### White Oak Manor Apartments 41 Manor Lane Swansboro, NC 28584 (910) 325-0636

**Thank You** for your interest in White Oak Manor Apartments, offering 2 and 3 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 White Oak Manor Apartments!

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

	(3BR Only)	(2BR Only)	
Household	50% Low HOME	50% of Median Income	60% of Median Income
Size	Maximum Annual Incom	e Maximum Annual Income	Maximum Annual Income
1	23,250	24,950	27,900
2	26,600	28,500	31,920
3	29,900	32,100	35,880
4	33,200	35,650	39,840
5	35,900	38,500	43,080
6	38,550	N/A	46,250
7	41,200	N/A	49,440
	<u>2BR</u>		<u>3BR</u>
Rent Schedule:			
(For 50% Low HOME I	Households) N//A		6 @ \$580
(For 50% HOME House	eholds) 2 @	\$560	N/A
(For 60% Households)	8 @	\$575	N/A
(For 60% Households)	14 <u>@</u>		10 @ \$720

## NOTE: RENTS SUBJECT TO CHANGE WITH LENDER APPROVAL

Utility Allowance: \$125 \$143 (estimated utility cost per month – based on average utility costs for water, sewer & electricity)

Security Deposit:	One Month's Rent	
Minimum Income Requirements: (For 50% HOME Households) (For 60% Households) (For 60% Households)	\$16,440 \$16,800 \$18,720	\$17,352 N/A \$20,712

For Section 8 Cert. /Voucher: 2.5 x (tenant rent + utility allowance) or \$3,600, whichever is greater

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 same last names but separate credit, (i.e. Parent/Child). This applies to everyone 18 and older.
- 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: White Oak Manor Apartments 41 Manor Lane Swansboro, NC 28584

EQUAL HOUSING OPPORTUNITY





FOR OFFICE USE -- IN PENCIL APT. COMMUNITY: DATE REC'D: TIME REC'D: MGR INITIALS:

# **Rental Application**

Please print in ink, <u>answer NO or N/A where applicable</u>, initial all corrections, and do not use white out. <u>All Blanks must be completed</u>.

APPLICANT INFORMATION							
Applicant's Full Name:				Desired Move in Date:			
Bedroom Size Requested	d: Email Ad	ddress:					
	* [		<b>CE INFORMATION</b> IAL HISTORY MUST BE P	PROVIDED*			
Current Residence	Street:						
City:		State:	ZIP:	Telephone:			
Cell Phone Number:			Drivers License Number				
Lived here from:	to:		Do you Rent 🗌 or Own				
Reason for moving:							
Landlord Name:							
Landlord Address:							
City:		State:	ZIP:	Telephone:			
Previous Residence	Street:						
City:		State:	ZIP:				
Lived here from:	to:		Rent 🗌 or Own 🔲				
Reason for moving:							
Landlord Name:							
Landlord Address:							
City:		State:	ZIP:	Telephone:			
Previous Residence	Street:						
City:		State:	ZIP:				
Lived here from:	to:		Rent 🗌 or Own 🗌				
Reason for moving:							
Landlord Name:							
Landlord Address:							
City:		State:	ZIP:	Telephone:			
CO-APPLICANT INFORMATION							
Co-Applicant's Full Nam	e:						
<b>RESIDENCE INFORMATION – CO-APPLICANT</b> * <b>5</b> YEARS OF RESIDENTIAL HISTORY MUST BE PROVIDED*							
Current Residence	Street:						
City:		State:	ZIP:	Telephone:			
Cell Phone Number:			Drivers License Numb	per:			
Lived here from:	to:		Do you Rent 🗌 or O	wn 🗌			
Reason for moving:							

