



**Van Binsbergen**

**& ASSOCIATES**

PROPERTY MANAGEMENT REAL ESTATE

**Corporate Office**

540 South First Street  
Montevideo, MN 56265  
Phone: 320.269.6640  
Fax: 320.269.7789  
office@vanblc.com

**Branch Office**

5709 SW 21st Street, Ste 104  
Topeka, KS 66604  
Phone: 785.350.2289  
Fax: 785.350.2290  
ksoperations@vanblc.com

**www.vanblc.com**

Serving Minnesota, Kansas, Missouri, Nebraska, Iowa

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## PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION

- ☐ A non-refundable application fee of \$25 per Adult must be submitted with the application. (Checks and Money Orders should be made payable in the Property name.)
- ☐ Please write phone numbers for all banks, employment, and other institutions where assets are held and income is received.
- ☐ All adult household members, 18 years of age or older, must sign and date all areas indicated.
- ☐ If you receive Social Security/SSI Benefits please enclose a copy of your most recent awards letter. The letter must have the Date of Issuance in the top right corner.
- ☐ For ALL household members, verification of Social Security number (social security card, signed taxes documentation, etc.) and date of birth (photo ID, birth certificate, etc.) must be provided.

**Please keep in mind, when returning your application, the cost of postage will be higher. Contact your local Post Office for the correct postage amount.**

**If you have any questions regarding this application, please contact:**

**785-350-2289: Anna ext. 311, Zayani ext. 313, Masey ext. 312**

**or**

**620-371-5080: Natali**



"This Institution is an Equal Opportunity Provider."



TTY  
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Thank you for your interest in the properties managed by Van Binsbergen & Associates, Inc. Please take the time to thoroughly complete this application. Incomplete applications considerably lengthen the processing time. You may contact our office for assistance and any questions. Completed Applications are processed in order of date and time received.

**A non-refundable application fee of \$25.00 for each Adult member of the household MUST be included in order to process the application. MONEY ORDERS OR CHECKS MADE PAYABLE TO VAN BINSBERGEN & ASSOCIATES, INC.**

**Return completed application and application fee to:**

**Van Binsbergen & Associates - Topeka Office**

**5709 SW 21st St, Ste #104**

**Topeka, KS 66604**

**Email: ksoperations@vanbllc.com**

**Phone: 785-350-2289**

**Fax: 785-350-2290**

**OFFICE USE ONLY**

Date Received

Time Received

Fee Paid

Date Paid

**APPLICATION FOR OCCUPANCY AT:**

PROPERTY NAME	REQUESTED MOVE IN DATE	
CITY	STATE	

What size unit are you requesting? ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom ☐ Other

How did you hear about this housing? \_\_\_\_\_

APPLICANT NAME			
ADDRESS			
CITY	STATE	ZIP	
PHONE	CELL		
EMAIL			

**CURRENT INFORMATION:**

Do you wish to claim a \$400 deduction from your household income based on "Elderly Household" status, where one household member is 62 or older, handicapped or disabled?..... ☐ Yes ☐ No

Do you wish to have priority for handicap accessible unit with special design features? ..... ☐ Yes ☐ No

Will you have a caregiver/attendant living with you? ..... ☐ Yes ☐ No

*If yes, a criminal background check is required for each caregiver/attendant.*

Do you have a Letter of Priority issued by the USDA Rural Development due to displacement from another property?..... ☐ Yes ☐ No

Do you own any pets? ☐ Yes ☐ No If yes, describe \_\_\_\_\_

*Pets are not allowed except in designated projects.*

Do you have a direct express/debit card for SS, SSI, child support or employment? ..... ☐ Yes ☐ No

Have you received energy assistance in the past and/or do you anticipate receiving it within the next 12 months?..... ☐ Yes ☐ No

**NOTE:** Verification of disability must be obtained for individuals applying for disabled/handicap designated properties. Please provide contact information for verifying physician, clinic, hospital or other relevant third party facility.

