

APPLICATION for LOW INCOME HOUSING TAX CREDIT (LIHTC) PROPERTY

Project Name _____ Unit # _____ No. of Bedrooms _____

Phone (home) _____ (work) _____

Current Address: _____

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

PART I - FAMILY COMPOSITION - To be completed by applicant

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

1.	2.	3.	4.	5.	6.	Name <u>ALL</u> People to Occupy Unit	DOB	Age	Sex	Relationship	Social Security #	Student? "Yes" or "No"	If "Yes" PT or FT
						LAST NAME	FIRST	MI					
										HEAD			

Please complete the following questions:

(1) Spouse's Maiden Name: _____

(2) Do you expect any changes in the household composition in the next 12 months? _____

(3) Do you or any other adult members of the household anticipate a change to the current income information within the next 12 months (i.e. seeking employment, expecting child support/alimony, expecting a promotion, etc.)? Y/N _____ (please describe) _____

(4) Do all of the above household members reside in the household 100% of the time? Y/N _____ If no, please list the household members that do not live in the household 100% of the time: _____

(5) Are all occupants' full time students? Yes _____ No _____ If Yes, please answer the following:

a) Are any of the students married and already filing a joint Federal Income Tax Return with their spouse? Yes _____ No _____ (If yes, and all household members are full time students, attach a copy of the Signed Federal Income Tax Return).

b) Are any of the students receiving assistance under Title IV of the Social Security Act, which includes but is not limited to TANF/TAFF/AFDC/FIP? Yes _____ No _____

c) Are any of the students enrolled in a job training program receiving assistance under the Workforce Investment Act or under similar Federal, State or local laws? Yes _____ No _____

- d) Are you a single parent household with at least one dependent child? The parent is not the dependent of another individual and the child is only a dependent of the resident or the other, non-resident parent. Yes ____ No ____
 (If yes, and all household members are full time students, a signed copy of your Tax Return and Divorce Decree must be attached).
- e) Are any of the students part of the foster care program? Yes ____ No ____

PART I - FAMILY COMPOSITION (CONTINUE) - To be completed by applicant

- (6) Does any adult member of the household anticipate enrolling in the next twelve (12) months as a student? Yes _____ No _____ If yes, who _____
 Name of School(s): _____ Address: _____
- (7) Current Marital Status: Single ____ Married ____ (date _____) Divorced ____ (date _____) Separated ____ (date _____) Widowed ____ (date _____)

PART II - HOUSEHOLD INCOME - To be completed by applicant

For questions (8) through (29), indicate the amount of anticipated income for all household members named in the table on page 1 (for minors, unearned income amounts only), during the 12 month period beginning this date. If you are uncertain which types of income must be included or may be excluded, please ask the management personnel for assistance.

- (8) Wages or salaries (include overtime, tips, bonuses, commissions and payments received in cash) \$ _____

- (9) Child support (include child support you are entitled to but may not be receiving) \$ _____
- (10) Alimony (include alimony you are entitled to but may not be receiving) \$ _____
- (11) Social Security or Rail Road Pension \$ _____
- (12) Supplemental Security Income (SSI) \$ _____
- (13) Public Assistance - ADC, TANF, FIP, and/or Aid to Families w/Dependent Children (AFDC) \$ _____

- (14) Veterans Administration Benefits \$ _____
- (15) Pensions, IRA, and/or 401 (k) (Keogh Accounts) \$ _____
- (16) Annuities \$ _____
- (17) Unemployment Compensation \$ _____
- (18) Disability, Death Benefits and/or Life Insurance Dividends \$ _____
- (19) Workers' Compensation \$ _____
- (20) Severance Pay \$ _____
- (21) Net Income from a Business
 (Self Employment, including rental property, land contracts or other forms of real estate) \$ _____

- (22) Income from Assets \$ _____
- (23) Regular Contributions and/or Gifts from Person not residing at unit \$ _____
- (24) Lottery Winnings or Inheritances (paid as an annuity) \$ _____

- (25) All regular pay paid to members of the Armed Forces (Military Pay) \$ _____
- (26) Education Grants, Scholarships or Other Student Benefits (including other sources i.e. parents) \$ _____
- (27) Long Term Medical Care Insurance Payments in excess of \$180.00 per day \$ _____
- (28) Other Income _____ \$ _____
- TOTAL \$ _____
- (29) Total Gross Annual Income from Previous Year \$ _____

PART III - ASSET INCOME - To be completed by applicant

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

YES	NO		CASH VALUE	BANK NAME
Do You or Anyone in Your Household Have:				
(30) _____	_____	Savings Account?	\$ _____	Bank _____
(31) _____	_____	Checking Account/ Debit Card/Demand Deposit Account	\$ _____	Bank _____
(32) _____	_____	Certificates of Deposit?	\$ _____	Bank _____
(33) _____	_____	Safe Deposit Box?	\$ _____	Bank _____
(34) _____	_____	Trust Account?	\$ _____	Bank _____
(35) _____	_____	Any Stocks or Securities?	\$ _____	Bank _____
(36) _____	_____	Any Treasury Bills?	\$ _____	Bank _____
(37) _____	_____	Retirement Fund? (Include IRA's, Keogh accounts)	\$ _____	Bank _____
(38) _____	_____	Mutual Funds?	\$ _____	Bank _____
(39) _____	_____	Savings Bonds?	\$ _____	Bank _____
(40) _____	_____	Money Market Account?	\$ _____	Bank _____

Do You or Anyone in Your Household:

(41) _____ Do you or any other member of your household have any Whole or Universal Life Insurance Policies?

