

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.

Household Size	(3BR Only)	(2BR Only)	60% of Median Income
	50% Low HOME Maximum Annual Income	50% of Median Income Maximum Annual Income	Maximum Annual Income
1	20,350	21,800	25,140
2	23,250	24,900	28,740
3	26,150	28,050	32,340
4	29,050	31,150	35,880
5	31,400	33,650	38,760
6	33,700	N/A	41,640
7	36,050	N/A	44,520

2BR

3BR

Rent Schedule:

(For 50% Low HOME Households)

N//A

6 @ \$540

(For 50% HOME Households)

2 @ \$520

N/A

(For 60% Households)

8 @ \$535

N/A

(For 60% Households)

14 @ \$ 615

10 @ \$680

NOTE: RENTS SUBJECT TO CHANGE WITH LENDER APPROVAL

Utility Allowance:

\$118

\$160

(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)

\$15,312

\$16,800

(For 60% Households)

\$15,672

N/A

(For 60% Households)

\$17,592

\$20,160

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:

Bedroom Size Requested:

Desired Move-In Date:

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:

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 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:

Initial _____

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 <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> How Long _____	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	
2				M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> How Long _____	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	
3				M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> How Long _____	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	
4				M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> How Long _____	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	
5				M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> How Long _____	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	
6				M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> How Long _____	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	
7				M <input type="checkbox"/> F <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> How Long _____	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	

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:
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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:
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Address:	City:	State:	Zip:
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Name	Relationship:	Telephone:
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Address:	City:	State:	Zip:
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AUTOMOBILE INFORMATION

Model:	Make:	Color:	Tag #:
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Model:	Make:	Color:	Tag #:
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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 <input type="checkbox"/> N <input type="checkbox"/>		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Savings Account Y <input type="checkbox"/> N <input type="checkbox"/>		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Debit Cards Y <input type="checkbox"/> N <input type="checkbox"/> NOT including debit cards related to the accounts listed above		\$ \$	Institution Name: Telephone: Institution Name: Telephone:
Certificates of Deposits Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Money Market Funds Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Mutual Funds/Stock Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Treasury Bills Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
IRA or 401k Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Company Retirement Accounts Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Annuities Income Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Life Insurance Policies (Whole Life) Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Pension Funds Y <input type="checkbox"/> N <input type="checkbox"/> (Account Not receiving payments on a regular basis)		\$	Institution Name: Telephone:
Trust Accounts Y <input type="checkbox"/> N <input type="checkbox"/> If yes, is it revocable? Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Personal Property held for Investment Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Mortgage or Deed of Trust Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Cash on Hand Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
House/Real Estate Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Rental Property Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Other Investments Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:

Have you received any lump sum payments such as the following:

Inheritances Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Lottery or other winnings Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Insurance Settlements Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Workers Compensation Settlements Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Social Security Disability Settlements Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Unemployment Compensation Settlements Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
VA Disability Settlements Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Severance Pay Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Capital Gains Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Details:
Other Y <input type="checkbox"/> N <input type="checkbox"/>		\$	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:

Initial _____

Income			
Type of Income	How Many	Estimated Monthly Amount	Source Contact for Verification
Employment (Wages & Salary) Y <input type="checkbox"/> N <input type="checkbox"/> How long? _____ If less than 1 year, start date: _____		\$ \$	Institution Name: Address: Telephone: Institution Name: Address: Telephone:
Income from a Business or Profession Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Military Pay, including all allowances Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Social Security Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
SSI Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Disability and Death Benefits (other than SSI) Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
TANF/Work First or other Public Assistance Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Alimony Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Child Support (include all support whether court ordered or not) Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Unemployment Compensation Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Workers' Compensation Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Severance Pay Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Retirement Income Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Pensions (Receiving payments on a regular basis) Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Annuities Income Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Insurance Policies Income Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Scholarships, Grants, Educational Entitlements Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Income from Rental Property Y <input type="checkbox"/> N <input type="checkbox"/>		\$	
Work Study Programs Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Long Term Care Payments Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Income from Training Y <input type="checkbox"/> N <input type="checkbox"/>		\$	Institution Name: Telephone:
Other Income Y <input type="checkbox"/> N <input type="checkbox"/>		\$	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 <input type="checkbox"/> N <input type="checkbox"/>		\$	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:	<p style="text-align: center;"><u>Ethnicity</u></p> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/>	<p style="text-align: center;"><u>Race</u></p> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/>	<p style="text-align: center;"><u>Gender</u></p> Male <input type="checkbox"/> Female <input type="checkbox"/>	*I do not wish to furnish this information <input type="checkbox"/> _____ (initial)
Co-Applicant:	<p style="text-align: center;"><u>Ethnicity</u></p> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/>	<p style="text-align: center;"><u>Race</u></p> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/>	<p style="text-align: center;"><u>Gender</u></p> Male <input type="checkbox"/> Female <input type="checkbox"/>	*I do not wish to furnish this information <input type="checkbox"/> _____ (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 Welfare Agencies Veterans Administration
- Previous Landlords (including State Unemployment Agencies Retirement Systems
- Public Housing Agencies) Social Security Administration Banks and Other Financial
- Support and Alimony Providers Medical and Child Care Providers 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

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

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.