

## APPLICATION INSTRUCTIONS

DATE: \_\_\_\_\_ KEEP THIS PAGE FOR YOUR RECORDS

To properly process your application, we must run a credit check and national criminal search, which includes a national sex offender search. This fee totals **\$19.00 per adult applicant age 18 and over** who plans to legally reside in the unit. A **money order or cashier's check** must accompany completed application to be processed, **made out to property name listed below.**

Completed application must also include:

- A **copy of Social Security cards and birth certificates** for all members on the application.
- A **copy of the driver's licenses or ID cards** for all applicants **age 18 and over** on the application.
- **Signatures** in all required areas.
- Contact **phone numbers must be listed** so we can contact you if necessary.
- Specify at the top of the application the **apartment/property** you are applying for.

Once we complete the processing of your application, you will be notified if we have an apartment available for you. If an apartment is available you will be sent additional paperwork. If we do not have a vacant apartment at that time, you will be notified that you have been placed on our waiting list. When an apartment becomes available, we will notify you by the phone number you list on your application. **No other means of contact will be used.** If you have not heard from us within 6 months you will need to renew your application. **Applications expire after 6 months.**

**Please make sure that you have completed all of the above. Completed applications and appropriate processing fee(s) should be mailed to:**

MICHAEL TODD  
ATTN: \_\_\_\_\_  
P.O. BOX 3141  
QUINCY, IL. 62305

**CHECK/MONEY ORDER MADE OUT TO PROPERTY NAME**



“This institution is an equal opportunity provider.”

If you wish to file a Civil Rights program complain of discrimination, complete the USDA Program Discrimination Complaint Form, found on-line at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

# SEND TO: MICHAEL TODD, ATTN: CYPRESS PROPERTIES

PO Box 3141 • Quincy, Illinois 62305 • 217-316-5754

Revised 12-09-2020



This institution is an equal opportunity provider.

## Rental Housing Application for \_\_\_\_\_ Apartments/Properties

Date Received: \_\_\_\_\_

Time Received \_\_\_\_\_

### APPLICANT INFORMATION

**Name:** \_\_\_\_\_  

Last
First
Middle Initial

**Current Address:** \_\_\_\_\_  

Street
City
State
Zip Code

**Telephone #:** \_\_\_\_\_ **SS#:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

### HOUSEHOLD INFORMATION

List below, **all** information for each additional household member who will occupy the unit.

| <u>Name</u><br>(First, Middle Initial, Last) | Relationship<br>to Head of<br>Household | Social<br>Security<br>Number | Date of Birth<br>(Mo./Day/Yr.) | Age | Nationality/Citizenship |
|--|---|------------------------------|--------------------------------|-----|-------------------------|
|  | HEAD                                    |                              |                                |     |                         |
|  |   |                              |                                |     |                         |
|  |   |                              |                                |     |                         |
|  |   |                              |                                |     |                         |

Do you anticipate a change in household composition during the next 6 months?      Yes \_\_\_ No \_\_\_

Will any of the above household members live anywhere except in the apartment?      Yes \_\_\_ No \_\_\_

Will any **other** persons live in the apartment on a less than full-time basis?      Yes \_\_\_ No \_\_\_

If you answered "Yes" to either question, please explain: \_\_\_\_\_

Do you require any special accommodations?    Yes \_\_\_ No \_\_\_

If yes please explain: \_\_\_\_\_  
 \_\_\_\_\_

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**MISCELLANEOUS INFORMATION**

Are any household members a full-time or part-time student at an institute of higher learning?

Yes  No

If yes please list schools you/they are attending: \_\_\_\_\_

Have you disposed of any assets within the last two years? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Were you 62 years old or older as of January 1, 2010 and receiving HUD rental assistance?** \_\_\_\_\_

(An applicant may qualify for exemption of disclosing/providing verification of a Social Security number)

Are you a current user of illegal drugs? Yes  No

Do you abuse alcohol to the extent that you could be a danger to others health, safety, or right to a peaceful enjoyment? Yes  No

Has any household member ever been evicted from any subsidized housing program for drug related or criminal activity? Yes  No  If "yes", who: \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

**Are any household member 18 years of age and above listed on a state or federal sex offender registry?**

Yes  No

For each household member 18 years or older, please list all states in which they have lived since 1996:

Name: \_\_\_\_\_ States: \_\_\_\_\_

Name: \_\_\_\_\_ States: \_\_\_\_\_

Have you or any co-applicant been **arrested**? Yes  No

Have you or any-co-applicant been **convicted**? Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_

Does anyone in the household currently have any charges/convictions **pending** against them?