PHYSICIAN'S NAME			
CLINIC/HOSPITAL			
ADDRESS			
CITY	STATE	ZIP	
PHONE			



Equal  
Housing  
Opportunity

Van Binsbergen & Associates, Inc. is an Equal Opportunity Provider, and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410  
Or call (202) 720-6382 (Voice and TDD).

**IN CASE OF EMERGENCY NOTIFY:**

NAME			
ADDRESS			
CITY		STATE	ZIP
PHONE		CELL	
EMAIL		RELATIONSHIP	

**PLEASE NOTE:** If you fail to supply ALL requested information where necessary, this application may be deemed unacceptable and returned to you for completion.

**BACKGROUND HISTORY**

Have you or any household member ever been evicted from housing or found ineligible for rental assistance due to violence or drug related criminal activity?

☐ Yes ☐ No

Are you a current illegal user of controlled substance?

☐ Yes ☐ No

Have you ever been convicted of the illegal use of a controlled substance?

☐ Yes ☐ No

Have you ever been convicted of a drug violation: Use, attempted use, possession, manufacture, sale or distribution?

☐ Yes ☐ No

Have you successfully completed a controlled substance abuse recovery program or are you presently enrolled in such a program?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

Are you or another household member subject to any state lifetime sex offender registration?

☐ Yes ☐ No

**HOUSING HISTORY**

Have you lived independently from your parents/guardians?  
*If no, skip to personal reference section.*

☐ Yes ☐ No

Have you owned your own home(s) for the last seven years?  
*If no, complete the following.*

☐ Yes ☐ No

Have you been evicted/unlawful detainer from any type of housing for any reason?  
If yes, provide date and explanation :

☐ Yes ☐ No

List all states/years where all adult members have resided? \_\_\_\_\_

Have you had a prior rental with our management company

☐ Yes ☐ No

If yes, provide date and property : \_\_\_\_\_

Are you currently receiving property based rental assistance or Section 8 Choice Housing voucher?

☐ Yes ☐ No

If yes, provide property name or county agency for voucher: \_\_\_\_\_

PRESENT LANDLORD		PHONE	
LANDLORD ADDRESS			
PROPERTY ADDRESS			
DATES RENTED	START	END	

PREVIOUS LANDLORD		PHONE	
LANDLORD ADDRESS			
PROPERTY ADDRESS			
DATES RENTED	START	END	

**PERSONAL REFERENCES *Do NOT include family members or landlord references in this section***

NAME		PHONE	
MAILING ADDRESS			

NAME		PHONE	
MAILING ADDRESS			

NAME		PHONE	
MAILING ADDRESS			

**CITIZENSHIP DECLARATION**

Is every member of the household a US citizen?

☐ Yes ☐ No

If no, please list the full name of each non-citizen and supply verification of eligible immigration status.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

Acceptable documentation includes:

- ☐ Proof of age (only for tenants 62 years of age or older)
- ☐ If younger than 62, items required: Verification Consent Format **and one of the following:**
- ☐ Form I-551, Alien Registration Receipt Card (for permanent resident aliens ) ☐ Form I-94 Arrival Departure Record
- ☐ Form I-688, Temporary Resident Card ☐ I-688B Employment Authorization Card
- ☐ Receipt issued by DHS indicating application for issuance of replacement document of above listed categories
- ☐ Form I-151, Alien Registration Receipt Card

**RACE/ETHNICITY**

"The information regarding race, ethnicity and sex designation solicited on this Application is requested in order to assure the Federal Government, acting through the Rural Housing Service, that Federal laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluation of your Application or to discriminate against you in any way."

**Head**Gender: ☐ Male ☐ Female☐ Hispanic or LatinoEthnicity: ☐ Not Hispanic or LatinoRace: ☐ American Indian/Alaska Native  
☐ Asian☐ Black or African American  
☐ Native Hawaiian/Other Pacific Islander☐ White**Co-Tenant**Gender: ☐ Male ☐ Female☐ Hispanic or LatinoEthnicity: ☐ Not Hispanic or LatinoRace: ☐ American Indian/Alaska Native  
☐ Asian☐ Black or African American  
☐ Native Hawaiian/Other Pacific Islander☐ White**CERTIFICATION/AUTHORIZATION/CONSENT**

I/We hereby certify the unit applied for will be the household's permanent residence. I/We further certify that I/we do/will not maintain a separate subsidized rental unit in another location.

