

# EVERGREEN AFFORDABLE WAITLIST APPLICATION

## FOR OFFICE USE ONLY

PROPERTY NAME: \_\_\_\_\_ DATE APPLICATION RECEIVED: \_\_\_\_\_ TIME APP RECEIVED: \_\_\_\_\_

HOH LAST NAME: \_\_\_\_\_ MANAGER INITIALS \_\_\_\_\_

### HOUSEHOLD INFORMATION:

HEAD OF HOUSEHOLD/PRIMARY APPLICANT NAME: \_\_\_\_\_

PHONE #: (HOME/PRIMARY) \_\_\_\_\_ (CELL/OTHER) \_\_\_\_\_

EMAIL ADDRESS(S): \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ UNIT/APT#: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ARE YOU CURRENTLY ON A LEASE? \_\_\_\_\_ IF YES, HOW MUCH NOTICE MUST YOU PROVIDE TO TERMINATE? \_\_\_\_\_

**UNIT SIZE/REQUIRED FEATURES:** Management will take your unit preferences/requirements into consideration and will not offer you a unit that does not have a required feature. The occupancy standards indicate a minimum of one person per bedroom and maximum of three people per bedroom.

SELECT WHICH UNIT SIZE(S) YOU REQUIRE:  studio/1 junior  one bedroom  two bedroom  three bedroom

DO YOU REQUIRE AN ACCESSIBLE UNIT OR ANY OTHER *NECESSARY* FEATURE ? \_\_\_\_\_ IF YES, EXPLAIN BELOW:

DO YOU HAVE A VOUCHER? \_\_\_\_\_ IF YES, FROM WHAT AGENCY? \_\_\_\_\_ FOR WHAT SIZE APT? \_\_\_\_\_

HAS ANY OCCUPANT BEEN SUBJECT TO REGISTRATION AS A SEXUAL OFFENDER AND/OR SEXUAL PREDATOR, BEEN CONVICTED OF A CRIME OR BEEN EVICTED FROM A HOME? \_\_\_\_\_ IF YES, EXPLAIN: \_\_\_\_\_

### HOUSEHOLD MEMBERS/OCCUPANTS:

| occupant # | Household Member Name<br>(First, Middle, Last, Suffix) | Relationship to Head of Household | Birthdate | Annual Income | Full-time Student?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|------------|--|-----------------------------------|-----------|---------------|--|
| 1          |  | self                              |           | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| 2          |  |                                   |           | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| 3          |  |                                   |           | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| 4          |  |                                   |           | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| 5          |  |                                   |           | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| 6          |  |                                   |           | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/>                       |

All communication regarding the waitlist application will be sent to the **current mailing address** on record. It is the applicant's responsibility to keep the waitlist application current BY NOTIFYING THE RENTAL OFFICE IN WRITING WITHIN 15 DAYS,

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**CERTIFICATION:** By signing below applicant(s) understand that the waitlist application places applicant’s name on the waiting list for housing in accordance with the tenant selection policies of the community. A waitlist application does not give any right to be approved for housing, is not an offer of housing, does not guarantee the future eligibility of the household or assure that housing will be available in the future. Eligibility for housing is based on applicable income limits and by management’s selection criteria at the time of the waitlist application becoming eligible for an available unit. Prior to an offer for housing being made applicant must submit a rental application, pay any applicable application fees and provide all written documentation in a timely fashion, upon request, to verify the current circumstances related to the household’s eligibility for housing.

Applicant authorizes management and its staff to contact any agencies, local police departments, credit bureaus, reference or other organizations to obtain any information or materials which are deemed necessary to verify the continued eligibility for housing.

All communication regarding the waitlist application will be sent to the current mailing address on record. Applicant must notify the rental office in writing within 15 days of any changes to the waitlist application including but not limited to, the current mailing address, contact information, household composition and changes to the household income. Applicant understands that if they do not respond timely to any request for information, attend any scheduled appointments, or if any letter sent to the current address is returned to the rental office as undeliverable, applicant will be removed from the Waiting List.

Applicant certifies that all information on the waitlist application is true and correct to the best of applicant’s knowledge and understands that providing false statements or information is punishable by law and will lead to cancellation of this waitlist application, denial of any future rental application or termination of tenancy after occupancy.

**THIS APPLICATION MUST BE SIGNED BY ALL MEMBERS OF THE HOUSEHOLD 18 YEARS OF AGE AND OLDER.**

|                               |            |
|-------------------------------|------------|
| Occupant #1 Signature X _____ | Date _____ |
| Occupant #2 Signature X _____ | Date _____ |
| Occupant #3 Signature X _____ | Date _____ |
| Occupant #4 Signature X _____ | Date _____ |
| Occupant #5 Signature X _____ | Date _____ |
| Occupant #6 Signature X _____ | Date _____ |

**PENALTIES FOR MISUSING THIS FORM**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making any false or fraudulent statements to any department of the United States Government, HUD, and any owner (or any employee of HUD 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 this verification form is restricted to the purposes cited above. 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 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 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

HUD prohibits discrimination in all its programs and activities on the basis of race, color, religion, creed, national origin, sex, disability, familial status, marital status, sexual orientation, gender identity and where applicable, elderliness, age, parental status, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write to HUD Office of Fair Housing and Equal Opportunity, 451 7<sup>th</sup> Street, SW, Room 5204, Washington, DC 20410-2000, or call 800-669-9777 (voice) or 800-927-9275 (TTY).