THANK YOU FOR CONSIDERING OUR APARTMENTS FOR YOUR NEW HOME.

You are applying for an apartment at a Section 42 -- LIHTC property. In order to qualify for this "affordable housing", verification of your household's eligibility will need to be documented. If you are **self-employed** you must provide copies of your **last two filed tax returns**. **Your application can not be processed without these documents**.

The Tax Returns must be a <u>signed</u> copy. If you did not keep a copy for your records, you may obtain up to, the last five years transcript of your Tax Returns from your local IRS office or by calling 1-800-829-1040 at no cost.

In order to expedite the processing of your application for qualification with the LIHTC and/or RD program guidelines, you may provide us with any of the documents listed below that apply to your household. These documents may not be required if your household's income, assets and other eligibility information is verified and documented completely by a third-party source. However, providing the documents at the time of application may speed up our approval process and/or clarify incomplete third-party documentation. A photo copy of the following documents is acceptable. If you do not have copies, we will be happy to make copies of any original documents you have.

PLEASE PROVIDE THE FOLLOWING DOCUMENTS AS THEY APPLY TO YOUR HOUSEHOLD

- 1. All **Filed Divorce or Legal Separation Records** for all current and previous marriages. Records should include petition for dissolution; final decree of dissolution; and custody, supportand property settlement documents.
- 2. All **Court Ordered Child Support Documents and Paternity Records** if court order is not part of a divorce filing. Please provide 12 month print out.
- 3. **Award Letters** for Social Security, Supplemental Social Security (Disability), Aid to Families with Dependent Children (AFDC), Pensions and Trusts Funds, Unemployment Benefits, Annuity Payments, and Death or Disability Payments.
- Last 4 Consecutive Paystubs for all adults (18 years of age or older) in your household.
- 5. Asset Accounts include but are not limited to checking, savings, certificates of deposits, money markets, mutual funds, 401Ks,IRAs and real estates. Current Saving account we will need the most current statement and for Checking accounts, we will need 6 current consecutive account statements.
- 6. **Birth Certificates** for all children under the age of 18 and adult students living as a dependent with parent(s).
- 7. **Social Security Cards** for each member of your household including minors.
- 8. Driver's License for all adults
- 9. **Student verification** if any occupant is attending college or higher education

OASIS AT THE WELLS Tenant Selection Criteria

Revised January 1, 2021

Vasil Management Company, Inc's., d/b/a Village Management Company, policy is to thoroughly evaluate everyone making an application for an apartment at our community. This community is designated for a family/general population; 30% of the units are set aside for households with children.

Each resident living in our apartment homes must qualify on his/her own account. **Qualification is a two-step process.** First, we will request a copy of your credit and criminal report through a professional reporting agency. Management reserves the right to deny any application based on poor landlord, credit, criminal, or employment reference. We shall make a final decision regarding the approval of your lease application based upon information received. By law we are not allowed to give you a copy or share information with you regarding your credit report. You may contact the credit agency to request a copy of your credit report. We will evaluate the following on each adult (18 or older) household member:

- Credit History: A full history will be requested. Bankruptcies must be discharged.
 Applicants with utility collections on their credit reports may be asked to show proof of payment in full. Multiple charge-offs or unpaid medical charges may be cause for denial.
- Criminal History: Any criminal history will be reviewed on a case-by-case basis.
 Applicants with felony convictions, sexual offenses, or drug offenses will be denied.
 This policy will also apply to any caregiver residing in the unit and any other adult members requested as additions to the initial household. Multiple misdemeanors may be cause for denial.
- 3. Landlord Reference: Applicants must provide the name, address, and telephone number of all current and previous landlords for a three-year period. Failure to list consecutive occupancy history may result in denial of application. Any record of evictions, delinquent payments, unpaid landlord judgments, disturbances, property damage, poor housekeeping habits or inappropriate behavior may be cause for denial.
- 4. Income: Preferable employment would indicate applicant has a satisfactory position and no anticipated layoffs or reduction in hours worked. Other income could include, but is not limited to, Social Security, pensions, retirement accounts and other assets.
- 5. We will give prompt written notification to any rejected applicant of the grounds for any rejection; applicant has the right to appeal an adverse decision. Upon appeal, management may request additional information to reevaluate the decision.

Once a household is approved based on credit, criminal, and landlord history, we must qualify applicants in accordance with Section 42 of the Internal Revenue Code. This includes, but is not limited to, approving households that do not exceed the income limits published annually by HUD. Our calculation of the households' monthly income must be sufficient to pay monthly rent on a timely basis; the preferred monthly burden will not exceed 50% of adjusted income toward rent.