I/We understand that I/we must pay a security deposit for this unit. I/We understand that my/our eligibility for housing will be based on government program (dependent on property, which may include HUD, RD, Tax Credit) income limits and tenant selection criteria. I/We certify all information provided on this Application is true to the best of my/our knowledge and understand false statements, misinformation, or deliberately withheld information are punishable by law and will lead to cancellation of this Application or termination of tenancy after occupation.

I/We do hereby authorize **Van Binsbergen & Associates, Inc.** and authorized representatives to contact any agencies, law enforcement office, companies, groups, or organizations to verify any information contained in this Application or to obtain and verify additional information or materials which are deemed necessary to complete my/our Application for housing in programs administered by **Van Binsbergen & Associates, Inc.** Further, I/We consent to the release of wage matching data to the RHS and the borrower.

Applicant Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

## Household Questionnaire

<b>Certification Effective Date:</b> <input type="checkbox"/> Move-in (MI) _____ <input type="checkbox"/> Annual Recert (AR) _____ <input type="checkbox"/> Interim Recert (IR) _____ <input type="checkbox"/> Resume subsidy (IC) _____ <input type="checkbox"/> Other Cert/Add HH Member _____	<b>Household qualifies for the following program(s):</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Section 8  <input type="checkbox"/> Housing Tax Credit  <input type="checkbox"/> HOME  <input type="checkbox"/> NHTF         </div> <div> <input type="checkbox"/> Section 236  <input type="checkbox"/> Section 811  <input type="checkbox"/> MARIF  <input type="checkbox"/> Other _____         </div> </div>	<b>Date Application Rec'd:</b> _____  <b>Time Application Rec'd:</b> _____  <b>Rent Amount:</b> \$ _____
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**Property Name** \_\_\_\_\_ **Bldg/Unit #** \_\_\_\_\_

## Household Composition

Applicants/residents, complete this questionnaire in your own handwriting. List all persons who will be living in the unit. Give the relationship of each family member to the head of household. **Each household member age 18 years or older and under age 18 if head, spouse, or co-head of household must disclose income and assets and sign and date this application.** If this questionnaire is being completed by an applicant who is applying for occupancy with an existing household, only include the information for the new applicant.

	Household Member's Name	Relationship	Date of Birth	Has/Will this person be a student* during this and/or the upcoming calendar year? YES/NO	Social Security Number (not required for agency deferred loans (except MARIF), HTC, HOME, or NHTF)
1					
2					
3					
4					
5					
6					
7					
8					

\* Include public and private elementary, junior & senior high, college, university, technical, trade, and mechanical schools. Do not include on-the-job training courses.

## Disclosure of Household Income

List current and anticipated income for the twelve-month period beginning on the anticipated move-in date or effective date of recertification. **Include all full time, part time or seasonal income even if completing this application in the off-season.**

**DOES ANY MEMBER RECEIVE OR EXPECT TO RECEIVE**

(Check YES or NO to each item, as applicable, and include gross monthly amount. List sources on page 2.):