Is so who is this listed with: _____

Cash Value \$ _____

(42) _____ Have any Personal Property held as an Investment (this includes: paintings, artwork, collector or show cars, jewelry, coin or stamp collections, antiques etc.)? Cash Value \$ _____

(43) _____ Own equity in real estate, rental property, land contracts/contract for deeds or other real estate holdings or other capital investments (this includes your personal residence, mobile homes, vacant land, farms, vacation homes, or commercial property)?

If yes, Type of Property: _____
Location of Property: _____
Appraised Market Value: _____
Mortgage or Outstanding loans balance due: _____
Amount of Annual Insurance Premium: _____
Amount of most recent tax bill: _____

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

(44) _____ Have you sold or disposed of any property in the last 2 years?

If yes, type of property: _____
Market Value when sold or disposed: _____
Amount sold or disposed for: _____
Date of Transaction: _____

(45) _____ Received any Lump Sum Receipts? (Include inheritances, capital gains, lottery winnings, insurance settlements and other claims)? When _____ Cash Value \$ _____

Where are Funds Held? _____

(46) _____ Have you disposed of any other assets in the last 2 years (Example: given money away to relatives, set up Irrevocable Trust Accounts)?

If yes, describe the asset: _____
Date of Disposition: _____
Amount disposed: _____

(47) _____ Do you have any other assets not listed above (excluding personal property)?

If yes, please list: _____

PART IV - EMPLOYMENT HISTORY - To be completed by applicant

(48) Head's Current Employer: _____

Date Hired: _____ Date Terminated: _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____

Address City State Zip Phone

(49) Head's Previous Employer: _____

Date Hired: _____ Date Terminated: _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____

Address City State Zip Phone

(50) Spouse Current Employer: _____

Date Hired: _____ Date Terminated: _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____
 Address City State Zip Phone

(51) Other Applicant's Current Employer: _____
 Date Hired: _____ Date Terminated: _____ Supervisor: _____

Salary: \$ _____ Circle One: Annually Weekly Bi-weekly Monthly

Employer Address: _____
 Address City State Zip Phone

PART V - CREDIT REFERENCES - To be completed by applicant

	<u>Name</u>	<u>Address / Phone</u>	<u>Monthly Payment</u>
(52)	_____	_____	\$ _____
(53)	_____	_____	\$ _____
(54)	_____	_____	\$ _____

PART VI - RENTAL HISTORY - To be completed by applicant

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

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

PART VII - OTHER - To be completed by applicant

- (56) Do you have full custody of your child (ren)? Explain the custody arrangements: _____

- (57) Would you or any members of your household benefit from a handicapped-accessible unit? Yes____ No____
If yes, explain: _____
- (58) Have you ever been evicted? Yes____ No____
If yes, explain: _____
- (59) Have you ever filed for bankruptcy? Yes____ No____
If yes, explain: _____
- (60) Have you ever been convicted of a felony? Yes____ No____
If yes, explain: _____

PART VII - OTHER (CONTINUE) - To be completed by applicant

- (61) Will your household be receiving Section 8 rental assistance at the time of move-in? Yes____ No____
- (62) Will you household be eligible or are you applying to receive Section 8 rental assistance in the next 12 months?
Yes ____ No ____ Explain: _____
- (63) Have you ever received rental assistance? Yes____ No____
If yes, explain: _____
- a. Has your rental assistance ever been terminated for fraud, non-payment of rent or failure to recertify?
Yes ____ No ____ If yes, explain: _____

- (64) Will this be your only place of residence? Yes____ No____
If no, explain: _____
- (65) What is the condition of your current housing?
Standard ____ Unsafe or Unhealthy ____ Living with Parents ____
No Indoor Plumbing / Kitchen ____ Currently without Housing ____

PART VIII - RESIDENT'S STATEMENT - To be completed by applicant

- (66) Do you have a legal right to be in the United States: (check one that applies)
- ____ Yes, because I am a United States Citizen
____ Yes, because I have valid documentation from the Bureau of Citizenship and Immigration Services (formerly
The Immigration and Naturalization Service)
____ No

If you answered "Yes" because you are a non-U.S. citizen with valid documentation, you must provide documentation and complete paperwork required by the Department of Housing and Urban Development, so we can verify that you are a NonCitizen with eligible immigration status.

PART IX - SPECIAL NEEDS - To be completed by applicant

- (67) Does anyone your household have special needs? (Y/N)_____

(68) Special living accommodations required? (Y/N) _____

If yes please explain: _____

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

Name / Relationship	Address	Phone

PART XI - RESIDENT'S STATEMENT - To be completed by applicant

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

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

Applicant Signature (Head) _____ Date _____

Applicant Signature (Co-Head) _____ Date _____

Other Applicant Signature _____ Date _____

Other Applicant Signature _____ Date _____

To be completed by Owner / Property Manager:

OWNER'S STATEMENT: Based on the representations herein and upon the proof and documentation obtained, the household named in Section 1 of this Application/Certification is eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, to live in a unit in the development. Based on the representations herein and