Units will be leased on a first-come first-served basis with tenants selected in chronological order from the waiting list.

It is imperative the household is qualified based on information provided in the initial application. Management may require more information to properly qualify a household; failure to provide that information may result in denial of the application. Certain changes to the initial application and individual questionnaire(s) will not be allowed once processing begins. A household must wait 60-days before reapplying for housing if they do not meet compliance criteria for occupancy, or if the application is withdrawn by the household. Application fees are not refundable and are required each time a household applies for residency.

Additions to Household

No additions to the household will be allowed in the first six months without prior approval from management.

Student Status

Households composed entirely of full-time students may be ineligible for residency. Please refer to "IRS Student Status Self-Certification" document.

Priorities and Preferences for Admission

Units with accessibility features must be occupied by households that would benefit from such amenities. Verification from a third party medical professional may be required to occupy the unit.

<u>Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)</u>

We will comply with the Fair Housing Act, as amended, and will not discriminate based on race, color, national origin, religion, sex, familial status and disability.

Violence Against Women Reauthorization Act of 2013

No applicant may be denied admission to housing on the basis that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for occupancy.

This Institution is an Equal Opportunity Provider
Professionally Managed by Vasil Management Co., Inc d/b/a Village Management Company





ALL FORMS AFTER THIS PAGE MUST BE FILLED OUT AND MAILED ALONG WITH APPLICATION FEE OF \$25 PER APPLICANT TO:

OASIS AT THE WELLS

860 E. 86TH STREET # 5

INDIANAPOLIS, IN 46240

Unit Preference

Units will be rented on a first come, first serve basis. We cannot guarantee the unit you prefer will be available. Rents are based on income limits, household size and unit size.

Applica	ant Name:
Co-Ap _l	olicant Name:
1.	When are you looking to move in?
2.	What unit size are you looking for?
3.	Do you have a floor preference?

COVER SHEET / FAX TRANS.		Date:			
AUTHORIZATION TO RELEASE IN	FORMATION	Number of pages including cover sheet:			
To be completed by office:					
То:		From:			
Attn.:					
Company:					
Address:					
		Phone:			
Phone:		Fax:			
		Email			
Fax:		Ellian			
Rural Development and/or LIHTC program within Section 42 of the Internal Revenue Code which requires that we obwritten confirmation of the income of all applicants and other household members. In order to comply with Federagulations requesting verification of all income, assets and allowances for residents of Rural Development and/or LII housing, please complete the following form in full and return it to the sender at your earliest convenience. The undersigned understands that, depending on program policies and requirements, previous or current informatic regarding me/us may be needed. Verifications and inquiries that may be requested, include but are not limited to:					
Credit and Criminal Activity	Identity and Marit		Residences and Rental Activity		
Employment, Income, and Assets	Medical Allowance		Student Status		
The groups or individuals that may be a include but are not limited to:	sked to release/veri	fy the above information	on (depending on program requirements)		
Courts and Post Offices	Past and Present E		Utility Companies		
Law Enforcement Agencies	State Unemploym	Š	Credit Providers and Bureaus		
Medical Providers Retirement Systems	Veterans Administration Social Security Administration		Welfare Agencies Internal Revenue Service		
Retirement Systems Banks and Other Financial Institutions	•		Internal Revenue Service		
Banks and Other Financial Institutions Previous Landlords (Including PHA's) I/we agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file in the management office and will stay in effect for two years from the date signed. I/we understand I/we have a right to review my/our file and correct any information that can proven is incorrect. The undersigned hereby authorizes the release of any information requested in order to determine my/our eligibility for the Rural Development and/or LIHTC program. To be completed by applicant					
Applicant/Resident Name (Printed):					
Social Security Number:					
Authorizing Signature:					
Date:					
	•				
Co-Applicant/Co-Resident Name (Printed					
Social Security Number:					
Authorizing Signature:					

