# 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 signed 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 clarifyincomplete 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.
- 4. 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 the most current 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





# 802 Center Tenant Selection Criteria

Revised August 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 as an elderly population. A minimum of 80% of the apartments must be occupied by at least one individual in the household who is 55 years of age or more at the time of initial occupancy. All members of all households must be at least 40 years of age.

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. A copy of a valid Government Issue photo ID is required. 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 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. 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.
- 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.

With the exception of accessible or special needs units, all units will be leased on a first-come first-served basis with tenants selected in chronological order from the waiting list, providing all paperwork is in order.

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 non-refundable and are required each time a household applies for residency.

# **Occupancy Standards**

Our occupancy standards are based on square footage of the unit.

### Additions to Household and Transferring to another unit

Transfers may only be approved after residing in the original unit for a minimum of six months and in good standing with management. No additions to the household will be allowed in the first six months.

### **Student Status**

Households comprised entirely of full-time students may be ineligible for residency.

### **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 is required to occupy the unit.

### Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)

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. Additionally, we will comply with any State and Local Fair Housing Laws.

### **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:

802 Center 860 E. 86<sup>TH</sup> STREET # 5 INDIANAPOLIS, IN 46240

AUTHORIZATION TO RELEASE IN		Number of page	es including cover sheet:			
To be completed by office:						
To:		From:				
Attn.:						
Company:						
Address:						
		Phone:				
Phone:		Fax:				
Fax:		Email				
1 u.v.		Eman				
Rural Development and/or LIHTC program within Section 42 of the Internal Revenue Code which requires that we obtain written confirmation of the income of all applicants and other household members. In order to comply with Federal regulations requesting verification of all income, assets and allowances for residents of Rural Development and/or LIHTC 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 information 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 Mari	tal Status	Residences and Rental Activity			
Employment, Income, and Assets	Medical Allowan		Student Status			
The groups or individuals that may be a include but are not limited to:	sked to release/ver	ify the above informati	on (depending on program requirements)			
Courts and Post Offices	Past and Present I	Employers	Utility Companies			
Law Enforcement Agencies	State Unemploym	nent Agencies	Credit Providers and Bureaus			
Medical Providers	Veterans Adminis		Welfare Agencies			
Retirement Systems	Social Security A		Internal Revenue Service			
Banks and Other Financial Institutions		ds (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	d):					
Social Security Number:						
Authorizing Signature:						



(To	be completed by offic	ce: Date Received_		Time Rec	eived	M	anager Ini	tials		
PE	RSONAL INFORM	<b>1ATION</b>								
Full	l name of applicant			Cell pho	ne number		Date of bi	rth	Age	Gender
Soci	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 bi		Age Age	Gender
Soci	ial Security #	Drivers license #	State i	ssued	Marital sta	tus (check			ried  iber of years	)
App	licant Email		<del>-</del>		Co-Applican	t Email		,		
List	all others who will be oc	ccupying the apartme	nt		T					
Nan	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 : 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		ates:	To:	/
A P	Address of landlord/	mortgage company		Landl #	lord/mortgag	e company	phone	landlord a re lationship	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 Address (Apt #, City, State and Zip)									
A N	Previous landlord/mortgage company (Name, Address)  Dates: From: / To: /									
T	Was your lease/mortgage in any other name? Yes □ No □ What is your reason for moving? If yes, please explain and provide name.									
	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:		To: /	
	Was your lease/mort If yes, please explain		me? Yes 🗆	No 🗆	What is	your reaso	n for movin	g?		
	Co-Applicant's Pre	-	(one) $\square$ Ar	artment	□ Leased H	Iome D	Own Home	Other	r·	
	Present Street Addre		x one) $\square A_{\Gamma}$	Apt. #		ionic —		state and Zi		
C 0	Present landlord/mortgage company			Mont	hly rent or m	ortgage		ates:	To:	/
A	Address of landlord/mortgage company				lord/mortgag	e company	phone Is		elative? Yes□	l No□
P P	Was your lease/mortgage in any other name? Yes □ No □ What is your reason for moving?  If yes, please explain and provide name.									
L I	Co-Applicant's Pre			partment	□Leased	Home □	Own Hom	e □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: /	
1	Was your lease/mort If yes, please explain		me? Yes 🗆	No □	What is	your reaso	n for movin		10. /	
	Co-Applicant's Pre		ck one) $\square$ A	partment	Leased	Home $\Box$	Own Hom	e 🗆 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		-		
In case of emergency, notify:	Work phone #		Home phone #	Relationship	)
Street Address:	City/State/Zip:			ness or death of resident, the nove and/or store all conten x.	
APARTMENT REQUI	REMENTS AN	D OTHER MA			
Number of bedrooms needed?		Date you are needing		Where did you hear a	about us?
Will you be receiving Section 8 1	rental assistance? If 'y	ves' 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 living	ng with you at this p	roperty?		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:	nembers who under no	ormal conditions wo	ould live with you?		Yes □ No□
Does an adult of this household l If not - Explain:	nave primary physical	custody of every ch	ild listed on this application	on? Not Applicable □	Yes □ No□
Does your household have or ant Describe:	icipate having any pet	s 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				ent 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 of		en 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 du or any guest for failure to do  I/We certify that this applicat location.  THIS APPLICATION IS NO	wen herein are true and via consumer credit reporterifications or investill entitle owner to (1) reportering to consumer reporting to the and unfavorable in the total provide emergencies.  OT A RENTAL AG	complete to the bestorts, rental history reigations. Failure to eject this application agencies about performation regarding by care or give notice nousehold's permane.  REEMENT, CON	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 the and other means. Such a squires shall entitle owner that of occupancy. Owner reby residents. Such informath the lease, rules, and final and shall not be liable to a ot maintain a separate subsident.	or investigation of all stat authorization does not requ to reject this application. esserves the right to regula ation may be reported at an incial obligations. Owner pplicant, Resident, any oc-
APPROVAL OF THE OWNE.  Signature of Applicant	K UK MANAGING .	AGENI.			Date
Signature of Co-Applicant					Date
Race / National Origin  White, non-Hispanic  Hispanic  Black Asian / Pacific Islander  American Indian / Alaskan Native  Other	Federal Governm tenant applicants complied with. Y not be used in eva	nent, acting through on the basis of race ou 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 to of individual applicants of	discrimination against age and handicap are This information will r, if you choose not to

