

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 filling it out. Again, thank you for inquiring about White Oak Manor Apartments!

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

Household Size	(3BR Only) 50% Low HOME Maximum Annual Income	(2BR Only) 50% of Median Income Maximum Annual Income	60% of Median Income Maximum Annual Income
1	20,800	22,200	25,920
2	23,800	25,350	29,580
3	26,750	28,550	33,300
4	29,700	31,700	36,960
5	32,100	34,250	39,960
6	34,500	N/A	42,900
7	36,850	N/A	45,840

2BR

3BR

Rent Schedule:

(For 50% Low HOME Households)

N/A

6 @ \$555

(For 50% HOME Households)

2 @ \$535

N/A

(For 60% Households)

8 @ \$550

N/A

(For 60% Households)

14 @ \$ 630

10 @ \$695

NOTE: RENTS SUBJECT TO CHANGE WITH LENDER APPROVAL

Utility Allowance:

\$127

\$148

(estimated utility cost per month – based on average utility costs for water, sewer & electricity)

Security Deposit:

One Months Rent

Minimum Income Requirements:

(For 50% HOME Households)

\$15,888

\$16,872

(For 60% Households)

\$16,248

N/A

(For 60% Households)

\$18,168

\$20,232

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**



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

Rental Application
LIHTC

Please print in ink, answer NO or N/A where applicable, initial all corrections, and do not use white out

APPLICANT INFORMATION				
Applicant's Full Name:			Desired Move in Date:	
Bedroom Size Requested:	Email Address:			
RESIDENCE INFORMATION * 5 YEARS OF RESIDENTIAL HISTORY MUST BE 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:	Telephone:	
Lived here from:		to:	Rent ☐ or Own ☐	
Reason for moving:				
Landlord Name:				
Landlord Address:				
City:	State:	ZIP:	Telephone:	
Previous Residence	Street:			
City:	State:	ZIP:	Telephone:	
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 Name:				
RESIDENCE INFORMATION – CO-APPLICANT * 5 YEARS OF RESIDENTIAL HISTORY MUST BE 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:

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 LIVING IN THE UNIT

	Name	Relation to Head	Birth Date	Gender	Student	Employed	Marital Status	SS Number
1		HEAD		M ☐ F ☐	Y ☐ N ☐ F/T ☐ P/T ☐	Y ☐ N ☐ How Long _____	Single ☐ Married ☐ Separated ☐ Widowed ☐	
2				M ☐ F ☐	Y ☐ N ☐ F/T ☐ P/T ☐	Y ☐ N ☐ How Long _____	Single ☐ Married ☐ Separated ☐ Widowed ☐	
3				M ☐ F ☐	Y ☐ N ☐ F/T ☐ P/T ☐	Y ☐ N ☐ How Long _____	Single ☐ Married ☐ Separated ☐ Widowed ☐	
4				M ☐ F ☐	Y ☐ N ☐ F/T ☐ P/T ☐	Y ☐ N ☐ How Long _____	Single ☐ Married ☐ Separated ☐ Widowed ☐	
5				M ☐ F ☐	Y ☐ N ☐ F/T ☐ P/T ☐	Y ☐ N ☐ How Long _____	Single ☐ Married ☐ Separated ☐ Widowed ☐	
6				M ☐ F ☐	Y ☐ N ☐ F/T ☐ P/T ☐	Y ☐ N ☐ How Long _____	Single ☐ Married ☐ Separated ☐ Widowed ☐	
7				M ☐ F ☐	Y ☐ N ☐ F/T ☐ P/T ☐	Y ☐ N ☐ How Long _____	Single ☐ Married ☐ Separated ☐ Widowed ☐	