This institution is an equal opportunity provider and employer



(To	be completed by offic	ce: Date Received_		Time Rec	eived	M	anager Init	ials		
PE	RSONAL INFORM	1ATION								
Full	l name of applicant			Cell pho	ne number		Date of bir	th	Age	Gender
Soc	ial Security #	Drivers license #	State i	ssued		tus (check			ried 🗆	
Full	l name of Co-Applican	t		Cell pho	Widowed ne number	Separateo	Date of bir		Age Age	Gender
Soc	ial Security #	Drivers license #	State i	ssued	Marital sta	tus (check			ried iber of years)
App	licant Email		-		Co-Applican	t Email				
List	all others who will be oc	ccupying the apartme	nt							
Nar	ne		Date of birth	Age	Soc. Sec. #			Relations	hip to Applicant	
Nan	me		Date of birth	Age	Soc. Sec. #			Relations	hip to Applicant	
Nan	ne		Date of birth	Age	Soc. Sec. #			Relations	hip to Applicant	
НО	OUSING INFORMA	ATION					eded, please a S OF CONTI			
	Applicant's Present	,	e) 🗆 Apartr	nent 🗆	Leased Hom	e □Owı		Other:		
	Present Street Addre	SS		Apt. #	# City		S	tate and Zi	p	
	Present landlord/mor	tgage company		Mont \$	hly rent or m	ortgage		ites:	To:	/
A P	Address of landlord/	mortgage company		Landl #	lord/mortgag	e company	onone	landlord a re ationship	elative? Yes□	l No□
P L	Was your lease/mort If yes, please explain		me? Yes 🗆	No 🗆	What is	your reaso	n for movin	g?		
I	Applicant's Previou			tment [Leased Hor	ne □Ov	n Home	□ Other:		
C	Previous Street Addr	ress (Apt #, City, Sta	te and Zip)							
A N	Previous landlord/mo	ortgage company (Na	ame, Address)				Dates: From:	/	To: /	
T	Was your lease/mort If yes, please explain		me? Yes 🗆 🗋	No □	What is	your reaso	n for movin	g?		
	Applicant's Previou			tment [Leased Hor	ne □Ov	n Home	☐ Other:		
	Previous Street Addr	ress (Apt #, City, Sta	te and Zip)							
	Previous landlord/mo	ortgage company (Na	ame, Address)				Dates: From:	/	To: /	
	Was your lease/mort If yes, please explain		me? Yes 🗆	No 🗆	What is	your reaso	n for movin	g?		
	Co-Applicant's Pre	-	(on a)	artment	□ Leased H	Ioma D	Own Home	Other		
	Present Street Addre		k one) \square Ap	Apt. #		iome —		tate and Zi		
C	Present landlord/mor	tgage company		Mont	hly rent or m	ortgage		ites:	To:	/
• A	Address of landlord/	mortgage company			lord/mortgag	e company	phone Is		elative? Yes □	l No□
P	Was your lease/mort If yes, please explain		me? Yes 🗆	No 🗆	What is	your reaso	n for movin	g?		
L	Co-Applicant's Pre			partment	□Leased	Home □	Own Home	: □Oth	er:	
C	Previous Street Addr	ress (Apt #, City, Sta	te and Zip)							
A N T	Previous landlord/mo	ortgage company (Na	ame, Address)				Dates: From:	/	To: /	
-	Was your lease/mort If yes, please explain		me? Yes 🗆	No 🗆	What is	your reaso	n for movin	g?		
	Co-Applicant's Pre		ck one) \square A	partment	□Leased	Home □	Own Home	Oth	er:	
	Previous Street Addr									
	Previous landlord/mo	ortgage company (Na	ame, Address)				Dates: From:	/	To: /	
	Was your lease/mort If yes, please explain		me? Yes 🗆	No 🗆	What is	your reaso	n for movin	g?		