YES Amount	NO		Gross Monthly
		1. Wages, salaries (include overtime, tips, bonuses, commissions, etc.) . . . . .	\$
		2. Does any member work for someone who pays them in cash, is self-employed or does "app" or "gig" work.	\$
		3. Regular pay for a member of the armed forces . . . . .	\$
		4. Public Assistance (MFIP, GA, MSA) <u>Benefits are received by (circle one)</u> direct deposit check cash card	\$
		5. Worker's compensation . . . . .	\$
		6. Unemployment benefits or severance pay . . . . .	\$
		7. Student financial assistance (public or private, not including student loans) . . . . .	\$
		8. Child support (check yes if you have a court order, even if you are not receiving the full amount awarded) .	\$
		9. Alimony/Spousal Maintenance . . . . .	\$
		10. Social Security income (including unearned income of minor children) . . . . .	\$
		11. Disability benefits including social security disability . . . . .	\$
		12. Regular payments from pensions (PERA, railroad, etc.) . . . . .	\$
		13. Regular payments from retirement benefits . . . . .	\$
		14. Death Benefits . . . . .	\$
		15. Regular payments from annuities or life insurance dividends . . . . .	\$
		16. Regular payments from inheritance, insurance settlement, lottery winnings, etc. . . . .	\$
		17. Net income from rental property . . . . .	\$
		18. Regular cash and non-cash contributions, assistance with paying bills (including utilities), or gifts from companies, agencies or individuals not living in the unit (not including groceries). . . . .	\$
		19. Are any changes to income expected within the next 12 months due to a raise, bonus or other reason?	\$
		20. Other (list) _____	\$

## Household Questionnaire

## Disclosure of Household Assets

YES	NO	DOES ANY HOUSEHOLD MEMBER (INCLUDING CHILDREN) HAVE MONEY HELD IN:	Current Balance
		21. Checking Accounts . . . . . (6 month average balance)	\$
		22. Savings Accounts . . . . .	\$
		23. Cash cards used to receive government benefits or other income . . . . .	\$
		24. Online or app accounts such as GoFundMe, Kickstarter, Fundly, local bank, Venmo, CashApp, etc. . . . .	\$
		25. US Savings Bonds . . . . .	\$
		26. Trusts* . . . . .	\$
		27. Securities . . . . .	\$
		28. Whole or Universal Life Insurance Policy (do not include term life insurance) . . . . .	\$
		29. 401K* . . . . .	\$
		30. IRA/KEOGH Accounts . . . . .	\$
		31. Certificates of Deposit . . . . .	\$
		32. Pension/Retirement/Annuity. . . . .	\$
		33. Money Market or Mutual Funds . . . . .	\$
		34. Treasury Bills . . . . .	\$
		35. Stocks . . . . .	\$
		36. Lump Sum Payment (i.e., inheritance, insurance settlement, lottery winnings, capital gains) . . . . .	\$
		37. Are any accounts held jointly with someone not in the unit? Which account and with whom? . . . . .	
		38. Other (include cash on hand) . . . . .	\$

\*Include Trusts, 401K, etc., only if the accounts are accessible to the household prior to termination of employment, retirement, or death. If you are unsure, list the account and it will be verified.

YES	NO		Value
		39. Do you now own a home or other real estate? . . . . .	\$
		If yes, list address(es): _____	
		40. Do you receive payments for a home you sold by contract for deed? . . . . .	\$
		41. Do you have any coin collections, antique cars, gems/jewelry, stamps or any other items . . . . .	\$
		held as an investment (wedding rings and personal jewelry do not count)?	
		42. Are any assets held jointly with another person (e.g., real estate, coin collections, etc.)? List person, asset(s) and percentage of ownership. _____	

## DO NOT LEAVE THIS SECTION BLANK.

From 1-42, income and assets above, provide contact information for all "YES" checked items. All information must be verified. (If a household member has more than one source of income and/or asset, use a separate line for each source. Use additional sheets, if necessary.)

Item Number	HH Member	Name and mailing address of income or asset source and educational institution for household members age 18 or older.	Contact name and phone/fax/email

Please attach documentation available to verify income (e.g., divorce/settlement papers, tax returns, social security benefit award letter, etc.).

