## Willow Spring Apartments

700 Spring Forest Rd. Greenville, NC 27834 (252) 321-3669

**Thank You** for your interest in Willow Spring Apartments, offering 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 Willow Spring Apartments!

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

| Household Size 1 2 3 4 5           | 50% of Median Income  Maximum Annual Income  29,650  33,900  38,150  42,350  45,750 | 60% of Median Income  Maximum Annual Income  35,580  40,680  45,780  50,820  54,900 |
|------------------------------------|---|---|
| 3                                  | 45,750  | 54,900  |
|                                    | <u>1BR</u>  | <u>2BR</u>  |
| Rent Schedule:                     |   |   |
| (For 50% Households)               | 4 @ \$585   | 3 @ \$650   |
| (For 50% Households)               | 9 @ \$595   | N/A   |
| (For 60% Households)               | 14 @ \$643  | 3 @ \$745   |
| Utility Allowance                  | \$62  | \$63  |
| (estimated utility cost per month- | <ul> <li>based on average utility cost</li> </ul>                                   | for electricity)  |
| Security Deposit:                  | \$600   |   |
| Minimum Income Requirements:       |   |   |
| (For 50% Households)               | \$15,528  | \$17,112  |
| (For 50% Households)               | \$15,768  | N/A   |
| (For 60% Households)               | \$16,920  | \$19,392  |

For Section 8 Certificate/Voucher: (2.5 x (tenant rent + utility allowance)

Pet Policy: Limit 1 Pet, Max. Weight – 25 lbs. \$150.00 deposit (refundable)

\$150.00 pet fee (non-refundable)

Age Requirement: 55 years of age and older

## **No Smoking Permitted Anywhere**

## **Application Requirements**

- 1. Completed and signed application.
- 2. Application fee is \$35 for all household members 18 years of age or older paid by check or money order to Evergreen Construction.
- 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: Willow Spring Apartments

700 Spring Forest Rd. Greenville, NC 27834





| FOR OFFICE U    | SE – 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. All Blanks must be completed.

|  |         | use write of  | it. All Blanks musi                     | t de completed. |  |  |
|--|---------|---------------|---|-----------------|--|--|
|  |         | AF            | PPLICANT INFORMAT                       | ION             |  |  |
| Applicant's Full Name: Desired Move in Date: |         |               |   |                 |  |  |
| Bedroom Size Requeste                        | d: Er   | mail Address: |   |                 |  |  |
|  |         |               | SIDENCE INFORMAT<br>SIDENTIAL HISTORY M |                 |  |  |
| 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:     | 8             | Rent 🗆 or Ow                            | 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 Owi                           | n 🗆             |  |  |
| Reason for moving:                           |         |               |   |                 |  |  |
| Landlord Name:                               |         |               |   |                 |  |  |
| Landlord Address:                            |         |               |   |                 |  |  |
| City:  |         | State:        | ZIP:                                    | Telephone:      |  |  |
|  |         | co-A          | APPLICANT INFORMA                       | ITION           |  |  |
| Co-Applicant's Full Nam                      | e:      |               |   |                 |  |  |
|  |         |               | INFORMATION - CO<br>SIDENTIAL HISTORY M |                 |  |  |
| Current Residence                            | Street: |               |   |                 |  |  |
| City:  |         | State:        | ZIP:                                    | Telephone:      |  |  |
| Cell Phone Number:                           |         |               | Drivers Licer                           | se Number:      |  |  |
| Lived here from:                             | to:     |               | Do you Rent                             | or Own          |  |  |
| Reason for moving:                           |         |               |   |                 |  |  |