MISCELLANEOU	S INFORMATION	N.	-			
In case of emergency, notify:	Work phone #		Home phone #	Relationship		
Street Address:	SSS: City/State/Zip:			In the event of serious illness or death of resident, the above person may □ or may not □ enter, remove and/or store all contents found in the dwelling, common areas, or mailbox.		
APARTMENT REQUI	REMENTS AN	D OTHER MA				
Number of bedrooms needed?		Date you are needir		Where did you hear a	bout us?	
Will you be receiving Section 8 1	rental assistance? If '	yes' list Agency Nar	me, contact person and pho	one number.	Yes □ No □	
Is there anyone living with you n Who? / Explain:	ow who won't be liv	ing with you at this p	property?		Yes □ No □	
Do you expect any additions to y Who? / Explain:	our household within	the next twelve mor	nths?		Yes □ No □	
Are there any absent household r Who? / Explain:					Yes □ No □	
Does an adult of this household half not - Explain:				on? Not Applicable □	Yes □ No □	
Does your household have or ant Describe:	icipate having any pe	ets other than those u	sed as service animal?		Yes □ No □	
Have you or any one else named Explain (provide dates):					Yes □ No □	
Have you or any one else named Explain:					Yes □ No □	
Have you or any one else named Explain:					Yes □ No □	
Have you or any one else named				nt of a bill? Explain:	Yes □ No □	
Have you or any one else named Explain:	Yes □ No □					
Have you or any one else named Explain:		Yes □ No □				
Would you or any member of the	Yes No No					
Have you or any one else named apartment, home, mobile home o		een evicted or asked	to move from a rental unit	of any type including an	Yes □ No □	
SIGNATURE CLAUSE This application along with a by Management. I/We certify that answers gi contained in this application owner or its agents to make information given above sha routinely furnish information and may include both favora Property Manager have no do or any guest for failure to do I/We certify that this applicat location. THIS APPLICATION IS NO	wen herein are true an via consumer credit re verifications or inves all entitle owner to (1) to consumer reporting able and unfavorable in the total provide emergents. The consumer reporting the provide emergents on the consumer reporting able and unfavorable in the consumer reporting to the consumer reporting to the consumer reporting the	d complete to the bes ports, rental history re tigations. Failure to reject this application, g agencies about perfo information regarding icy care or give notice household's permaner	t of my/our knowledge. I/ports, criminal history repo- answer any of the above in (2) terminate resident's rimance of lease obligations a resident's compliance wi of emergency to any persor	We authorize verification of ts and other means. Such a squires shall entitle owner the for occupancy. Owner reby residents. Such informath the lease, rules, and final and shall not be liable to aport to maintain a separate subsi	or investigation of all statuthorization does not requested to reject this application. eserves the right to regularion may be reported at articial obligations. Owner oplicant, Resident, any occurrence of the control	
APPROVAL OF THE OWNE. Signature of Applicant	R OR MANAGING	AGEN1.			Date	
Signature of Co-Applicant					Date	
Race / National Origin White, non-Hispanic Hispanic Black Asian / Pacific Islander American Indian / Alaskan Native Other	Federal Government tenant applicants complied with. In not be used in every second control of the control of th	ment, acting through s on the basis of race You are not required to aluating your applicat	Rural Development, that I , color, national origin, rel o furnish this information, b ion or to discriminate again	nis application is requested Federal Laws prohibiting of igion, sex, familial status, ut are encouraged to do so. st you in any way. Howeve of individual applicants of	liscrimination against age and handicap are This information will r, if you choose not to	

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observation or surname.

□ Other _



INCOME CERTIFICATION QUESTIONNAIRE (*NOTE: A separate questionnaire must be completed by each adult men

(*NOTI	(*NOTE: A separate questionnaire must be completed by each adult member of the household)						
Name:							
☐ Initial Certification ☐ Recertification		Addition of Household Member					
Vrg No							
YES NO							

YES	NO		
1. 🗆		I receive Section 8 rental assistance. If yes, list the housing authority below.	Amount of monthly rental assistance
			\$

INCOME INFORMATION

Include all income sources, including unearned income of minors.

YES	No	e sources, including unearned income of minors.	MONTHLY GROSS INCOME
2. 🗆		I am self employed. (List nature of self-employment). This includes but not limited to: Rideshare companies such as Uber/Lyft, multi-level marketing companies such as Mary Kay, Total Life Changes, 1099-contractors, etc.	(use <u>net</u> income from business)
3. 🗆		I have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation: List the businesses and/or companies that pay you:	
		Name of Employer	
		1)	\$
		2)	\$
4. 🗆		I receive cash contributions of gifts, including but not limited to: rent, utility payments, cell phone, transportation, etc. on an ongoing basis from persons	\$
5. 🛘		not living with me. I receive unemployment benefits.	
5. ப	Ц	receive unemployment benefits.	\$
6. 🗆		I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income.	\$
7. 🗆	0	I receive periodic social security payments or Supplemental Social Security Income (SSI).	\$
8. 🗆	0	The household receives <u>unearned</u> income from family members age 17 or under (example: Social Security, Trust Fund disbursements, etc.).	\$
9. 🗆	0	I receive periodic payment from lottery winnings.	\$
10. 🗆	0	I receive disability or death benefits other than Social Security.	\$
11. 🛮		I receive Public Assistance Income (examples: TANF, AFDC)	
		DO NOT INCLUDE FOOD STAMPS	\$
12. □		I am entitled to receive child support payments through court order or other agreement.	
		If yes, how many orders/agreements do you have?	\$(amount ordered)
		If yes, from how many persons do you receive support?	
		List the amount received if not receiving the full agreement amount	\$(amount received)
13. 🗆		I am entitled to receive alimony/spousal maintenance payments	
			\$
14. 🛮		I receive periodic payments from trusts, annuities, inheritance, retirement funds or pensions, insurance policies, lottery winnings, or donation banks (such as plasma donations). If yes, list sources:	
		1)	\$ \$

Revised 10/9/2019





Name:		_
15. 🛘	I receive income from real or personal property.	(use net earned income)
		\$
	I receive student financial assistance (grants, scholarships, etc.) not including loans	
16. 🛘	*NOTE: Count as income only if household receives Section 8 rental assistance.	\$per semester
17. 🗆	I am claiming zero income.	