This institution is an equal opportunity provider and employer



observation or surname.

□ Other \_



## INCOME CERTIFICATION QUESTIONNAIRE

(*NOTE: A separate questionnaire must be completed by each adult member of the household)						
NAME:						
☐ Initial Certification			☐ Recertification	☐ Addition of Household Member		
YES	No					
1 0	п	I receive	Section & rental assistar	ce. If we list the housing authority below	Amount of monthly rental assistance	

### INCOME INFORMATION

Include YES	all income 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 not living with me.	\$
5. □		I receive unemployment benefits.	s
6. □		I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income.	s
7. 🗆		I receive periodic social security payments or Supplemental Social Security Income (SSI).	\$
8. 🗆		The household receives <u>unearned</u> income from family members age 17 or under (example: Social Security, Trust Fund disbursements, etc.).	\$
9. 🗆		I receive periodic payment from lottery winnings.	\$
10. 🗆		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)	\$ \$

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Name	:		
15. □		I receive income from real or personal property.	(use <u>net</u> 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.	

	NFORMATI all asset so	ON urces, 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)	%	\$
		3)	%	\$
19. □		I have a savings account(s). # of accounts held		
		If yes, list bank(s)		CURRENT BALANCE
		1)	%	\$
		2)	%	\$
		3)	%	\$
20. □		I have a debit card, pay card for direct deposit of benefits, or prepaid		
		debit card (s).		CURRENT BALANCE
		# of cards held		\$
		1)		\$
		2)		\$
		3)		
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. □		I have Certificates of Deposit (CD) or Money Market 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. □		I have a whole life insurance policy.		
		If yes, name of insurance company		\$
		If yes, how many policies		

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27. □		I have received lettery winnings	paid in one payment (not reoccurring		\$
28 ⊔	П				
28. □		I have disposed of assets (i.e. ga fair market value in the past 2 ye disposed:  1)  2)			\$ \$
29. 🗆		Contents:	ancial institution.		\$
30. 🗆		I have other personal property he from assets or sources other than If yes, list type below:  1)		% %	\$ \$
UNDERST	ANDS THAT I		MATION PRESENTED ON THIS FORM IS TRUE A EREIN CONSTITUTES AN ACT OF FRAUD. FALS		
PRINTE	D NAME OF	APPLICANT/TENANT	SIGNATURE OF APPLICANT/TENANT		DATE
WITNES	SSED BY: (S	Signature of owner/represen	TATIVE)	- r	NATE

IHCDA Compliance Form #23

Revised 10/9/2019