Initial\_\_\_\_

| Lar        | Landlord Name:    |                     |            |            |   |                   |  |           |
|------------|-------------------|---------------------|------------|------------|---|-------------------|--|-----------|
| Lar        | ndlord Address:   |                     |            |            |   |                   |  |           |
| Cit        | y:                |                     | State:     | ZIP:       |   | Telephone:        |  |           |
| Pre        | evious Residence  | Street:             |            |            |   |                   |  |           |
| Cit        | y:                |                     | State:     | ZIP:       |   |                   |  |           |
| Liv        | ed here from:     | to:                 |            | Ren        | t 🗌 or Own 🔲  |                   |  |           |
| Rea        | ason for moving:  |                     |            |            |   |                   |  |           |
| Lar        | ndlord Name:      |                     |            |            |   |                   |  |           |
| Lar        | ndlord Address:   |                     |            |            |   | 144               |  |           |
| City       | y:                |                     | State:     | ZIP:       |   | Telephone:        |  |           |
| Pre        | evious Residence  | Street:             |            |            |   |                   |  |           |
| City       | y:                |                     | State:     | ZIP:       |   |                   |  |           |
| Liv        | ed here from:     | to:                 |            | Reni       | t 🗌 or Own 🗌  |                   |  |           |
| Rea        | ason for moving:  |                     |            |            |   |                   |  |           |
| Lar        | ndlord Name:      |                     |            |            |   |                   |  |           |
| Lan        | ndlord Address:   |                     |            |            | -   |                   |  |           |
| City       | y:                |                     | State:     | ZIP:       |   | Telephone:        |  |           |
| (2,977,78) | HICH ARE CONSIDER | RED FULL-TIME       |            |            | STITUTION. THE  |                   | S NEED NOT BE                          |           |
|            | Name              | Relation<br>to Head | Birth Date | Gender     | Student   | Employed          | Marital Status                         | SS Number |
| 1          |                   | HEAD                |            | M 🗆<br>F 🗆 | Y   N   N   P/T   P/T     P/T | Y   N   How  Long | Single   Married   Separated   Widowed |           |
| 2          | 1                 |                     |            | м 🗆        | Y 🗆<br>N 🗆  | Y                 | Single 🗌<br>Married 🔲                  |           |
| _          |                   |                     |            | F 🗆        | F/T   P/T   | How<br>Long       | Separated Widowed                      |           |
| 3          |                   |                     |            | м 🗆        | N   | Y D               | Single  Married                        |           |
| S∓a        |                   |                     |            | F 🗆        | F/T   P/T   | How<br>Long       | Separated Widowed                      |           |
| 4          |                   |                     |            | M 🗆        | N   | Y 🗆               | Single  Married                        |           |
|            |                   |                     |            | F 🗆        | F/T   P/T   | How<br>Long       | Separated                              |           |
| 5          |                   |                     |            | м 🗆        | N 🗆   | Y 🗆               | Single []<br>Married []                |           |
| J          |                   |                     |            | F□         | F/T   P/T   | How<br>Long       | Separated  Widowed                     |           |
|            |                   |                     |            | М□         | Y    <br>N  | Υ□                | Single  Married                        |           |
| 6          |                   |                     |            | F 🗆        | F/T   P/T   | N   How Long      | Separated  Widowed                     |           |
|            |                   |                     |            | м 🗆        | Y 🗆<br>N 🗆  | Υ□                | Single 🗌<br>Married 🔲                  |           |
| 7          |                   |                     |            | F 🗆        | F/T   P/T   | N  How Long       | Separated  Widowed                     |           |