Yes  No  If "Yes", who: \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

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**LANDLORD INFORMATION (Last 5 years) Attach separate sheet if necessary.**

**Current Housing:** Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_ Rent Paid Per Month \$ \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Are you/co-tenant related to this landlord? \_\_\_\_\_

Landlord's Address: \_\_\_\_\_  
Street City State Zip Code

Landlord's Telephone: \_\_\_\_\_ Dates of Residency: \_\_\_\_\_  
(mo./yr. TO (mo./yr.))

**Previous Housing:** Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_ Rent Paid Per Month \$ \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Are you/co-tenant related to this landlord? \_\_\_\_\_

Landlord's Address: \_\_\_\_\_  
Street City State Zip Code

Landlord's Telephone: \_\_\_\_\_ Dates of Residency: \_\_\_\_\_  
(mo./yr. TO (mo./yr.))

**Previous Housing:** Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_ Rent Paid Per Month \$ \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Are you/co-tenant related to this landlord? \_\_\_\_\_

Landlord's Address: \_\_\_\_\_  
Street City State Zip Code

Landlord's Telephone: \_\_\_\_\_ Dates of Residency: \_\_\_\_\_  
(mo./yr. TO (mo./yr.))

**ELDERLY/HANDICAPPED**

Are you applying for status as an "Elderly Household", where the tenant or co-tenant is 62 or older, handicapped or disabled as defined by Rural Development? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please realize that your eligibility must be verified.**

Would you or anyone in your household benefit from a wheelchair or other handicapped accessible unit?

If so, would you like to request an adapted unit? Yes \_\_\_\_\_ No \_\_\_\_\_

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**EMPLOYMENT INFORMATION**

**Head of Household Employer:** \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City State Zip Code

Occupation: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
(mo./yr. TO (mo./yr.))

GROSS Monthly Income: \$ \_\_\_\_\_ (Before taxes)

**Second Employer, or**

**Previous Employer:** \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City State Zip Code

Occupation: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

GROSS Monthly Income: \$ \_\_\_\_\_ (Before taxes)

**Spouse/Co-Applicant Employer:** \_\_\_\_\_ Telephone #: \_\_\_\_\_

Occupation: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
(mo./yr. TO (mo./yr.))

GROSS Monthly Income: \$ \_\_\_\_\_ (Before taxes)

**CREDIT HISTORY**

**Please list 2 credit references that are current and have open account balances.**

A credit check will be run through the Credit Bureau.

Creditor: \_\_\_\_\_ Address \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Account #: \_\_\_\_\_

Creditor: \_\_\_\_\_ Address \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Account #: \_\_\_\_\_

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**BENEFITS** Check Yes or No, and the GROSS monthly income received.

Please list the total benefit income of all members of the household. If a divorce decree or separation agreement exists but payments are not received, list the amount court ordered by the document.

| Benefit Type                 |                          |                          | Gross Monthly            | Household Member(s) Receiving Benefit |
|------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|
| Social Security (Adult)      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Social Security (Child)      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| SSI (Adult)                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| SSI (Child)                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Disability or Death Benefits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Public Assistance            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Alimony                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Child Support                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |

We must have written verification from the source of income showing your monthly or (annual) GROSS income.

**OTHER INCOME** Check Yes or No, and the GROSS monthly income received.

Does any member of the household have income from any of the following? If “yes”, state the amount, frequency, and the household member receiving the income.

| Income Type  |                          |                          | Gross Monthly            | Household Member(s) Receiving Benefit |
|--|--------------------------|--------------------------|--------------------------|---------------------------------------|
| Income from Self-Owned Business  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Recurring Cash Contributions or Gifts including rent or utility payments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Workers Compensation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Unemployment Benefits  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Severance Pay  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Payments from Insurance Policies   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Retirement Benefits  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Pension Benefits   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Educational Grants/Scholarships  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Veteran’s Administration Benefits  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Military Reserves/National Guard   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| GI Bill Benefits   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |
| Any Other Income   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              |

We must have written verification from the source of income showing your monthly or (annual) GROSS income.

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**CHILD CARE EXPENSES**

Do you currently pay babysitting and/or dependent care while being employed? Yes \_\_\_\_ No \_\_\_\_

If "Yes", are you related to Caregiver? Yes \_\_\_\_ No \_\_\_\_

Caregiver/Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Daytime Phone Number: \_\_\_\_\_ Monthly Expense: \$ \_\_\_\_\_

*Verification of expense will be made.*

**EMERGENCY CONTACT INFORMATION**

Please list the name of nearest relative not living with you. This person may be given entry to your apartment in case of emergency.

