

# TAX CREDIT APPLICATION

Development: \_\_\_\_\_ Unit #: \_\_\_\_\_ #Bedrooms: \_\_\_ Anticipated Move-In Date: \_\_\_\_\_

Other Needs: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**All applicants 18 years of age and older, not related by blood, marriage or adoption, must complete their own application.**

PERSONS OCCUPYING THE UNIT			RELATIONSHIP	SOCIAL SECURITY NUMBER	DATE OF BIRTH	STUDENT (Check One)	
Last	First	Middle				Y	N

**Proof of age will be requested if you are applying to live in a designated Elderly Development. Acceptable age verifications include a copy of:**

**(1) a Birth Certificate, (2) a valid State Driver's License or (3) a valid State I.D. Card.**

**A. General Information:**

1. Do you own a pet?      **Yes**    **No**    If yes, what kind? \_\_\_\_\_ Weight \_\_\_\_\_
2. Have you ever filed bankruptcy?    **Yes**    **No**    If yes, please explain (include dates): \_\_\_\_\_
3. Have you ever been convicted of a felony?    **Yes**    **No**    If yes, please explain: \_\_\_\_\_
4. Have you ever been evicted from an apartment for any reason?      **Yes**    **No**  
If yes, please explain: \_\_\_\_\_

**B. Housing Reference:** (List all residences and applicable landlord reference in the past three years.) **(HPI 409)**

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ (Mth/Yr) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Do you own this residence? YES    NO    If NO, do you rent this residence? YES    NO  
 Landlord \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Landlord phone # \_\_\_\_\_ Rent per month \_\_\_\_\_  
 Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ (Mth/Yr) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Did you own this residence? YES    NO    If NO, did you rent this residence? YES    NO  
 Landlord \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Landlord phone # \_\_\_\_\_ Rent per month \_\_\_\_\_

**C. Employment or Other Income Sources:** (List all sources of income for all adult household members.)

**Income Source** \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_  
**Contact Person** \_\_\_\_\_ Phone Number \_\_\_\_\_  
**Income Source** \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_  
**Contact Person** \_\_\_\_\_ Phone Number \_\_\_\_\_

**D. Emergency Contact:** (Other than person listed on application). Please list someone in the immediate area if possible.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

**E. Drivers License #:** \_\_\_\_\_ **State Issued:** \_\_\_\_\_



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- Y N 1. Are you or anyone in the household currently or soon to become a student? **full-time** **part-time** (HPI 423)  
*(A full time student is defined as someone who has been or will be a full-time student for 5 months this year.)*  
 List name of student(s) \_\_\_\_\_
- Y N 2. Are you separated, but not divorced from your spouse? (HPI 411)
- Y N 3. Are any household members temporarily absent?  
 Who? \_\_\_\_\_ How Long: \_\_\_\_\_
- Y N 4. Do you expect any changes to your household within the next 12 months? (HPI 425)  
 If yes, please explain: \_\_\_\_\_
- Y N 5. Are you receiving Section 8 Assistance? Agency \_\_\_\_\_ Phone # \_\_\_\_\_ (HPI 303)  
 (Check One) Do you have a: **Certificate** **Voucher**

**ASSETS**

(HPI 400)

Please list where the asset(s) is held, the current value of each asset(s), and all income derived from the assets over the previous 12 months, for **all** household members. (Attach additional page(s) if necessary)

CHECK ONE	TYPE OF ASSET	WHERE HELD Please list addresses on attached form	BALANCE/ VALUE	ANNUAL ASSET INCOME	HPI #
Y N	Checking Acct. #1				201
Y N	Checking Acct. #2				201
Y N	Savings Acct. #1				201
Y N	Savings Acct. #2				201
Y N	Trust Account				201
Y N	Certificate of Deposits				201
Y N	Certificate of Deposits				201
Y N	Certificate of Deposits				201
Y N	Money Markets				201
Y N	Mutual Funds				201
Y N	Pension/Annuity (NOT Paid Periodically)				307
Y N	IRA/Keough/401 K				200
Y N	Stocks/Bonds				200
Y N	Real Estate (FMV - Mortgage Balance)				206/203
Y N	Land Contract (provide amortization schedule)				206
Y N	Personal Property/Investment				200
Y N	Cash kept at home - \$500 or more on hand, not in checking/savings account.				207
Y N	Safe Deposit Box in the past 2 years.				207
Y N	Lump Sum Payment				205
Y N	Assets disposed of in the past 2 years.				202
Y N	Whole Life Insurance Policy				200
Y N	Total Household Assets Less Than \$5,000				204



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**INCOME**

(HPI 408)

Please indicate each source of **ESTIMATED ANNUAL** income that you receive or anticipate receiving in the next twelve (12) months.

CJ GEM ONE	DESCRIPTION	FAMILY MEMBER	SOURCE	INCOME	HPI #
Y N	Employment #1				302
Y N	Employment #2				302
Y N	Self - Employment (2 years taxes)				311
Y N	Social Security				312
Y N	Social Security (SSI)				312
Y N	Public Assistance				308
Y N	Veterans Benefit				315
Y N	Pension/Annuity (Paid Periodically)				307
Y N	Disability				406
Y N	Child Support/Alimony (Court Ordered)				301
Y N	Military Compensation				304
Y N	Unemployment				314
Y N	Rental Income/Land Contract Pymts.				306
Y N	Other Income				306
Y N	Lottery Payments (periodic)				306
Y N	Workers Compensation				306
Y N	Previous Employment				417
Y N	Unemployed/Zero Income				312
Y N	Anticipated Income				300
Y N	Recurring Gift				309
Y N	Housing Authority				303

The undersigned certify that the information and statements provided above are true and complete to the best of my/our knowledge and belief. I/We consent to release the information in order to qualify for Section 42 Housing. I/We understand that providing false information or making false statements may be grounds for denial of my/our application and may subject me/us to criminal penalties. I/We agree to provide verifications of all income and assets as required by the Owner or its agent. I/We further authorize disclosure of all information which will verify my/our income and assets. I/We understand applicants must be eligible for the Section 42 Tax Credit program. Subject to approval, this will be my/our primary residence.

A credit check will be completed through a credit bureau. By completing this application, applicant grants management permission to confirm the above information supplied by applicant. The Fair Credit Reporting Act requires that management discloses to applicant that an investigative consumer report including information as to applicant's character, general reputation, personal characteristics and mode of living will be made.

**Each Applicant 18 years of age or older must sign and date below.**

Signature _____	Date _____
Signature _____	Date _____
Signature _____	Date _____
Signature _____	Date _____

Property Manager is acting on behalf of and performing compliance services for the owner.



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