

Application for Admission and Rental Assistance

Name _____	Address _____
Phone _____	Email _____
Date of Application _____	Time of Application _____



Jennings Court Apartments

1080 Jennings Ave.
 Santa Rosa, CA 95401
 Telephone: 707-527-5421 Fax: 707-528-7892

Managed by: Covia Affordable Communities

PLEASE NOTE: The information you provide on this application will be treated as confidential. It includes both information necessary for determining your eligibility for housing, and information required for statistical purposes. The race, ethnicity, and gender information is requested in order to assure the Federal government that Federal laws prohibiting discrimination against applicants are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. Please answer each question as completely as possible. Any information found to be incomplete and/or falsified will cause the application to be denied and not processed.

Applicant Household Information: List below anyone you expect to live in your household at Move-In.

Full Name	Race	Ethnicity	Citizenship	Gender	Date of Birth	Social Security Number	Student of Higher Education
<ul style="list-style-type: none"> • List Head of Household first • List Spouse or Co-Head second • List Dependents or other adults in order of age • List Foster Child/Adult or Live-In Aide last • List all Aliases 	Enter all that apply: • White/Caucasian • Black/African-Amer. • Asian • Am. Indian/AK Native • Hawaiian/Pacific Is. • Other Leave blank if you wish not to report	Enter one of the following: • Hispanic • Non- Hispanic Leave blank if you wish not to report	Enter one of the following: • Citizen • Immigrant/Refugee • Visitor/Visa Holder	• Male • Female Leave blank if you wish not to report			Yes or No

For marketing purposes, please let us know how you heard of us:

Newspaper/Radio/TV
 Drove by
 Resident Referral
 Word of Mouth
 Web Site
 Other: _____

State your current living situation:

Own Home
 Live with Friend/Family
 Renting
 Lack Nighttime Residence
 Fleeing Violence
 Other _____

List all States you or any household member have lived in: _____

Rental History: (If you currently own your home, or are living at your parents' home, or with friends, or are homeless or fleeing violence, enter N/A for Landlord.)

Present Landlord Name	
Address/Phone	
Move In and Move Out Dates	
Reason for Leaving	
Previous Landlord Name	
Address/Phone	
Move In and Move Out Dates	
Reason for Leaving	

Please answer each of the following questions:

1. YES NO Are you expecting any future additions to your family due to:
 pregnancy adoption foster child
2. YES NO Do you have a child who is part of a joint custody agreement who will live with you at least 50% of the time, or do you have a child who is away at school who will live at your residence during school recesses?
3. YES NO Do you have a family member who is temporarily absent from the home due to:
 employment placement in foster care, hospital, or rehabilitation facility?
4. YES NO Do you have a family member who is permanently confined to a hospital or nursing home?
5. YES NO Do you have a live-in aide for whom you have a doctor's verification showing a medical need for supportive services?
6. YES NO Are you or any member of your potential household currently a US military veteran?
7. YES NO Are you or any member of your potential household a victim of a recent Presidentially Declared Disaster?
8. YES NO Do you currently, or have you ever, received HUD assistance in housing, including the Housing Choice Voucher Program? If yes, Landlord Name/Address/Dates: _____
9. YES NO Are you or any member of your potential household subject to a state lifetime sex offender registry? If so, which family member and what states? _____
10. YES NO Do you or any member of your potential household owe money to HUD or any previous landlord? If yes, list:
Name/Address/Amount: _____
11. YES NO Have you ever committed fraud in a HUD-assisted housing program, been asked to repay money for knowingly misrepresenting information for such housing programs, or ever been evicted from rental housing? If yes, explain:

12. YES NO Does a member of your potential household have a criminal/juvenile record? If yes, describe: _____

13. YES NO Have you or any member of your potential household been convicted of a misdemeanor/felony or any crime other than a traffic violation? If yes, give details: _____
14. YES NO Are you or any member of your potential household a current user of a controlled substance, including marijuana?
15. YES NO Have you or any member of your potential household been convicted of the illegal manufacture or distribution of a controlled substance, including marijuana?
16. YES NO Are you or any member of your potential household an abuser of alcohol, or exhibit a pattern of alcohol abuse, which has interfered with the health, safety, or right to peaceful enjoyment of your premises by other residents?
17. YES NO Has any family member ever used any name or SSN other than the one they are currently using?
18. YES NO If you lack a SSN, or document, were you 62 or older on 1-31-10 and receiving any type of HUD rental assistance?

Elderly/Disabled Families and Reasonable Accommodations

Elderly families are defined by HUD as families where the head, spouse, or co-head is at least 62 years of age, or is 18 years of age or older and is a person with disabilities. If you wish to be considered as an elderly family due to a disability, HUD requires that we receive your consent to verify your disability. In addition, families that include persons with disabilities requiring accessibility features have the right to request reasonable accommodations such as the need for an accessible unit, including the need for accessible features, in order to use and enjoy a dwelling unit. Please complete both questions below.

YES NO Are you 18 years of age or older and a disabled person, and give consent to have your disability verified?

YES NO Do you or any family member have need for one of the following special accessibility features?
 Mobility Disability Hearing Disability Visual Disability

Total Household Income

YES NO Does anyone regularly give you cash or help you financially in any way? If yes, explain: _____

YES NO Does anyone regularly pay some of your bills such as rent, utilities (electric/gas), phone, cable, car payment, gas, train or bus transportation? If yes, identify: _____

YES NO Do you receive SS benefits under someone else's number? If yes, list their SSN _____, and include the income in the chart below.