Initial_____

Do all of the household members reside in the household 100% of the time? Y ☐ N ☐ If no, please list those not living in the household 100% of the time:						
Anticipated changes in household size within the next 12 months? Y ☐ N ☐ If yes, explain:						
Anticipated change in number of students within the next 12 months? Y ☐ N ☐ If yes, explain:						
DISABILITY STATUS						
☐ Yes, I feel I meet the definition of handicapped/disabled as defined as having a physical or mental condition that limits movement, senses, or activities.						
☐ No, I feel that I do not meet the definition of handicapped/disabled as defined above.						
Would you or anyone in your household benefit from the features of a handicap-accessible unit? Y ☐ N ☐						
Do you require any accommodations or modifications to the unit for any disability? Y ☐ N ☐ If yes, explain:						
CARE ATTENDANT						
Will you have a Care Attendant living with you? Y ☐ N ☐ If yes, F/T ☐ or P/T ☐						
Name of Care Attendant:						
Address:						
City:	State:	ZIP:	Telephone:			
GENERAL INFORMATION						
Have you, your spouse, or any other proposed occupant ever:						
1. Been arrested and charged with a misdemeanor or felony? Y ☐ N ☐ If yes, who_____ in what state _____ what year_____						
2. Been required to register as a sex offender? Y ☐ N ☐ If yes, who_____ in what state _____ what year_____						
3. Been evicted? Y ☐ N ☐ If yes, when _____ where_____						
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 hear about our apartment community?						
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:		Telephone:		
Address:			City:		State:	Zip:
Name		Relationship:		Telephone:		
Address:			City:		State:	Zip:
AUTOMOBILE INFORMATION						
Model:		Make:		Color:		Tag #:
Model:		Make:		Color:		Tag #:

NCHFA (North Carolina Housing Finance Agency) regulations 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:

INCOME AND ASSETS

(EACH HOUSEHOLD MEMBER 18 YRS AND OLDER MUST COMPLETE SEPARATE INCOME AND ASSETS FORMS)

Type of Asset	How Many	Estimated Value	Source Contact for Verification (list each separately)
Checking Account Y ☐ N ☐		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Savings Account Y ☐ N ☐		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Debit Cards Y ☐ N ☐ NOT including debit cards related to the accounts listed above		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Certificates of Deposits Y ☐ N ☐		\$	Institution Name: Telephone:
Money Market Funds Y ☐ N ☐		\$	Institution Name: Telephone:
Mutual Funds/Stock Y ☐ N ☐		\$	Institution Name: Telephone:
Treasury Bills Y ☐ N ☐		\$	Institution Name: Telephone:
IRA or 401k Y ☐ N ☐		\$	Institution Name: Telephone:
Company Retirement Accounts Y ☐ N ☐		\$	Institution Name: Telephone:
Annuities Income Y ☐ N ☐		\$	Institution Name: Telephone:
Life Insurance Policies (Whole Life) Y ☐ N ☐		\$	Institution Name: Telephone:
Pension Funds Y ☐ N ☐ (Account Not receiving payments on a regular basis)		\$	Institution Name: Telephone:
Trust Accounts Y ☐ N ☐ If yes, is it revocable? Y ☐ N ☐		\$	Institution Name: Telephone:
Personal Property held for Investment Y ☐ N ☐		\$	Institution Name: Telephone:
Mortgage or Deed of Trust Y ☐ N ☐		\$	Institution Name: Telephone:
Cash on Hand including Cash Applications i.e. Paypal, Venmo, CashApp, etc Y ☐ N ☐		\$	List all sources or accounts:
House/Real Estate Y ☐ N ☐		\$	Institution Name: Telephone:
Rental Property Y ☐ N ☐		\$	Institution Name: Telephone:
Other Investments Y ☐ N ☐		\$	Institution Name: Telephone:
Have you received any lump sum payments such as the following:			
Inheritances Y ☐ N ☐		\$	Details:
Lottery or other winnings Y ☐ N ☐		\$	Details:
Insurance Settlements Y ☐ N ☐		\$	Details:
Workers Compensation Settlements Y ☐ N ☐		\$	Details:
Social Security Disability Settlements Y ☐ N ☐		\$	Details:
Unemployment Compensation Settlements Y ☐ N ☐		\$	Details:
VA Disability Settlements Y ☐ N ☐		\$	Details:
Severance Pay Y ☐ N ☐		\$	Details:
Capital Gains Y ☐ N ☐		\$	Details:
Other Y ☐ N ☐		\$	Details:
Have you disposed of any assets for less than Fair Market Value within the last two years? (Please state if the sale was due to foreclosure, bankruptcy or divorce.) Y ☐ N ☐ If yes, explain:			