## Household Questionnaire

I/We hereby certify that I/We ☐ Have ☐ Have not sold or given away any assets for **less than Fair Market Value** during the two-year (24 month) period preceding the date of this questionnaire. Any assets sold or disposed of for less than Fair Market Value must be identified below:

Household Member	Asset and Estimated Market Value	Date sold/disposed	Amount Received
			\$ _____
			\$ _____

### ADDITIONAL INFORMATION

The following questions pertain to every member of the household. Check either **YES** or **NO** in response to each question. Add an explanation below for all items checked YES.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will any household member, including children, live in the unit on a less than full time basis?
<input type="checkbox"/>	<input type="checkbox"/>	Do you anticipate any change in your household (someone moving in or out) during the next 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	Does any adult member of the household have zero income? If yes, name(s): _____
<input type="checkbox"/>	<input type="checkbox"/>	Does/will the household receive rent assistance? If so, indicate from what source (Section 8, Rural Development RA, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Does your household have any needs that might be better served by a unit which is accessible to persons with mobility, hearing or visual impairments?
Explanation: _____ _____ _____		

### SIGNATURES

I/we certify that the foregoing information is true and complete to the best of my/our knowledge and authorize the Landlord to make inquiries to verify the statements herein. I/we further understand that any intentional misrepresentation on this form might result in a default in the rental agreement and/or eviction of this household. If any of the aforementioned information changes, I/we agree to notify Landlord immediately.

Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Head of household email address: _____	Phone: _____

This applicant/resident required assistance in completing the Household Questionnaire due to: \_\_\_\_\_

Assistance was provided by: \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT STATUS AFFIDAVIT

**This affidavit is to be completed by the Head of Household. Check A, B, or C, as applicable. (Note that students include those attending public or private elementary schools, middle or junior high schools, senior high schools, college universities, technical, trade, or mechanical schools, but does not include those attending on-the-job training):**

- ☐ A. Household contains at least one occupant who is not a student, has not been a student and will not be a student for five or more months during the current and/or upcoming **CALENDAR** year (months need not be consecutive). If this item is checked, no further information is needed.
- ☐ B. Household contains all students, but is qualified because the following occupant(s) \_\_\_\_\_ is/are part-time student(s). Documentation of part-time student status is required for at least one member of the household. (*Complete Sample Form 19A*)
- ☐ C. Household contains all full-time students for five or more months during the current and/or upcoming calendar year (months need not be consecutive). If this item is checked, questions 1-5 below must be completed.

This section to be completed if it is determined the household is comprised of **full time students**.

- ☐ 1. At least one member of the household is a single parent with minor child(ren), and both the parent and children are not dependents of a 3<sup>rd</sup> party, and the children are only claimed by a parent. (*Please provide a copy of most recent tax return*).
- ☐ 2. At least one member of the household is married and *eligible* to file a joint income tax return. (*Please provide a copy of the marriage license OR a copy of most recent tax return*).
- ☐ 3. At least one member of the household receives assistance under Title IV of the Social Security Act, (or TANF). (*Please provide proof of assistance being received*).
- ☐ 4. At least one member of the household receives assistance from the Workforce Investment Act (formerly known as Job Training Partnership Act, (JTPA) or other similar federal, state or local program. Name of the Program: \_\_\_\_\_  
(*Please provide proof this type of assistance is being received*).
- ☐ 5. At least one member of the household was previously part of the Foster Care Program. (*Please provide proof/documentation from the State*).

**Households comprised entirely of full-time students that are income eligible and satisfy one or more of the above conditions are considered eligible. If none of the above applies, or verification does not support the exception indicated, the household is considered an ineligible student household.**

I certify the statements made in this Student Affidavit are true and complete and I am aware that false statements are punishable under Federal law. I also understand that **I am to immediately report any changes in my student status** to the Management. I understand that my student status may affect my qualifications as a qualifying tenant under Section 42 of the Internal Revenue Code.

\_\_\_\_\_  
Applicant/Resident (Head of Household)

\_\_\_\_\_  
Date



## TENANT RELEASE AND CONSENT

I/We, the undersigned, hereby authorize all representatives of companies/agencies in the categories listed below to release, without liability, information regarding employment, additional forms of income, benefits, assets, and references to **Van Binsbergen & Associates, Inc.** (Owner and/or Agent), for purposes of verifying information listed on the rental application.

### INFORMATION COVERED

I/We understand that previous or current information regarding my/our household may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identifiers; employment, income and assets; medical or child care allowances. I/We understand this authorization cannot be used to obtain any information which is not pertinent to eligibility as a qualified tenant.

