
	Are you a Veteran of the US Military or currently serving on active duty in the military for other than training purposes?		
	Were you disabled and receiving assistance as of November 30, 2005?		
	Are you married?		
	Do you have legal dependents other than a spouse? If yes, please list names and ages:		
	Are you a graduate or professional student? (Majoring in professional degrees such as Medicine, Veterinarian Medicine, Law, Master's Program)		
	Are you a homeless youth or at risk to become homeless, and self-supporting?		
	Are you a student for whom a financial aid administrator has determined independence by reason of other unusual circumstances?		
If you answered NO to all questions in #3 above, please complete the following question:		YES	NO
4.	For the past year, have you maintained a separate household from your parents/legal guardians, and you are NOT claimed as a dependent on your parent's tax return? (Must provide a copy of parent(s) most recent tax return)		
If you answered NO to #4 continue to next questions		YES	NO
5.	Are your parents eligible for Section 8 Assistance? (If yes, complete PM-470)		
6.	Do you receive educational financial support (grants, scholarships, educational entitlements, work/study programs, etc.) (If yes, sign PM-508)		

If you are a person with a handicap or disability, please contact us so that we can determine whether there are mitigating circumstances that should be considered in your case, or whether reasonable accommodations would allow us to continue processing your application.

If you or another member of your household is determined to be an ineligible student now or in the future, you may not be eligible for assistance. If we determine at any time after move-in that you are ineligible for assistance, we will notify you by providing a 30-day notice that your assistance will be terminated. WARNING: Section 1001 of Title 18 of the United States Code makes it a criminal offense to make a willfully false statement or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction.

I do hereby swear and attest that all the information given above is true and correct.

Signature _____ Date _____

FOR OFFICE USE ONLY:

This applicant: **QUALIFIES** as a student household and is eligible for assistance. **DOES NOT QUALIFY** as a student household and is not eligible for assistance.
 N/A – Applicant/Resident is not a student household.



Race and Ethnic Data Reporting Form

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

OMB 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.

Income, Assets, and Expense Questionnaire

Please print clearly in blue or black ink only.

Property Name:			Resident/Applicant Name:	
Apartment #:			Date:	
Home Phone #:			Work Phone #:	
Cell Phone #:			Can receive text messages? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Primary Language Spoken in Home:			Email Address:	

PLEASE NOTE: When you provide us with a wireless telephone number or land line number, you are giving Westminster Company or our representatives your prior express consent to call that number.

HOUSEHOLD COMPOSITION AND CHARACTERISTICS: List the Head of Household and all other people who live in the unit.

	Family Member Name – List all persons who will be living in the apt.	Birth Date	Occupation	Driver’s License or State ID #	Student (Full or Part Time)?
1	(Head of Household):				<input type="checkbox"/> YES <input type="checkbox"/> NO
2					<input type="checkbox"/> YES <input type="checkbox"/> NO
3					<input type="checkbox"/> YES <input type="checkbox"/> NO
4					<input type="checkbox"/> YES <input type="checkbox"/> NO
5					<input type="checkbox"/> YES <input type="checkbox"/> NO
6					<input type="checkbox"/> YES <input type="checkbox"/> NO
7					<input type="checkbox"/> YES <input type="checkbox"/> NO
8					<input type="checkbox"/> YES <input type="checkbox"/> NO
9					<input type="checkbox"/> YES <input type="checkbox"/> NO
10					<input type="checkbox"/> YES <input type="checkbox"/> NO

Do you expect any changes in your family size during the next year? YES NO
 If yes, please explain. _____

Are there any Live In Care Attendants who are part of the household? YES NO
 If yes, whom? Please explain. _____

Will all the above family members live in the apartment full time? YES NO
 If no, please explain. _____



Are you or any other household members subject to a lifetime registration requirement under a State Sex Offender Registration program? YES NO If yes, list state(s): _____

INCOME INFORMATION

Please list the **TOTAL** amount of income received for all members of your household below. Where no income is received, put zero in the block. In accordance with HUD regulations governing the gross income for all sources, I certify that:

EMPLOYMENT INCOME	HEAD OF HOUSEHOLD	CO-HEAD	OTHER ADULT HOUSEHOLD MEMBERS	INCOME OF MINOR CHILDREN
Wages from Employment	\$	\$	\$	\$
Overtime from employment	\$	\$	\$	\$
Commissions or Fees	\$	\$	\$	\$
Tips or Bonuses	\$	\$	\$	\$
Self-employment	\$	\$	\$	\$
Workmen's Compensation	\$	\$	\$	\$
Severance Pay	\$	\$	\$	\$
Military Pay	\$	\$	\$	\$

Employer's Name					
Street Address			City	State	Zip Code
Date Hired	Gross Salary \$ _____	Hourly Monthly	Weekly Yearly	Bi-Weekly Other	twice a month
Termination Date (If Applicable)	Supervisor's Name	Work Telephone #		Hours worked per week	
				Work Fax #	