Name of Contact: \_\_\_\_\_  
Last First Middle Initial

Current Address: \_\_\_\_\_  
Street City State Zip Code

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**VEHICLE IDENTIFICATION**

|                     | DRIVERS LICENSE | MAKE OF AUTO | MODEL | YEAR |
|---------------------|-----------------|--------------|-------|------|
| HEAD OF HOUSEHOLD   |                 |              |       |      |
| SPOUSE/CO-APPLICANT |                 |              |       |      |
| OTHER               |                 |              |       |      |
| OTHER               |                 |              |       |      |

**NO PET POLICY**

NO PETS are allowed unless you are applying for an apartment in a Rural Development or HUD designated elderly housing complex. The Management Company will consider with proper documentation a request for an assistance, service, or companion animal. If approved, you will receive written authorization.

**There are NO exceptions.**

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**I/We understand that the above information is being collected to determine my/our eligibility for residency. I/We authorize the owner/management to verify all information provided on this application and my/our signature(s) is our consent to obtain such verification. I/We certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to the release of the necessary information to determine eligibility.**

**I/We authorize any person, or credit checking agency having any information on me/us to release any and all such information to the owner/management or their agents or credit checking agents. I understand that the credit report (rental history, arrest and/or conviction records, and retail credit history) will be done through a credit bureau contracted with the apartment community. I understand that a check will be made of the sex offender registry in states in which I have resided.**

**WARNING: “Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States government. HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on the verification forms is restricted to the purposes cited thereon. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (6), (7), and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (6), (7), and (8).”**

**PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING THIS COMPLETE APPLICATION:**

**BACKGROUND CHECK** – I/we understand that a background, including both criminal and credit, check will be conducted. Rejection of the application may occur if a history/conviction exists of any of the following:

1. Sex offender;
2. Disturbances of neighbors;
3. Destruction of property;
4. Drug-related criminal activity;
5. Criminal activity;
6. Prior evictions or poor landlord reference(s);



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**SIGNATURES: (All adult household members must sign below.)**

**NO APPLICATION WILL BE PROCESSED WITHOUT SIGNATURES**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant/Head of Household Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Additional Adult Household Member Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Additional Adult Household Member Date

This information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that Federal laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familiar status, age, and disability are complied with. You are not required to furnish this 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.

**OPTIONAL INFORMATION:**

**Ethnicity:** Not Hispanic or Latino\_\_\_ Hispanic or Latino\_\_\_

**Race:** (Mark one or more) White \_\_\_ American Indian/Alaska Native\_\_\_ Asian\_\_\_  
Black or African American\_\_\_ Native Hawaiian or Other Pacific Islander\_\_\_

**Sex:** Male\_\_\_ Female\_\_\_

**How did you hear about our properties/apartments:**

Newspaper or other advertisement\_\_\_ Existing tenant referral\_\_\_ Other:\_\_\_\_\_

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**AUTHORIZATION FOR THE RELEASE OF INFORMATION**

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**CONSENT**

The undersigned, authorize and direct any Individual, Business, Organization, Federal, State or Local Agency to release and/or verify any information as deemed necessary for the purpose of verification of my eligibility or continued eligibility in the Section 42 – Low Income Housing Tax Credit Property program.

**INFORMATION THAT MAY BE REQUESTED**

By my signature below, I understand that previous and/or current information regarding me may be necessary in order to determine my eligibility. Some examples of verification sources are listed below, however this is not a comprehensive list involving all possible verifications that may be requested. By your signature below, you are consenting verification of any source deemed necessary in determining your eligibility.

- |                                |                                |
|--------------------------------|--------------------------------|
| Identity and Marital Status    | Medical Allowances             |
| Residences and Rental Activity | Employment, Income, and Assets |
| Credit and Criminal Activity   | Student Status                 |

**GROUP OR INDIVIDUAL THAT MAY BE ASKED**

The groups or individuals that may be asked to release/verify the above information (depending on program requirements) include but are not limited to:

- |  |  |
|--|--|
| Courts and Post Offices                                | Law Enforcement Agencies               |
| Medical Providers                                      | Retirement Systems                     |
| Utility Companies                                      | Credit Providers and Credit Bureaus    |
| Past and Present Employers                             | Welfare Agencies                       |
| State Unemployment Agencies                            | Social Security Administration         |
| Veterans Administration                                | Banks and Other Financial Institutions |
| Previous Landlords (including Public Housing Agencies) |  |

**CONDITIONS**

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file in the management office and will stay in effect for two years from the date signed. I understand I have a right to review my file and correct any information that I can prove is incorrect.

**SIGNATURES**

|   |  |               |
|---|--|---------------|
| _____<br>Printed Name: Head of Household              | _____<br>Signature: Head of Household              | _____<br>Date |
| _____<br>Printed Name: Co-Head of Household           | _____<br>Signature: Co-Head of Household           | _____<br>Date |
| _____<br>Printed Name: Other Household Member Over 18 | _____<br>Signature: Other Household Member Over 18 | _____<br>Date |
| _____<br>Printed Name: Other Household Member Over 18 | _____<br>Signature: Other Household Member Over 18 | _____<br>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 separately.