### GROUPS OR INDIVIDUALS WHO MAY BE CONTACTED

The groups or individuals who may be asked to release the above information include, but are not limited to:

Past and Present Employers	Veterans Administration	Welfare Agencies
State Unemployment Agencies	Social Security Administration	Retirement Systems
Support and Alimony Providers	Banks/Other Financial Institutions	Colleges & Universities
Medical and Child Care Providers	Previous Landlords	Public Housing Agencies

### SAVE VERIFICATION CONSENT FORM

For every household member (adult or child) identified as an eligible noncitizen on the application, the signatures below provide consent to the following for the individual and/or signature of parent/guardian for household members under the age of 18:

1. The use of provided evidence/documentation to verify eligible immigration status to enable household members to receive financial assistance for housing.
2. The release of such evidence to the DHS for purposes of verification of the immigration status of the individual.

### CONDITIONS

I/We agree that a photocopy of this authorization may be used for the above stated purpose(s). The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

### SIGNATURES

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date



This institution is an Equal Opportunity Provider, and Employer. To file a complaint of discrimination, write to USDA, Director Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (800) 795-3272 (voice), or (202) 720-6382 (TTD).



# UNDER \$5,000 ASSET CERTIFICATION

For households whose combined net assets do not exceed \$5,000.  
Complete only one form per household; include assets of children.

Head of Household Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Development Name and Address: \_\_\_\_\_

## Complete all that apply for 1 through 4:

1. My/our assets include (enter n/a in (A) if you do not own the respective asset):

	(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income		(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income
Source				Source			
Savings Account(s)	\$ _____	% _____	\$ _____	Checking Account(s)***	\$ _____	% _____	\$ _____
Cash on Hand	\$ _____	N/A _____	N/A _____	Cash Cards or Apps****	\$ _____	% _____	\$ _____
Certificates of Deposit	\$ _____	% _____	\$ _____	Money Market Funds	\$ _____	% _____	\$ _____
Stocks	\$ _____	% _____	\$ _____	Bonds	\$ _____	% _____	\$ _____
IRA Account(s)	\$ _____	% _____	\$ _____	401(k)/403(b) Account(s)	\$ _____	% _____	\$ _____
Keogh Account(s)	\$ _____	% _____	\$ _____	Trust Funds	\$ _____	% _____	\$ _____
Equity in Real Estate	\$ _____	% _____	\$ _____	Land Contracts	\$ _____	% _____	\$ _____
Lump Sum Receipts	\$ _____	% _____	\$ _____	Capital Investments	\$ _____	% _____	\$ _____
Bitcoin/ Cryptocurrency	\$ _____	% _____	\$ _____	GoFundMe/Crowdsourcing	\$ _____	% _____	\$ _____
Life Insurance (Excluding Term)	\$ _____	% _____	\$ _____				
Other Retirement/Pension Funds not named above:	\$ _____	% _____	\$ _____	Explanation _____			
Personal Property Held as an Investment**	\$ _____	% _____	\$ _____	Explanation _____			
Other (list):	\$ _____	% _____	\$ _____	Explanation _____			

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, Trust) may or may not be (fully) accessible to you. Include only those amounts which are are.

\*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

\*\*Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by persons with disabilities.

\*\*\*Checking Account cash value should be the average in the checking account over the last six (6) months

\*\*\*\*Cash Cards or Apps used to receive government benefits or other income.

(Check either box 2 or box 3 below, not both)

2. ☐ Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below fair market value (FMV). Those amounts equal a total of: \$ \_\_\_\_\_ (enter the difference between FMV and the amount you received).
3. ☐ I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
4. ☐ I/we do not have any assets at this time (do not check this box if you have entered any numbers in section 1, above).

**The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000, and the annual income from the net family assets is \$ \_\_\_\_\_ (enter the total of all (A\*B) Annual Income in section 1 above). This amount is included in total gross annual income.**

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of a lease agreement.

Signature of Applicant/Tenant \_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant/Tenant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant/Tenant \_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant/Tenant \_\_\_\_\_ Date \_\_\_\_\_

**PENALTIES FOR MISUSING THIS CONTENT:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7), and (8). Violations of these provisions are cited as violations of 42 USC 408 (a), (6), (7), and (8).