ASSET INFORMATION

	NFORMAT all asset s	tion sources, including assets of minors.		
YES	NO		INTEREST RATE	CASH VALUE
18. □		I have a checking account(s).# of accounts held		
		If yes, list bank(s)		6 MONTH AVERAGE BALANCE
		1)	%	\$
		2)	%	\$
			%	\$
19. 🛘		3) I have a savings account(s). # of accounts held		
		If yes, list bank(s)		CURRENT BALANCE
		1)	%	\$
		2)	%	\$
				\$
20. □		3) I have a debit card, pay card for direct deposit of benefits, or prepaid		
		debit card (s).		CURRENT BALANCE
		# of cards held		<u>\$</u>
		1)		\$
		2)		\$
		3)		Ψ
21. 🗆		I have a revocable trust(s)		
		If yes, list bank(s)		
		1)	%	\$
22. 🗆		I own real estate.		
		If yes, provide description:		\$
		I intend to:		
		☐ Keep ☐ Sell ☐ Rent ☐ Give Away ☐ Foreclose		
23. □		I own stocks, bonds, or Treasury Bills		
		If yes, list sources/bank names		
		1)	%	\$
		2)	%	\$
		3)	%	\$
24. 🗆	0	I have Certificates of Deposit (CD) or MoneyMarket Account(s).		
		# of accounts held		
		If yes, list sources/bank names		\$
		1)	%	\$
		2)	%	\$
		3)		
25. 🗆		I have an IRA/Lump Sum Pension/Keogh Account/401K.		
	_	If yes, list bank(s)		
		1)	%	\$
		2)		\$
26 П	0	I have a whole life insurance policy.		Ψ <u></u>
26. □	П			\$
		If yes, name of insurance company		Φ
1		If yes, how many policies		

Revised 10/9/2019





27. 🗆		I have cash on hand.		\$
28. □		I have received lottery winnings paid in one payment (not reoccurring periodic payments).		
29. 🗆	0	I have disposed of assets (i.e. gave away money/assets) for less than fair market value in the past 2 years. If yes, list items and date disposed: 1) 2)		\$ \$
30. □	0	I have a safe deposit box at a financial institution. Name of institution: Contents:		\$
31. 🗆	0	I have other personal property held as an investment, other income from assets or sources other than those listed above. If yes, list type below: 1) 2)	% %	\$ \$
BEST O	F MY KN ITUTES A	TIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESI TOWLEDGE. THE UNDERSIGNED FURTHER UNDERSTANDS TH AN ACT OF FRAUD. FALSE, MISLEADING OR INCOMPLETE INI OR TERMINATION OF THE LEASE AGREEMENT.	IAT PROVIDING FALSI	E REPRESENTATIONS HEREIN
PRINTE	ED NAME	OF APPLICANT/TENANT SIGNATURE OF APPLICANT/TE	NANT	DATE
WITNE	SSED BY	: (SIGNATURE OF OWNER/REPRESENTATIVE)		DATE

Revised 10/9/2019







UNEMPLOYED APPLICANT'S AFFIDAVIT

A separate form must be completed by each non-employed adult member of the household

Applicant Name: Date:			
elephone #:		Unit:	
Check (A), (B)	or (C) as applicable.		
(A)	I am not presently employed in employed within the next 12 m	n any capacity and do not anticipate becoming nonths.	
(B)		n any capacity, but anticipate becoming employed wever, I do not yet have a job offer.	
(C)		r employed in any capacity, but anticipate becoming onths, and I have accepted a position with which will begin on (Date)	
	I will be earning \$		
	Offer Letter/Conditional Emp Fully Completed Verification Other supporting documenta		
Unemployment Bend	efits (Check only one)		
[] I am NOT c		s. cipate receiving unemployment benefits. e receiving unemployment benefits.	
(Provide s	supporting documentation if receiving ur	nemployment benefits)	
and that any misrep		ualification procedure to determine eligibility for residency red a material breach of the lease agreement, subjecting me	
Under penalty of p	erjury, I certify the above represent	rations to be true as of the date shown below.	
Applica	nt/Resident Signature	Date	
Owner/Manag	er Representative Signature	Date	