								2 of 7
Lar	ndlord Name:							
Lar	ndlord Address:							
City	y:		State:	ZIP	:	Telephone:		
Pre	evious Residence	Street:						
City	y:		State:	ZIP	:			
Liv	ed here from:	to:		Rer	nt 🗌 or Own 🗌			
Rea	ason for moving:							
Lar	ndlord Name:							
Lar	ndlord Address:							
City	y:		State:	ZIP	:	Telephone:		
Pre	evious Residence	Street:						
City	y:		State:	ZIP	:			
Liv	ed here from:	to:		Rer	nt 🗌 or Own 🔲			
Rea	ason for moving:							
Lar	ndlord Name:							
Lar	ndlord Address:							
City	City: State:				ZIP: Telephone:			
HOUSEHOLD COMPOSITION DIRECTIONS: PLEASE COMPLETE THE TABLE BELOW LISTING EACH MEMBER OF THE HOUSEHOLD, INCLUDING CARE ATTENDANTS, WHETHER OR NOT THOSE MEMBERS ARE RELATED. INCLUDE ALL MEMBERS WHO YOU ANTICIPATE WILL LIVE WITH YOU AT LEAST 50% OR MORE OF THE TIME DURING THE NEXT 12 MONTHS. (A FULL TIME STUDENT IS ANYONE WHO IS ENROLLED FOR AT LEAST FIVE CALENDAR YEAR MONTHS FOR THE NUMBER OF HOURS OR COURSES WHICH ARE CONSIDERED FULL-TIME ATTENDANCE BY THAT INSTITUTION. THE FIVE MONTHS NEED NOT BE CONSECUTIVE).								
			*LIST EACH	PERSON LI	VING IN THE UNIT	*		
	Name	Relation to Head	Birth Date	Gender	Student	Employed	Marital Status	SS Number
1		HEAD		м 🗆	Y 🗆 N 🗆	Y 🗆	Single 🗌 Married 🗌	
				F	F/T 🗆 P/T	N 🗌 How Long	Separated  Widowed	
2				м 🗆	Y 🗆 N 🗆	Y 🗆 N 🗆	Single  Married	
				F 🗆	F/T 🗌 P/T	How Long	Separated  Widowed	
				м 🗆	Y 🗆 N 🗆	Υ□	Single 🗌 Married 🗌	

				Long	Widowed	
3		м 🗆	Y [] N []	Y 🗆 N 🗆	Single 🗌 Married 🗌	
		F 🗌	F/T 🗌 P/T	How Long	Separated 🗌 Widowed 🗌	
4		м	Y 🗆 N 🗖	Y 🗆 N 🗆	Single 🗌 Married 🗌	
		F 🗖	F/T 🗆 P/T	How Long	Separated 🗌 Widowed 🗌	
5		M 🗆	Y 🗆 N 🗆	Y 🗌 N 🗆	Single 🗌 Married 🗌	
5		F 🗆	F/T 🗆 P/T	How Long	Separated  Widowed	
6		м	Y 🗆 N 🗆	Y 🗆 N 🗆	Single 🗌 Married 🗌	
0		F 🗖	F/T 🗆 P/T	How Long	Separated  Widowed	
_		м	Y 🗌 N 🗍	Y 🗌	Single 🗌 Married 🗌	
7		F 🗌	F/T 🗌 P/T	N 🗌 How Long	Separated 🗌 Widowed 🗌	

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LIHTC 10/2022

	Do all of the household members reside in the household 100% of the time? Y $\Box$ N $\Box$ If no, please list those not living in the household 100% of the time:						
Anticipated chan	ges in household size wit	hin the next 12 m	onths? Y [	] N 🗌 If yes, exp	olain:		
Anticipated chan	ge in number of students	within the next 1	2 months?	Y 🗌 N 🗌 If yes,	explain:		
		D	ISABILITY	STATUS			
		_					
Yes, I feel I r senses, or activi	neet the definition of han ties.	dicapped/disabled	l as defined	as having a physi	cal or me	ental conditior	n that limits movement,
🗌 No, I feel tha	t I do not meet the defin	ition of handicapp	ed/disabled	as defined above.			
Would you or an	yone in your household b	enefit from the fe	atures of a	handicap-accessib	le unit?	Y 🗌 N 🗌	
Do you require a	any accommodations or m	odifications to the	unit for an	ıy disability?Y 🗌	N 🗌 If	yes, explain:	
			CARE ATTI	ENDANT			
Will you have a	Care Attendant living with	nyou?Y□N□	If yes, F/	T 🗌 or P/T 🗌			
Name of Care At	tendant:						
Address:							
City:		State:		ZIP:	Telepl	hone:	
	GENERAL INFORMATION						
Have you, your s	spouse, or any other prop	osed occupant eve	er:				
1. Been arrester If yes, who	d and charged with a mise	demeanor or felon t state	y?Y 🗌 N what yea	□ ar			
	d to register as a sex offe		_ what yea	r			
3. Been evicted If yes, when	? Y 🗌 N 🗌 wher	e					
Do you have a S	Do you have a Section 8 voucher or certificate? Y N						
Do you have any pets? Y 🗌 N 🔲 If yes, list breed and weight:							
*Pets are Only permitted in senior properties*							
How did you hea	ar about our apartment co	mmunity?					
EMERGENCY CONTACT (PLEASE PROVIDE INFORMATION FOR TWO PEOPLE NOT PLANNING TO OCCUPY THE PREMISES WHOM WE MAY CONTACT IN THE EVENT OF AN EMERGENCY, OR TO LOCATE YOU)							
Name:		Relationship:			Telepho	one:	
Address:			City:		S	tate:	Zip:
Name		Relationship:			Telepho	one:	
Address:			City:		S	State:	Zip:
		AUTO	MOBILE IN	FORMATION			
Model:	Make:		Color:		Tag #:		
Model:	Make:		Color:		Tag #:		

