

Conway Park Apartments

400 Wood Court
P.O. Box 585
Conway, NC 27820
252-585-0524

Thank You for your interest in Conway Park Apartments. We are now accepting applications for our 1 and 2 bedroom apartments. Enclosed is our rental application that must be filled out completely. If a question does not apply to your situation, please answer N/A. We also ask that you use a pen when filing it out. Again, thank you for inquiring about Conway Park Apartments!

The following income restrictions apply for all persons applying for housing.

Maximum Adjusted Income

	<u>1 Person</u>	<u>2 Person</u>	<u>3 Person</u>	<u>4 Person</u>	<u>5 Person</u>
Very Low	\$19,350	\$22,100	\$24,850	\$27,600	\$29,850
Low	\$30,900	\$35,300	\$39,750	\$44,150	\$47,700
Moderate	\$36,400	\$40,800	\$45,250	\$49,650	\$53,200

1BR

2BR

Rent Schedule:	\$ <u>574</u> to \$ <u>759</u>	\$ <u>599</u> to \$ <u>784</u>
Utility Allowance	\$119	\$168
Security Deposit:	\$ <u>574</u>	\$ <u>599</u>

Rental Assistance Available

Minimum Income Requirements without RA or Section 8 voucher	\$16,632	\$18,408
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Minimum Income Requirements with RA or Section 8 voucher None

No Pets Allowed

Smoking, including E-cigarettes will be prohibited in all residential units including porches and balconies. Smoking will be permitted 25 feet and beyond from all buildings. This policy applies to all residents, guests, employees, service personnel, and all other visitors to the property.

Application Requirements

1. **Completed and signed application.**
2. **\$25.00 money order or check payable to Evergreen Construction to cover the cost of the credit and criminal reports that we will run. An additional \$25.00 will be required if applicants have different last names or the same last names but separate credit (i.e. parent/child)**
3. **Enclose a copy of each household member(s) birth certificate.**
4. **Enclose a copy of each household member(s) social security card.**

**Return the above information to: Conway Park Apartments
400 Wood Court
Conway, NC 27820**



EQUAL HOUSING OPPORTUNITY



This institution is an equal opportunity provider and employer

8-8-19



RENTAL APPLICATION

(RD/LIHTC)

COMPLEX _____

RECEIVED _____

COMPLETE _____

(Date) (Time)

APPLICANT INFORMATION

Do you have a Section 8 Certificate or Voucher? () Yes () No

Name _____ Birthdate _____ Social Security # _____

Current Address _____ City _____ State _____ Zip Code _____

How Long at this address? _____ Phone # _____ Current Landlord _____

Landlord Address _____ City _____ State _____ Zip Code _____ Landlord Phone # _____

Current Employer _____ Address _____ City _____ State _____ Zip Code _____

Employer Phone # _____ Occupation _____ Length of Employment _____ Name of Supervisor _____

Have you ever been convicted of a felony or misdemeanor? _____ If yes, when? _____

Reason for Moving _____ Driver's License # _____ State Issued _____ How Many Vehicles? _____

Previous residences for last 5 years. *Are you or will you be a Student anytime during the next 12 months? F/T P/T No

Complete Address _____ Landlord _____ Landlord Phone # _____ From - To _____

CO-APPLICANT INFORMATION

Name _____ Birthdate _____ Social Security # _____ Current _____

Address _____ City _____ State _____ Zip Code _____

How Long at this address? _____ Phone # _____ Current Landlord _____

Landlord _____ Zip _____

Address _____ Landlord _____ City _____ State _____ Code _____ Phone # _____

Current Employer _____ Address _____ City _____ State _____ Zip Code _____

Employer Phone # _____ Occupation _____ Length of Employment _____ Name of Supervisor _____

Have you ever been convicted of a felony or misdemeanor? _____ If yes, when? _____

Reason for Moving _____ Driver's License # _____ State Issued _____ How Many Vehicles? _____

Previous residences for last 5 years: *Are you or will you be a Student anytime during the next 12 months? F/T P/T No

Complete Address _____ Landlord _____ Landlord Phone # _____ From - To _____

OTHER INTENDED OCCUPANTS OF APARTMENT

Full Name _____ Relationship _____ DOB _____ Soc. Sec. # _____ Student Status _____

F/T P/T No

F/T P/T No

F/T P/T No

AUTOMOBILE INFORMATION

Model _____ Make _____ Tag # _____ Color _____

IN CASE OF EMERGENCY, ILLNESS, OR ACCIDENT, PLEASE NOTIFY:

Name _____ Relationship _____ Phone # _____

Address _____ City _____ State _____ Zip Code _____

Doctor _____ Phone # _____ Hospital _____

RD regulations require that all applicants/tenants reveal all sources of income and assets. This application is not considered complete and therefore can not be processed until the following questionnaire of income and assets has been completed by both the applicant and co-applicant. In cases of elderly, handicapped or disabled applicants a medical expense questionnaire must also be filled out as part of the application process. To determine if you meet the definition of handicapped or disabled, refer to the handicapped/disabled definition and questionnaire which must be completed by both the applicant and/or co-applicant in order to receive the deduction.