Employer's Name					
Street Address			City	State	Zip Code
Date Hired	Gross Salary \$ _____	Hourly Monthly	Weekly Yearly	Bi-Weekly Other	twice a month
Termination Date (If Applicable)	Supervisor's Name	Work Telephone #		Hours worked per week	
				Work Fax #	



BENEFIT INCOME	HEAD OF HOUSEHOLD	CO-HEAD	OTHER ADULT HOUSEHOLD MEMBERS	INCOME OF MINOR CHILDREN
Social Security	\$	\$	\$	\$
SSI	\$	\$	\$	\$
Disability	\$	\$	\$	\$
TANF	\$	\$	\$	\$
Child Support/Alimony	\$	\$	\$	\$
Unemployment	\$	\$	\$	\$
Work First Program	\$	\$	\$	\$
Veteran's Benefits	\$	\$	\$	\$
Retirement	\$	\$	\$	\$
Pension	\$	\$	\$	\$

OTHER INCOME	HEAD OF HOUSEHOLD	CO-HEAD	OTHER ADULT HOUSEHOLD MEMBERS	INCOME OF MINOR CHILDREN
Recurring Gift/Cash Contributions	\$	\$	\$	\$
Educational Grants	\$	\$	\$	\$
Scholarships	\$	\$	\$	\$
Work Study Programs	\$	\$	\$	\$
Self-employment	\$	\$	\$	\$
Lump Sum Amounts	\$	\$	\$	\$
Other (List Source)	\$	\$	\$	\$

ASSET INFORMATION

Do you or any other member of your household own or have money in any of the following types of assets? If yes, please supply the value.

TYPE OF ASSET	HEAD OF HOUSEHOLD	CO-HEAD	OTHER ADULT HOUSEHOLD MEMBERS	ASSETS OF MINOR CHILDREN
Checking	\$	\$	\$	\$
Savings	\$	\$	\$	\$
Direct Express Card	\$	\$	\$	\$
e-Wallet (PayPal, Venmo, Apple Pay)	\$	\$	\$	\$
Whole Life Insurance	\$	\$	\$	\$
Stocks/Bonds	\$	\$	\$	\$
IRAs/Retirement Accts	\$	\$	\$	\$
Savings Certificate (CD)	\$	\$	\$	\$
Money Market Funds	\$	\$	\$	\$
Safety Deposit Box	\$	\$	\$	\$
Rental Property/Other Real Estate	\$	\$	\$	\$
Mortgages/Deed of Trust	\$	\$	\$	\$
Revocable Trust Account	\$	\$	\$	\$
Annuities	\$	\$	\$	\$
Personal Property Held for Investment	\$	\$	\$	\$
Other	\$	\$	\$	\$

Assets Disposed of for Less Than Fair Market Value

Have you sold or given away cash, real property or other assets, valued at more than \$1000 in the past two years? This includes charitable contributions? _____

If yes, please describe: _____



EXPENSE INFORMATION

Are you currently paying either of the following so that you or another adult member of your household can work, look for work, or attend school?

	TYPE of EXPENSE	AMOUNT (\$)	Per Week, Per Month
<input type="checkbox"/> YES <input type="checkbox"/> NO	Child Care		<input type="checkbox"/> WK <input type="checkbox"/> MO
<input type="checkbox"/> YES <input type="checkbox"/> NO	Care of Disabled Persons		<input type="checkbox"/> WK <input type="checkbox"/> MO

Child Care Providers Name	
Child(ren) Name(s)	
Provider Address	
City, State, Zip	
Phone	

THIS SECTION APPLIES TO ELDERLY/DISABLED/HANDICAPPED HOUSEHOLDS ONLY:

If your out-of-pocket medical expenses exceed 3% of your income, you may be eligible for medical expense deductions.

- I do not wish to count out-of-pocket medical expenses. (Proceed to next page)
- I anticipate having medical/dental expenses in the next 12 months that exceed 3% of my income from the sources listed below.

Please provide copies of receipts, prescription print outs, mileage information, etc.

MEDICAL EXPENSES (DO NOT INCLUDE AMOUNTS COVERED BY INSURANCE)	AMOUNT (\$)	Per Month/Annually
Doctor Bills		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Dental Bills		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Hospital Bills		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Pharmacy Expense		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Prescribed Equipment		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Eyeglasses		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Non-prescription medication with Dr.'s order		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Insurance/Supplemental Insurance		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Do you participate in the Medicare Pres. Drug Discount Card Program? If yes, do you pay a premium? List amount?		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Are you currently making monthly payments to a doctor, hospital, etc. for any outstanding medical expenses?		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL
Have you incurred any one-time medical bills, but not claimed them, in the 12-month period preceding your anniversary date? (This question only applies for recertification – not move in)		<input type="checkbox"/> MO <input type="checkbox"/> ANNUAL



ALL HOUSEHOLDS must answer **all** questions below. If you answer "YES" to any of the questions, the additional information must also be completed.