|   | he household members reside<br>100% of the time:                                | in the household   | 1 100% of the time                                 | 9? Y □ N □    | If no, please list th | nose not living in the                  |
|---|---|--------------------|--|---------------|-----------------------|---|
| Anticipated   | d changes in household size v   | vithin the next 12 | months? Y \ \ N                                    | ☐ If yes, exp | olain:                |   |
| Anticipated   | d change in number of studen  | its within the nex | t 12 months? Y                                     | ]N □ If yes,  | explain:              |   |
|   |   |                    | DISABILITY STA                                     | ATUS          |                       |   |
| senses, or  | eel I meet the definition of ha<br>activities.<br>el that I do not meet the def | 55 1 3 € 55 4 5    |  |               |                       | ition that limits movement,             |
|   | or anyone in your household<br>juire any accommodations or                      |                    |  |               |                       |   |
|   |   |                    | CARE ATTENDA                                       | ANT           |                       |   |
| Will you ha   | ive a Care Attendant living wi  | th you? Y 🗆 N      | ☐ If yes, F/T ☐                                    | or P/T 🗌      |                       |   |
| Name of Ca  | are Attendant:  |                    |  |               |                       |   |
| Address:  |   |                    |  |               |                       |   |
| City:   |   | State:             | ZII  | P:            | Telephone:            |   |
| <ol> <li>Been ar</li> <li>If yes, who</li> <li>Been re</li> </ol> | rested and charged with a minimum in who  | sdemeanor or fel   | ony? Y  N  O                                       |               |                       |   |
| 3. Been ev  | o in wh<br>victed? Y  |                    | - 1000   |               |                       |   |
| Do you hav  | re a Section 8 voucher or cert  | ificate? Y □ N [   | J  |               |                       | *************************************** |
| Do you hav  | re any pets? Y □ N □ If ye  | s, list breed and  | weight:  |               |                       |   |
| *Pets are   | Only permitted in senior p  | oroperties*        |  |               |                       |   |
| How did yo  | u hear about our apartment o  | community?         |  |               |                       |   |
| (PLEASE PI  | ROVIDE INFORMATION FOR T  | WO PEOPLE NOT      | EMERGENCY CON<br>PLANNING TO OC<br>MERGENCY, OR TO | CUPY THE PRE  |                       | MAY CONTACT IN THE EVENT                |
| Name:   |   | Relationship:      |  |               | Telephone:            |   |
| Address:  |   | City:              | City:  |               | Zip:                  |   |
| Name Relationship:  |   |                    | Telephone:   |               |                       |   |
| Address:  |   |                    | City:  |               | State:                | Zip:                                    |
|   |   | AUT                | OMOBILE INFOR                                      | MATION        |                       |   |
|   |   | AOI                |  |               |                       |   |
| Model:  | Make:   |                    | Color:   |               | Tag #:                |   |

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:

#### **INCOME AND ASSETS** (EACH HOUSEHOLD MEMBER 18 YRS AND OLDER MUST COMPLETE SEPARATE INCOME AND ASSETS FORMS) Type of Asset Including any accounts held for dependents Estimated Source Contact for Verification Many Value (list each separately) Institution Name: \$ Telephone: Y $\square$ N $\square$ Checking Account Institution Name: \$ Telephone: Institution Name: \$ Telephone: YDND Savings Account Institution Name: \$ Telephone: Institution Name: YDND Debit Cards \$ Telephone: NOT including debit cards related to the accounts Institution Name: listed above \$ Telephone: Institution Name: Certificates of Deposits YDND \$ Telephone: Institution Name: Money Market Funds Y | N | \$ Telephone: Institution Name: Mutual Funds/Stock Y $\square$ N $\square$ \$ Telephone: Institution Name: Treasury Bills $Y \square N \square$ \$ Telephone: Institution Name: IRA or 401k Y $\square$ N $\square$ \$ Telephone: Institution Name: YDND Company Retirement Accounts \$ Telephone: Institution Name: Annuities Income Y D N D \$ Telephone: Institution Name: Life Insurance Policies (Whole Life) $Y \square N \square$ \$ Telephone: YDND Institution Name: Pension Funds \$ (Account Not receiving payments on a regular basis) Telephone: Institution Name: Trust Accounts YUNU \$ If yes, is it revocable? Telephone: Institution Name: Personal Property held for Investment Y | N | \$ Telephone: Institution Name: Mortgage or Deed of Trust $Y \square N \square$ \$ Telephone: Cash on Hand including Cash Applications i.e. List all sources or accounts: $Y \square N \square$ \$ Paypal, Venmo, CashApp, etc. Institution Name: House/Real Estate Y $\square$ N $\square$ \$ Telephone: Institution Name: Rental Property YONO \$ Telephone: Institution Name: Other Investments Y | N | \$ Telephone: Have you received any lump sum payments such as the following: Y $\square$ N $\square$ \$ Details: Inheritances Lottery or other winnings Y | N | \$ Details: Y N N \$ Details: Insurance Settlements Workers Compensation Settlements Y \ \ \ \ \ \ \$ Details: Social Security Disability Settlements YOND \$ Details: Unemployment Compensation Settlements Y \( \subseteq N \subseteq \) \$ Details: VA Disability Settlements Y | N | \$ Details: Y \( \Bar \) \$ Details: Severance Pay Y $\square$ N $\square$ \$ Details: Capital Gains Y $\square$ N $\square$ \$ Details: Other (Including Crypto Currency) 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.) $Y \square N \square$ If yes, explain:

| Income  |                         |             |                                |   |  |  |
|---|-------------------------|-------------|--------------------------------|---|--|--|
| Type of Income  |                         | How<br>Many | Estimated<br>Monthly<br>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: |  |  |
| Income from a Business or Profession  | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Military Pay, including all allowances  | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Social Security: Include any amounts received for household dependents  | Y N                     |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| SSI: Include any amounts received<br>for household dependents   | Y 🗆 N 🗀                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Disability and Death Benefits<br>(other than SSI) Include any amounts<br>received for household dependents  | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| TANF/Work First or other Public Assistan  | rce<br>Y 🗆 N 🗀          |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Alimony   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Child Support (include all support whethe<br>ordered or not)  | er court                |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Unemployment Compensation   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Workers' Compensation   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Severance Pay   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Retirement Income   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Pensions<br>(Receiving payments on a regular basis)   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Annuities Income  | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Insurance Policies Income   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Scholarships, Grants, Educational Entitler<br>Include any amounts received for household dependents   |                         |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Income from Rental Property   | Y $\square$ N $\square$ |             | \$                             |   |  |  |
| Work Study Programs   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Long Term Care Payments   | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Income from Training  | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Other Income (Including GoFndMe)  | Y 🗆 N 🗆                 |             | \$                             | Institution Name:<br>Telephone:   |  |  |
| Regular Recurring Gifts<br>(Such as but not limited to: Receiving m<br>gifts or non-cash contributions from perso<br>the household for rent, utilities, groceries<br>and/or misc household supplies)  | ons outside             |             | \$                             | 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:/  |  |  |

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:\_ Co-Applicant: Adult household member:\_\_\_ Adult household member: 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. Race Ethnicity Gender American Indian/Alaska Native 🗌 \*I do not wish to furnish this Applicant: Asian 
Black or African American Hispanic or Latino Not Hispanic or Latino Male [ information \[ \] \_\_\_\_ (initial) Native Hawaiian/Pacific Islander Race Ethnicity Gender American Indian/Alaska Native Asian Black or African American Co-\*I do not wish to furnish this Male [ Applicant: Hispanic or Latino | Not Hispanic or Latino | information [ \_\_\_\_ (initial) Native Hawaiian/Pacific Islander

\*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 aut                                  | horize all                  |
|---|--|---|-----------------------------|
| persons or companies in the ca  | ategories listed below to re   | elease without liability, infor                             | mation                      |
| regarding employment, income  | e, and/or assets to  | rner or agent)  | for                         |
| purposes of verifying informati   | ion on my/our apartment r  | ental application.  |                             |
| INFORMATION COVERED I/We understand that previous and inquiries that may be requincome, and assets; medical or<br>cannot be used to obtain any icontinued participation as a Qu | uested include, but are not<br>r child care allowances. I/<br>information about me/us th | limited to: personal identity<br>We understand that this au | ; employment,<br>horization |
| GROUPS OR INDIVIDUALS THAT<br>The groups or individuals that<br>limited to:   |  | he above information includ                                 | e, but are not              |
| Past and Present Employers Previous Landlords (including Public Housing Agencies) Support and Alimony Providers Colleges, Universities, and Highe                               | r Educational Institutions   | tration Banks and Other                                     | ms                          |
| CONDITIONS  I/We agree that a photocopy of original of this authorization is or signed. I/We understand I/we hincorrect.  SIGNATURES  | n file and will stay in effect   | for a year and one month fro                                | m the date                  |
| SIGNATURES  |  | 1 1   |                             |
| Applicant/Resident  | (Print Name)   | / /<br>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.