INCOME AND ASSETS QUESTIONNAIRE
(Complete for Everyone 18 years of Age and Older)

Household Member: _____

<u>A. Assets Section</u>	<u>Est. Amount/Value</u>	<u>Financial Institution</u>
Do you have any of the following:		
a. Checking Accounts) Yes) No	_____	_____
b. Saving Accounts) Yes) No	_____	_____
c. Certificate of Deposits) Yes) No	_____	_____
d. Money Market Funds) Yes) No	_____	_____
e. Stocks/Bonds/Mutual Funds) Yes) No	_____	_____
f. Treasury Bills) Yes) No	_____	_____
g. Annuities) Yes) No	_____	_____
h. IRA/Keough Accounts/401 K) Yes) No	_____	_____
i. Company Retirement Accounts) Yes) No	_____	_____
j. Pension Funds) Yes) No	_____	_____
k. Whole Life Insurance) Yes) No	_____	_____
l. Trust Accounts) Yes) No	_____	_____
If yes, is it irrevocable? Y or N		
m. Cash) Yes) No	_____	
n. House/Real Estate) Yes) No	_____	
o. Rental Property) Yes) No	_____	
p. Other Investments) Yes) No	_____	
 2 Have you received any lump sum payments such as:		
a. Inheritances) Yes) No	_____	
b. Lottery Winnings) Yes) No	_____	
c. Insurance Settlements) Yes) No	_____	
d. Workman's Compensation Settlements) Yes) No	_____	
e. Social Security Disability Settlements) Yes) No	_____	
f. Unemployment Compensation Settlements) Yes) No	_____	
g. VA Disability Settlements) Yes) No	_____	
h. Severance Pay) Yes) No	_____	
i. Capital Gains) Yes) No	_____	
j. Educational Grants or Scholarships) Yes) No	_____	
k. Other) Yes) No	_____	
 3 Have you disposed of any assets for less than fair market value in the past two (2) years?) Yes) No		
If yes, please state if it was due to foreclosure, bankruptcy or divorce.		
TOTAL ESTIMATED AMOUNT/VALUE OF ASSETS		\$ _____

<u>B. Income Section</u>	<u>Est Amount</u>
Do you receive any of the following:	
a. Wages, Salary, etc. thru Employment) Yes) No	_____
b. Income from a Business or Profession) Yes) No	_____
c. Military Pay including Allowances) Yes) No	_____
d. Social Security) Yes) No	_____
e. SSI) Yes) No	_____
f. TANF / Work First) Yes) No	_____
g. Alimony) Yes) No	_____
h. Child Support Payments) Yes) No	_____
i. Unemployment Compensation) Yes) No	_____
j. Workman's Compensation) Yes) No	_____
k. Severance Pay) Yes) No	_____
l. Retirement Income) Yes) No	_____
m. Annuities Income) Yes) No	_____
n. Long Term Care Payments) Yes) No	_____
o. Insurance Policies Income) Yes) No	_____
p. Disability or Death Benefits) Yes) No	_____
(Other than Social Security or SSI)	
q. Income from Rental Property) Yes) No	_____
r. Other) Yes) No	_____
 2 Do you regularly receive monetary gifts or non-cash contributions from persons outside the household for:	
a. Rent () Yes) No	_____
b. Utilities () Yes) No	_____
c. Groceries () Yes) No	_____
d. Clothing () Yes) No	_____
e. Miscellaneous Household Supplies () Yes) No	_____
f. Other () Yes) No	_____
TOTAL ESTIMATED AMOUNT OF INCOME	
	\$ _____

By signing below, I certify the information provided is accurate and I understand that any misrepresentations may disqualify me for housing.