1.	Do you own or operate a vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:20%;">Automobile Make</th> <th style="width:10%;">Year</th> <th style="width:20%;">Model</th> <th style="width:10%;">Color</th> <th style="width:30%;">License Tag and State</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Automobile Make	Year	Model	Color	License Tag and State											Monthly Car Payment \$ _____ Monthly Auto Insurance \$ _____ Monthly Gas Expense \$ _____ Source of income used for expense: _____
Automobile Make	Year	Model	Color	License Tag and State													
2.	Do you have internet at home? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you subscribe to cable television? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you have telephone service in your apartment? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you have a cell phone? <input type="checkbox"/> YES <input type="checkbox"/> NO	Monthly Internet Cost \$ _____ Monthly Cable Cost \$ _____ Monthly Phone Cost \$ _____ Monthly Cell Phone Cost \$ _____ Source of income used for expense: _____															
3.	Do you or other household members receive cash contributions for sources or persons outside the household? <input type="checkbox"/> YES <input type="checkbox"/> NO	Monthly cash contribution? \$ _____ Source of income for cash contribution: _____															
4.	What was the total food cost for your family for the past 30 days?	\$ _____ Source of income for food cost: _____															
5.	How much did you spend during the past 30 days for toiletries & other non-food items?	\$ _____ Source of income for cost of items: _____															
6.	What were your utility costs for the past 30 days?	\$ _____ Source of income for utility costs: _____															

I certify that the information given on this form is correct and complete. I understand that failure to report all income for rent purposes is fraud and may result in termination of my lease, federal prosecution, or both.

WARNING: 1010 of Title 18 of the United States code makes it a criminal offense to make willfully false statements or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction.

Signature of Applicant/Resident

Date

Signature of Applicant/Resident

Date

Signature of Applicant/Resident

Date



SPECIAL UNIT REQUIREMENT(S) QUESTIONNAIRE

Applicant/Resident Name: _____

I choose not to complete this form.

1. Please check all that apply. Do you, or does any member of your family have a condition that requires:

- | | |
|--|--|
| <input type="checkbox"/> Physical modifications to a typical apartment | <input type="checkbox"/> Unit for Vision-Impaired |
| <input type="checkbox"/> A separate bedroom | <input type="checkbox"/> Unit for Hearing-Impaired |
| <input type="checkbox"/> A barrier-free apartment | <input type="checkbox"/> BR/Bath on 1st floor |
| <input type="checkbox"/> One-level unit | |

2. Can you and all your family members go up and down stairs unassisted?

Yes No

If No, please indicate how we should accommodate your family: _____

3. Will you or any of your family members require a live-in aide to assist you?

Yes No

If Yes, please explain. _____

4. If you checked any of the above listed categories of units, please explain exactly what you need to accommodate your situation. _____

5. What is the name of the family member who needs the features identified above?

6. What health professional should be contacted to verify your need for the features you have identified above?

Name : _____

Address: _____

Phone #: _____

Signature _____

Date _____ / ____ / ____

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)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
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.

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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.

WORKING PREFERENCE RULE
Effective 08/01/2017

Applicant Name: _____
Address: _____
Phone Number: _____

The Quality Housing and Work Responsibility Act of 1998 (QHWRA), gives admission preferences in certain circumstances. Please check **all** of the following that apply to your household:

- One or more of the following household members (Head of Household, Co-Head or Spouse) are employed at least 25 hours per week, and have been for at least 6 consecutive months. There can be no more than a 30-day lapse between employers. In the event of a lapse, employment will be verified by both the current and former employers. Proof in the form of check stubs, letter from employer on Company Letterhead, income verification, or other requested as needed must be received prior to assigning the "Working Family" preference. Your preference will be updated effective the date verified proof is received;
- The Head of Household, Co-Head or Spouse is 62 years of age or older;
- The Head of Household, Co-Head or Spouse get State or Federal benefit payments due to being unable to work (including Social Security Disability Benefits and Supplemental Security Income Disability Benefits). [Proof in the form of a current income letter from the Social Security Administration must be received prior to assigning preference;](#)
- I do not qualify for any of the above preferences.

In order to be eligible for priority admission, I understand that I must qualify for one of the above preferences at the time of application, interview and move-In. I further understand that if any information provided above is found to be false at time of Interview or Move In, my position on the waiting list may change.

Applicant's Signature Date

Westminster Company Agent Signature Date

If your circumstances change and you find you are not qualified for any of the above or you find out that you are qualified for the above, please let us know immediately, as this will affect your status on the waiting list.

OFFICE USE ONLY

Date Preference Verification(s) Received

