

**Pittsboro Village Apartments – Phase I**  
**400 Honeysuckle Road**  
**Pittsboro, NC 27312**  
**919-542-5410**

**Thank You** for your interest in Pittsboro Village 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 Pittsboro Village Apartments!

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

	<u>1 Person</u>	<u>2 Person</u>	<u>3 Person</u>	<u>4 Person</u>	<u>5 Person</u>
Very Low	\$28,250	\$32,250	\$36,300	\$40,300	\$43,550
Low	\$45,150	\$51,600	\$58,050	\$64,500	\$69,650
Moderate	\$50,650	\$57,100	\$63,550	\$70,000	\$75,150
			<b><u>1BR</u></b>		<b><u>2BR</u></b>

Rent Schedule:		\$ <u>503</u> to \$ <u>689</u>	\$ <u>534</u> to \$ <u>736</u>
Utility Allowance (estimated utility cost per month – based on average utility cost)		\$110	\$147
Security Deposit:		\$ <u>503</u>	\$ <u>534</u>

Rental Assistance Available

Minimum Income Requirements Without RA or Sec. 8 Cert.:	\$ 14,712	\$ 16,344
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Minimum Income Requirements With RA or Sect. 8 Cert.:	None
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**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.**

No Pets Allowed

**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 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: Pittsboro Village Apartments  
400 Honeysuckle Rd.  
Pittsboro, NC 27312**



**EQUAL HOUSING OPPORTUNITY**



This institution is an equal opportunity provider and employer



# RENTAL APPLICATION

(RD)

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 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 \_\_\_\_\_

## 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 <span style="float:right">) Yes ) No</span>	_____	_____
b. Saving Accounts <span style="float:right">) Yes ) No</span>	_____	_____
c. Certificate of Deposits <span style="float:right">) Yes ) No</span>	_____	_____
d. Money Market Funds <span style="float:right">) Yes ) No</span>	_____	_____
e. Stocks/Bonds/Mutual Funds <span style="float:right">) Yes ) No</span>	_____	_____
f. Treasury Bills <span style="float:right">) Yes ) No</span>	_____	_____
g. Annuities <span style="float:right">) Yes ) No</span>	_____	_____
h. IRA/Keough Accounts/401 K <span style="float:right">) Yes ) No</span>	_____	_____
i. Company Retirement Accounts <span style="float:right">) Yes ) No</span>	_____	_____
j. Pension Funds <span style="float:right">) Yes ) No</span>	_____	_____
k. Whole Life Insurance <span style="float:right">) Yes ) No</span>	_____	_____
l. Trust Accounts <span style="float:right">) Yes ) No</span>	_____	_____
If yes, is it irrevocable? Y or N		
m. Cash <span style="float:right">) Yes ) No</span>	_____	
n. House/Real Estate <span style="float:right">) Yes ) No</span>	_____	
o. Rental Property <span style="float:right">) Yes ) No</span>	_____	
p. Other Investments <span style="float:right">) Yes ) No</span>	_____	
2 Have you received any lump sum payments such as:		
a. Inheritances <span style="float:right">) Yes ) No</span>	_____	
b. Lottery Winnings <span style="float:right">) Yes ) No</span>	_____	
c. Insurance Settlements <span style="float:right">) Yes ) No</span>	_____	
d. Workman's Compensation Settlements <span style="float:right">) Yes ) No</span>	_____	
e. Social Security Disability Settlements <span style="float:right">) Yes ) No</span>	_____	
f. Unemployment Compensation Settlements <span style="float:right">) Yes ) No</span>	_____	
g. VA Disability Settlements <span style="float:right">) Yes ) No</span>	_____	
h. Severance Pay <span style="float:right">) Yes ) No</span>	_____	
i. Capital Gains <span style="float:right">) Yes ) No</span>	_____	
j. Educational Grants or Scholarships <span style="float:right">) Yes ) No</span>	_____	
k. Other <span style="float:right">) Yes ) No</span>	_____	
3 Have you disposed of any assets for less than fair market value in the past two (2) years? <span style="float:right">) Yes ) No</span>		
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 <span style="float:right">) Yes ) No</span>	_____
b. Income from a Business or Profession <span style="float:right">) Yes ) No</span>	_____
c. Military Pay including Allowances <span style="float:right">) Yes ) No</span>	_____
d. Social Security <span style="float:right">) Yes ) No</span>	_____
e. SSI <span style="float:right">) Yes ) No</span>	_____
f. TANF / Work First <span style="float:right">) Yes ) No</span>	_____
g. Alimony <span style="float:right">) Yes ) No</span>	_____
h. Child Support Payments <span style="float:right">) Yes ) No</span>	_____
i. Unemployment Compensation <span style="float:right">) Yes ) No</span>	_____
j. Workman's Compensation <span style="float:right">) Yes ) No</span>	_____
k. Severance Pay <span style="float:right">) Yes ) No</span>	_____
l. Retirement Income <span style="float:right">) Yes ) No</span>	_____
m. Annuities Income <span style="float:right">) Yes ) No</span>	_____
n. Long Term Care Payments <span style="float:right">) Yes ) No</span>	_____
o. Insurance Policies Income <span style="float:right">) Yes ) No</span>	_____
p. Disability or Death Benefits <span style="float:right">) Yes ) No</span>	_____
(Other than Social Security or SSI)	
q. Income from Rental Property <span style="float:right">) Yes ) No</span>	_____
r. Other <span style="float:right">) Yes ) No</span>	_____
2 Do you regularly receive monetary gifts or non-cash contributions from persons outside the household for:	
a. Rent <span style="float:right">( ) Yes ) No</span>	_____
b. Utilities <span style="float:right">( ) Yes ) No</span>	_____
c. Groceries <span style="float:right">( ) Yes ) No</span>	_____
d. Clothing <span style="float:right">( ) Yes ) No</span>	_____
e. Miscellaneous Household Supplies <span style="float:right">( ) Yes ) No</span>	_____
f. Other <span style="float:right">( ) Yes ) No</span>	_____
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



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 Public Housing Agencies) | State Unemployment Agencies      | Retirement Systems                     |
| Support and Alimony Providers                          | Social Security Administration   | Banks and Other Financial Institutions |
| Utility Company _____                                  | Medical and Child Care Providers | Educational Institutions               |

**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.

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**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.