Signature

Date

C. Miscellaneous Information

1. Do you pay any child care expenses for children age 12 or younger that enables a family member to go to work or to school? (Note: This amount should not exceed the amount earned at work or should not exceed a sum reasonably expected to cover class time and travel time to and from classes. Also, for this expense to be allowed as a deduction from income, the amount is not to be paid to a family member living in the household, is not to be reimbursed by an agency or individual and is allowed only if there is no adult member of the household capable of providing the care.)

Yes No Estimated Annual Amount _____

2. Do you have any handicapped assistance expenses which enable a family member (including the handicapped members) to work. (Note: This deduction may be given for expense amounts which exceed 3% of annual income provided they are not paid to a member of the household or reimbursed by an agency or individual.)

Yes No Estimated Annual Amount _____

DEFINITION OF DISABILITY AND HANDICAP

Individual with disability. A person is considered disabled if the person meets the criteria of either of the following:

1. The person has an inability to engage in any substantial gainful activity, but with use of auxiliary apparatus can otherwise participate in gainful activity, by reason of any medically determinable physical or mental impairment, where the disability:
 - a. Has lasted or can be expected to last for a continuous period of not less than 12 months, or which can be expected to result in death, and
 - b. Substantially impedes the ability to live independently, and
 - c. Is of such a nature that such ability could be improved by more suitable housing conditions, or
 - d. In the case of a sight impaired person who is at least 55 years old (within the meaning of sight impairment as determined in Section 223 of the Social Security Act), is unable, because of the sight impairment, to engage in substantial gainful activity in which he/she has previously engaged with some regularity over a substantial period of time.
 - e. Receipt of veteran's or Social Security Disability payments benefits for disability, whether service-oriented or otherwise does not automatically establish disability.

2. The person has a developmental disability; a severe, chronic disability which:
 - a. Is attributable to a mental or physical impairment or combination of mental or physical impairment; and
 - b. Was manifested before age 22; and
 - c. Is likely to continue indefinitely; and
 - d. Results in substantial functional limitations in three or more of the following areas of major life activity:
 - (1) Self-Care
 - (2) Receptive and expressive language
 - (3) Learning
 - (4) Mobility
 - (5) Self-direction
 - (6) Capacity for independent living
 - (7) Economic self-sufficiency
 - e. Reflects the person's need for a combination and sequence of special, interdisciplinary or generic care, or treatment, or for other services which are of lifelong or extended duration and are individually planned and coordinated.

Individual with handicap.

1. A person with a physical or mental impairment that:
 - a. Is expected to be of long-continued and indefinite duration; and
 - b. Substantially impedes the person or is of such a nature that the person's ability to live independently could be improved by more suitable housing conditions.

2. The term handicap further means, with respect to a person, a physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. THIS TERM DOES NOT INCLUDE CURRENT ILLEGAL USE OF OR ADDICTION TO A CONTROLLED SUBSTANCE. As used in this definition:

a. Physical or mental impairment includes:

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

(2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, human immunodeficiency virus (HIV) infection, acquired immunodeficiency syndrome (AIDS), mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.

b. Major life activities means functions such as caring for one's self, performing major tasks, walking, seeing, hearing, speaking, breathing, learning and working.

c. Has a record of such an impairment means has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more of major life activities.

d. Is regarded as having an impairment means:

(1) Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by another person as constituting such a limitation;

(2) Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment; or

(3) Has one of the impairments defined in paragraph 2 a (1) and 2 a (2) of this definition but is treated by another person as having such an impairment.

Persons which meet the definition of disabled or handicapped qualify for a \$400.00 deduction to their annual income when determining rent contribution and certain other deductions. If after reading the definitions above you feel that you qualify and would like to request this adjustment to your income, please indicate in the space provided:

() Yes, I feel that I meet the definition of handicapped and/or disabled as defined above and would therefore like to request the \$400.00 adjustment to income.

() No, I feel that I do not meet the definition of handicapped or disabled as defined above and therefore do not request the \$400.00 adjustment to income.

If you have indicated your desire to request this adjustment, then we will need only sufficient information (documentation) to confirm your qualification for the handicapped/disabled status. Failure to provide this information may result in the denial of these deductions.

Would you like to request a handicapped designed unit?

() Yes

() No

Would you like to request reasonable accommodations/modifications to the unit?

() Yes, I would like to request _____

() No

FOR CONGREGATE HOUSING ONLY

Would you like to request a specific service or services?