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Program regulations for this community require that all applicants/tenants reveal all sources of income and assets. This application is not considered complete and therefore cannot be processed until the following questionnaire of income and assets have been completed by each household member 18 years of age and older (not required for care attendants).

### NAME:

ype of Asset Including any accounts held for dependent	5	How Many	Estimated Value	Source Contact for Verification (list each separately)
hecking Account Y	″ □ N □		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Savings Account Y	□ N □		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Debit Cards Y NOT including debit cards related to the listed above	□ N □ accounts		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
ertificates of Deposits Y	″ □ N □		\$	Institution Name: Telephone:
Noney Market Funds Y	□ N □		\$	Institution Name: Telephone:
lutual Funds/Stock Y	″ □ N □		\$	Institution Name: Telephone:
reasury Bills Y	□ N □		\$	Institution Name: Telephone:
RA or 401k Y			\$	Institution Name: Telephone:
Company Retirement Accounts Y	″ □ N □		\$	Institution Name: Telephone:
nnuities Income Y	″ □ N □		\$	Institution Name: Telephone:
ife Insurance Policies (Whole Life) Y			\$	Institution Name: Telephone:
Pension Funds Y Account Not receiving payments on a regul	ar basis)		\$	Institution Name: Telephone:
rust Accounts Y			\$	Institution Name: Telephone:
ersonal Property held for Investment Y	□ N □		\$	Institution Name: Telephone:
Nortgage or Deed of Trust Y	″ □ N □		\$	Institution Name: Telephone:
Cash on Hand including Cash Applications i.e. Yaypal, Venmo, CashApp, etc	″ □ N □		\$	List all sources or accounts:
ouse/Real Estate Y	″ □ N □		\$	Institution Name: Telephone:
Rental Property Y	□ N □		\$	Institution Name: Telephone:
Other Investments Y			\$	Institution Name: Telephone:
lave you received any lump sum payments	such as th	ne following	:	
nheritances Y	□ N □		\$	Details:
ottery or other winnings Y	□ N □		\$	Details:
nsurance Settlements Y	□ N □		\$	Details:
/orkers Compensation Settlements Y			\$	Details:
ocial Security Disability Settlements Y			\$	Details:
nemployment Compensation Settlements Y	□ N □	-	\$	Details:
A Disability Settlements Y	□ N □		\$	Details:
everance Pay Y	□ N □		\$	Details:
apital Gains Y	□ N □		\$	Details:
ther (Including Crypto Currency) Y	□ N □		\$	Details:

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ype of Income		How Many	Estimated Monthly Amount	Source Contact for Verification
Employment (Wages & Salary) How long? If less than 1 year, start date:	Y 🗌 N 🗌		\$	Institution Name: Address: Telephone: Institution Name: Address: Telephone:
ncome from a Business or Profession	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Military Pay, including all allowances	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Social Security: Include any amounts received for household dependents	Y N		\$	Institution Name: Telephone:
SSI: Include any amounts received for household dependents	Y 🗆 N 🗖		\$	Institution Name: Telephone:
Disability and Death Benefits (other than SSI) Include any amounts received for household dependents	Y 🗌 N 🗌		\$	Institution Name: Telephone:
TANF/Work First or other Public Assistan	ce Y□N□		\$	Institution Name: Telephone:
Alimony	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Child Support (include all support whethe ordered or not)	er court Y 🗌 N 🔲		\$	Institution Name: Telephone:
Jnemployment Compensation	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Workers' Compensation	Y 🗆 N 🗖		\$	Institution Name: Telephone:
Severance Pay	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Retirement Income	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Pensions (Receiving payments on a regular basis)	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Annuities Income	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Insurance Policies Income	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Scholarships, Grants, Educational Entitler Include any amounts received for household dependents	nents ₅Y□N□		\$	Institution Name: Telephone:
ncome from Rental Property	Y 🗌 N 🗌		\$	
Work Study Programs	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Long Term Care Payments	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Income from Training	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Other Income (Including GoFndMe)	Y 🗌 N 🗌		\$	Institution Name: Telephone:
Regular Recurring Gifts Such as but not limited to: Receiving m gifts or non-cash contributions from pers the household for rent, utilities, groceries and/or misc household supplies)	ons outside		\$	Please explain:

I understand that this application and all related inquires will be used only for its relevance to screening and occupancy at this property.

Signature:\_

Date: / /	Date:	/	1		
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Initial\_\_\_\_\_

I (we) understand that this application must be filled out completely and accurately. I (we) certify that 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 agent) of this complex, for the purpose 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) underst	and that the managing agent wi	ill verify, in writing through a third party th	he information p	provided on this application.				
	derstand that my household wag deral Government to administer	ges are subject to being verified through a this housing program.	third party sou	rce(s) by agencies designated				
		WARNING						
department of or device a many false wri	or agency of the United State naterial fact, or makes any fa ting or document knowing th	es Code provides, "Whoever, in any ma es knowingly and willfully falsifies, con llse, fictitious or fraudulent statement ne same to contain false, fictitious or f lore than five years, or both.	nceals or cove ts or represent	rs up by any trick, scheme, tations, or makes or uses				
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.								
		plicant pays application fee of \$ ruction Co. Fee is Non-Refundable.	Fee must	be in the form of a check or				
BY SIGNING B	ELOW, I CERTIFY I HAVE READ	AND UNDERSTAND ALL THE ABOVE						
Signatures:								
Applicant:				Date://				
Co-Applicant:_				Date://				
Adult househo	ld member:			Date://				
Adult househo	ld member:			Date: / /				
Please review	the statement below and provid	e the requested information, if you are wil	ling:					
Government th familial status, This informatio	at federal laws prohibiting discr age, and disabilities are complion will not be used in evaluation	x designation solicited on this application i rimination against applicants on the basis of ied with. You are not required to furnish t of your application or to discriminate aga he race/national origin and sex of individu	of race, color, n his information inst you in any	ational origin, religion, sex, , but are encouraged to do so. way. However, if you choose				
Applicant:	Ethnicity Hispanic or Latino 🗌 Not Hispanic or Latino 🗌	Race American Indian/Alaska Native Asian Black or African American Native Hawaiian/Pacific Islander White	<u>Gender</u> Male 🗌 Female 🗌	*I do not wish to furnish this information 🗌 (initial)				
Co- Applicant:	Ethnicity Hispanic or Latino 🗌 Not Hispanic or Latino 🗍	Race American Indian/Alaska Native Asian Black or African American Native Hawaiian/Pacific Islander White	<u>Gender</u> Male 🗌 Female 🗍	*I do not wish to furnish this information □ (initial)				
*Race/national	origin and sex of individual ap	plicants were completed based on visual of	oservation	(MGR initial)				

Initial\_\_\_\_\_

## **TENANT RELEASE AND CONSENT**

I/We	, the under	rsigned hereby authorize all				
persons or companies in the cate	gories listed below to release wit	hout liability, information				
regarding employment, income, and/or assets to(owner or agent)						
purposes of verifying information	on my/our apartment rental app	lication.				
and inquiries that may be request income, and assets; medical or ch	ted include, but are not limited to hild care allowances. I/We under prmation about me/us that is not	e/us may be needed. Verifications b: personal identity; employment, rstand that this authorization pertinent to my eligibility for and				
GROUPS OR INDIVIDUALS THAT The groups or individuals that ma limited to:		information include, but are not				
Previous Landlords (including	ducational Institutions	Banks and Other Financial				
CONDITIONS I/We agree that a photocopy of this original of this authorization is on fi signed. I/We understand I/we have incorrect.	le and will stay in effect for a year	and one month from the date				
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.

Initial\_\_\_\_\_