### Custody/Child Support & Alimony Affidavit

Applicant/Tenant: \_\_\_\_\_ Property: \_\_\_\_\_

This form verifies the receipt/non-receipt of child support and custody for the following children:

_____	_____
_____	_____
_____	_____

Name of Absent Parent: \_\_\_\_\_

Will this child live with you in the tax credit unit at least 50% of the time? ☐ Yes ☐ No

Was there a legal marriage to the other parent? ☐ Yes ☐ No

If yes, please submit a copy of the divorce decree, separation agreement  
or other documents outlining custody arrangements.

If no, is there a court order for child support? ☐ Yes ☐ No

If yes, provide court order #: \_\_\_\_\_

☐ I do not receive court ordered alimony ☐ and/or child support ☐. Must provide a reason why and then no further documentation is needed. Reason why: \_\_\_\_\_

☐ I receive the full amount of court ordered alimony ☐ and/or child support ☐ in the amount of \$\_\_\_\_\_ a week ☐ / month ☐ / year ☐. If documentation is not available, please provide a reason why, otherwise provide backup documentation. Reason why: \_\_\_\_\_

☐ I do not receive the full court ordered amount of alimony ☐ and/or child support ☐, but I do receive the partial or sporadic amount of \$\_\_\_\_\_ a week ☐ / month ☐ / year ☐. (Divorce decree, separation statement, child support enforcement order, payment sheet from an enforcement agency and legal attempts to collect is required. If not obtained, the full amount of the original court order must be used.)

☐ I do not have a court order for alimony ☐ and/or child support ☐ and I do not currently receive any. Must provide reason for no court order. Reason why: \_\_\_\_\_

☐ I do not have a court order for alimony ☐ and/or child support ☐, but an informal, mutual agreement is in place. I do receive payment in the amount of \$\_\_\_\_\_ a week ☐ / month ☐ / year ☐.

I/WE certify under the penalty of perjury that all information I/We provided for the purpose of completing this form is true and complete to the best of My/Our knowledge and belief. I/We understand that willful misrepresentation of any information provided herein constitutes fraud and may be dealt with in a Court of Law.

\_\_\_\_\_  
Tenant Signature Date

\_\_\_\_\_  
Tenant Signature Date

\_\_\_\_\_  
Manager's Signature Date

**Note:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.



(FOR OFFICE USE ONLY)

SITE NAME: \_\_\_\_\_

RHR ACCT #: \_\_\_\_\_

**Personal Information:****General Consent Form**I, \_\_\_\_\_ have made  
Last Name First Middle Maidenapplication with \_\_\_\_\_ for \_\_\_\_\_  
Company Name State Purpose

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth Sex Social Security Number Driver's License State (\_\_\_\_\_) Home Phone**Release:**

I/We authorize Rental History Reports (RHR) and/or the above named company to do a complete investigation of all information provided in my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: credit report, verification of employment and income, criminal record search, rental history references (including MPHA), unlawful detainer/eviction investigation, identity trace, sex offender search, terrorism search, check writing history and personal interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus, banks and other depository institutions, current and former employers, federal or state records including state employment security agency records, county or state criminal records, county agencies as it relates to the applicant's eligibility, non-eligibility and/or benefit amounts received by the tenant, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize RHR to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case, the authorization continues in effect for the maximum period not to exceed one (1) year. Notice to applications applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screen report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-days' notice. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**OUT-OF-STATE CRIMINAL RECORDS SEARCH**

_____ City / County	_____ State	_____ City / County	_____ State
_____ City / County	_____ State	_____ City / County	_____ State

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SITE NAME: \_\_\_\_\_

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Date of Birth Sex Social Security Number Driver's License State (\_\_\_\_\_) Home Phone**Release:**

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Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**OUT-OF-STATE CRIMINAL RECORDS SEARCH**

_____ City / County	_____ State	_____ City / County	_____ State
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