() Yes, I would like to request _____

() No

MEDICAL EXPENSE QUESTIONNAIRE
*** FOR ELDERLY, HANDICAPPED OR DISABLED ONLY ***

1. Are you currently under the care of a physician, optometrist, ENT, etc. where you are having to pay for bills not covered by medical insurance? () Yes () No

If yes, please provide the following:

Name of Physician _____
 Address _____

 Phone _____

Name of Physician _____
 Address _____

 Phone _____

Name of Physician _____
 Address _____

 Phone _____

Name of Physician _____
 Address _____

 Phone _____

2. Are you currently having to take medication that is not covered by medical insurance? () Yes () No

If yes, provide the following:

Name of Pharmacy _____
 Address _____

 Phone _____

Name of Pharmacy _____
 Address _____

 Phone _____

Name of Pharmacy _____
 Address _____

 Phone _____

Name of Pharmacy _____
 Address _____

 Phone _____

3. Are you currently paying for hospital bills not covered by medical insurance? () Yes () No

If yes, please provide the following:

Name of Hospital _____
 Address _____

 Phone _____

Name of Hospital _____
 Address _____

 Phone _____

Total amount owed \$ _____

Total amount owed \$ _____

What is the estimated amount that you will spend over the next 12 months to reduce the amount owed? \$ _____

What is the estimated amount that you will spend over the next 12 months to reduce the amount owed? \$ _____

4. Do you pay medical insurance premiums? () Yes () No

If yes, please provide the following:

Name of Insurance Co. _____
 Address _____

 Phone _____

Name of Insurance Co. _____
 Address _____

 Phone _____

Monthly premium amount \$ _____

Monthly premium amount \$ _____

I (we) understand that this application must be filled out completely and accurately. I (we) certify the information provided is accurate and I (we) understand that any misrepresentations will disqualify me (us). I (we) further certify that the housing occupied on these premises will be my (our) permanent residence and I (we) do not/will not maintain a separate subsidized rental unit at any other location.

By signing this application, I (we) hereby authorize the management (or it's agent) of this complex , for purposes of this application, to contact and obtain any information required from any of the individuals or entities listed on this application, or from any other individuals or entities as may be required. Management further reserves the right to release this information for purposes of collecting outstanding debts.

I (we) understand that the managing agent will verify, in writing through a third party, the information provided on this application.

I (we) also understand that my household wages are subject to being verified through a third party source(s) by Rural Development or HUD or any successor agencies designated by the U.S. Federal government to administer this housing program.

WARNING

Section 1001 of the Title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined under this title or imprisoned not more than five years, or both.

If this application is approved, one month's prorated rent and security deposit or partial payment of deposit must be paid and lease and tenant certification must be executed in advance before occupancy of the apartment. NO REFUND WILL BE MADE except to comply with state and federal guidelines. All rent is due and payable in advance on the FIRST DAY OF THE MONTH.

Application will not be processed until applicant furnishes Criminal and Credit Report Fee. Criminal and Credit Report Fee must be in the form of a check or money order payable to Evergreen Construction Co. in the amount of \$_____. Fee is **NON-REFUNDABLE**.

BY SIGNING BELOW, I CERTIFY I HAVE READ AND UNDERSTAND ALL THE ABOVE.

SIGNATURES

Applicant _____ Date _____

Co-Applicant _____ Date _____

How did you hear about our apartment community? Newspaper () Phonebook () Resident ()
 Drive-by () Flyer/Brochure () Other () Explain _____

Date possession of apartment desired _____ Desired Bedroom Size _____

Comments:

The information solicited on this application is requested by the apartment owner in order to assure the Federal Government, acting through Rural Development or HUD, that federal laws prohibiting discrimination against all tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age and handicap status are complied with. You are not required to furnish the 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. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.

Please circle:

Applicant:

Gender: Male Female

Race: (Circle one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Marital Status: Single Married Separated

Co-Applicant:

Gender: Male Female

Race: (Circle one or more)

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Marital Status: Single Married Separated



EQUAL HOUSING OPPORTUNITY



TENANT RELEASE AND CONSENT

I/We _____, the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income, and/or assets to _____ for purposes of verifying information
 (owner or agent)
 on my/our apartment rental application.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity; employment, income, and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

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

- | | | |
|-------------------------------|----------------------------------|--|
| Past and Present Employers | Welfare Agencies | Veterans Administration |
| Previous Landlords (including | State Unemployment Agencies | Retirement Systems |
| Public Housing Agencies) | Social Security Administration | Banks and Other Financial Institutions |
| Support and Alimony Providers | Medical and Child Care Providers | Educational Institutions |
| Utility Company _____ | | |

CONDITIONS

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 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

_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Co-Applicant/Resident	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGNED SEPERATELY.