Income			
Type of Income	How Many	Estimated Monthly Amount	Source Contact for Verification
Employment (Wages & Salary) Y ☐ N ☐ How long? _____ If less than 1 year, start date: _____		\$ \$	Institution Name: Address: Telephone: Institution Name: Address: Telephone:
Income from a Business or Profession Y ☐ N ☐		\$	Institution Name: Telephone:
Military Pay, including all allowances Y ☐ N ☐		\$	Institution Name: Telephone:
Social Security Y ☐ N ☐		\$	Institution Name: Telephone:
SSI Y ☐ N ☐		\$	Institution Name: Telephone:
Disability and Death Benefits (other than SSI) Y ☐ N ☐		\$	Institution Name: Telephone:
TANF/Work First or other Public Assistance Y ☐ N ☐		\$	Institution Name: Telephone:
Alimony Y ☐ N ☐		\$	Institution Name: Telephone:
Child Support (include all support whether court ordered or not) Y ☐ N ☐		\$	Institution Name: Telephone:
Unemployment 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 Entitlements Y ☐ N ☐		\$	Institution Name: Telephone:
Income 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 Y ☐ N ☐		\$	Institution Name: Telephone:
Regular Recurring Gifts (Such as but not limited to: Receiving monetary gifts or non-cash contributions from persons outside the household for rent, utilities, groceries, clothing and/or misc household supplies) Y ☐ N ☐		\$	Please explain:
I understand that the above information is being collected to determine my eligibility for residence. I authorize the owner/manager to verify information provided on this application and my signature is my consent to obtain such verification. I certify that I have revealed all assets currently held or previously disposed of and that I have no other assets other than those listed on this form (other than personal property). I further certify that the statements made in this application are true and complete to the best of my knowledge and belief and am aware that false statements are punishable under Federal law. 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:____/____/ 20_____			

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) 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 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 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 pays application fee of \$_____. Fee must be in the form of a check or money order payable to Evergreen Construction Co. Fee is Non-Refundable.

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

Signatures:

Applicant:_____	Date:____/____/20_____
Co-Applicant:_____	Date:____/____/20_____
Adult household member:_____	Date:____/____/20_____
Adult household member:_____	Date:____/____/20_____

Please review the statement below and provide the requested information, if you are willing:

"Information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government that federal laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, familial status, age, and disabilities 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. However, if you choose not to furnish, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname."

Applicant:	Ethnicity Hispanic or Latino ☐ Not Hispanic or Latino ☐	Race American Indian/Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian/Pacific Islander ☐ White ☐	Gender 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 ☐	Gender Male ☐ Female ☐	*I do not wish to furnish this information ☐ _____ (initial)

*Race/national origin and sex of individual applicants were completed based on visual observation _____ (MGR initial)

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
(owner or agent)
purposes of verifying information 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
- Previous Landlords (including Public Housing Agencies)
- Support and Alimony Providers
- Utility Company _____
- Welfare Agencies
- State Unemployment Agencies
- Social Security Administration
- Medical and Child Care Providers
- Veterans Administration
- Retirement Systems
- Banks and Other Financial 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.

SIGNATURES

_____	_____	____/____/20
Applicant/Resident	(Print Name)	Date
_____	_____	____/____/20
Co-Applicant/Resident	(Print Name)	Date
_____	_____	____/____/20
Adult Member	(Print Name)	Date
_____	_____	____/____/20
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.