Below list all money earned or received by each member of your household, such as wages, self-employment, unemployment, child support, alimony, family financial support, Social Security/SSI, Workman's Compensation, retirement benefits, pensions, trusts, annuities, AFDC, Welfare, Veterans benefits, Military Pay, insurance benefits, etc.

Family Member Name	Employment (Rate times hours)	Monthly Public Assistance	Monthly Child Support/Alimony	Monthly SS/SSI/Pension	Weekly Unemployment	Other
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Asset Information

YES NO Has any household member given away any asset for less than fair market value during the past two years?
If yes, give date and explanation: _____

YES NO Has any household member sold any real estate in the last two years? If yes, describe: _____

YES NO Does any household member own or have an interest in any real estate or mobile home? If yes, describe: _____

YES NO Does any family member (including children) have assets such as cash, checking, savings, CDs, 401K, etc?
If so, list in chart below.

Account Type	Family Member Name	Account Number	Bank Name	Value	Annual Income from Asset
Cash/Deposit Box				\$	NA
Direct Express Debit Card				\$	NA
Checking				\$	\$
Savings				\$	\$
CD/Stocks/Bonds				\$	\$
Trusts				\$	\$
Retirement Fund				\$	\$
Real Estate				\$	\$
Life Insurance				\$	\$
Funeral Account				\$	\$
Other				\$	\$

Eligible Deductions from Income to Reduce Rent

HUD has allowed certain deductions to be subtracted from annual income, to enable residents to pay rent based on their ability to pay. Answering the following questions regarding deductions is voluntary. Your answers will be kept strictly confidential and the information provided will be used to help us determine any eligible deductions that you may or may not qualify for.

YES NO Does any household member 18 or older, that is not the Head/Spouse/Co-head, attend an institution of higher education either part-time or full-time?

YES NO Does any household member pay childcare expenses to enable them to work, seek work, or attend school?

YES NO Does any household member pay handicap expenses to enable them to work?

YES NO Does any household member pay medical expenses? If yes, see medical deduction qualifications below.

Medical Deduction Qualifications (for Elderly/Disabled Households only)

When a household has a Head or Co-head/Spouse that is disabled or elderly, that household qualifies for deductions when medical expenses are not covered by insurance and are paid out-of-pocket. If any family member qualifies for medical deductions, you may list their medical expenses below. Providing this information is voluntary, and any information provided will be kept strictly confidential.

Doctors:

Name of Doctor	Address	Phone

Prescription Medication Information:

Name of Drugstore	Address	Phone

Over the Counter Medication/Supplies:

Medication/Supply	Cost	Most Often Used	Number per Package

Medical Insurance: Do you have Medicare or Medicaid? YES No

Name of Company	Amount paid	How Often Paid	Deductible Amount

Vehicles

Make/model _____ Year _____ Color _____ Tag # _____ State _____

Vehicle registered to _____ Driver's license number _____

Make/model _____ Year _____ Color _____ Tag # _____ State _____

Vehicle registered to _____ Driver's license number _____

Emergency Contacts

In cases of emergency management requests that you provide the information below. An emergency is broadly defined as a case where management feels a resident's well being is threatened and/or where management feels a resident's actions/conduct appear to be a lease violation. Some examples of this type of emergency are non-payment of rent; perceived criminal activity against persons/property; perceived abuse of an illegal substance; behavior violating the quiet enjoyment of other residents; and, housekeeping that violates safe and sanitary rules. An emergency is also defined as an urgent need for assistance or relief, or when there are unforeseen circumstances that call for immediate action.

In Case of Emergency		
First Family Member to Notify Is:		
Full Name: _____	Relationship: _____	Phone: _____
Address: _____		
Second Family Member to Notify Is:		
Full Name: _____	Relationship: _____	Phone: _____
Address: _____		

Please describe any other information that will help us to process your application: _____

Certification and Consent to Release of Information

NOTE: All household members 18 and older must sign this Application. By signing this application, I certify the completeness and accuracy of the information contained herein. I understand that the Department of HUD is authorized to collect this information to determine eligibility, appropriate bedroom size, and the amount my family will pay for rent. I also understand that this will be my only residence. I authorize management to contact my present/prior landlords for information regarding my tenancy, and to access records pertaining to me which may be on file with credit bureau authorities. I authorize a criminal background check and a check of the state/national sex offender registry for all adult family members. I understand that all information I have listed is subject to verification and that a final decision on eligibility cannot be made until all verifications are complete. I understand that it is a crime to knowingly provide false information for the purpose of obtaining or maintaining occupancy in, and/or, for the purpose of securing a lower rent in, a subsidized housing unit, and that the penalty for knowingly providing false information is up to five years in prison and/or \$10,000 fine upon conviction.

I hereby do swear and attest that all of the information herein about me is true and correct. I understand that if no unit is currently available and I am put on a waiting list, I must **update** all information about me and all family members at the time a unit is available to be offered.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Applications are recorded according to the date of receipt. Incomplete applications will be rejected.



Managing Agent's Fair Housing and Section 504 Designated Representative

It is the policy of this company to provide housing on an equal opportunity basis. We do not discriminate on the basis of race, color, national origin, ancestry, sex, age, disability, religion, familial status, marital status, sexual orientation, gender identity, or medical condition. If you feel you have been discriminated against in the processing of this application, please call the following representative of this company:

Name KARIM SULTAN Title VP AFFORDABLE HOUSING Phone 925-956-7372

Address 2185 N CALIFORNIA BLVD #215, WALNUT CREEK, CA 94596 Email KSULTAN@COVIA.ORG

<u>For Official Use Only:</u>		
Date Application Received _____	Time Received _____	O/A's Initials _____