

## **APPLICATION AND WAITING LIST INFORMATION**

Any person may call or visit the office to request an application package. Once all of the forms are completed, the applicant calls the office to make an appointment for an interview.

Along with the completed application package, please bring the following items to the interview:

1. Social Security Cards for all household members
2. Driver's License or another form of photo identification
3. Birth Certificate or Passport or Naturalization Certificate
4. If you are not a U.S. citizen, your Alien Registration Card
5. **Current Social Security or SSI proof of Income letter**
6. Full time & part time employment information plus last 6 paycheck stubs/earning statements
7. Pensions & Annuities information plus most recent award letter or statement of activity

Your income, asset and other information may be re-verified at the time of move-in. Failure to disclose all of your income and asset information could lead to your application being cancelled.

Once a completed application package is received, you will be sent a letter informing you of being placed on the Waiting List. A criminal, sex offender, credit, and eviction check will be made prior to moving in. Your application may be cancelled at this time if this background screening reveals negative information that does not meet our resident criteria or the requirements of our **Resident Selection Plan**. The expected waiting time to move in will depend on a variety of factors, such as:

- Your choice of apartment size
- Apartment availability
- Occupancy standards (not over housing or under housing a household)
- Personal preferences

If you have a pet that will be moving in with you, please note that we will need you to provide the following items prior to moving in:

- Proof of current immunizations
- Current copy of county license
- Proof of neutered or spayed

Once you are placed on the Waiting List, you must notify us if you move or change your phone number. If we cannot reach you when your name comes up on the Waiting List, your application will be cancelled. **Please note that we will not be able to hold your position on the Waiting List if we cannot make contact with you.**

*\*If you or any member of your household indicates a prior criminal conviction or eviction, we will conduct the background screening at the time the application is submitted.*

If you have any questions concerning the application package or about the Waiting List, please feel free to call the office at (239) 369-1414, TTY 1-800-955-8771.



**PRESBYTERIAN HOMES OF LEHIGH ACRES, INC.**  
**1301 WOODWARD CT.**  
**LEHIGH ACRES, FL 33936**  
**(239) 369-1414 • FAX (239) 369-5006 • TTY 1-800-955-8771**

### **Initial Requirements for Residency**

<b>Requirements:</b>	<b>Age</b>	Must be 55 or older
	<b>Income</b>	One person maximum limit is \$35,700
		Two person maximum limit is \$40,800
		Three person maximum limit is \$45,900
		Four person maximum limit is \$50,950
		Five person maximum limit is \$55,050
<b>Basic Rent:</b>	\$428.00	1 Bedroom (includes water, sewer, pest control & garbage)
	\$497.00	2 Bedroom (includes water, sewer, pest control & garbage)
<b>Rent Subsidy:</b>	Resident rent is not subsidized by HUD. Public Housing Vouchers are accepted.	
<b>Max. Occupants:</b>	1 Bedroom maximum is 2 people <b>or</b> 2 people plus 1 minor 2 Bedroom maximum is 4 people <b>or</b> 4 people plus 1 minor	



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Phone		Fax	TTY (800) 955-8771

<b>For Office Use Only</b>	Completed Application Received		Date	
	By		Time	

## Rental Application

<b>#1</b>	<b>Head of Household</b>				
Applicant Name					
E-mail					
Phone Number(s)					
Are you a current resident requesting a different apartment?				Yes	No
If yes, what is your current apartment number?					

<b>Current Residence</b>					
Type	Rent *	Own	Other		
Address					
City, State, Zip					
*Landlord Name					
*Landlord Phone Number					
Reason for leaving?					
How long have you lived there?		From		To	
Monthly rent or mortgage payment?					
Are you currently receiving any housing assistance? (i.e. HUD, RHS or a PHA)				Yes	No
Have you given this landlord notice that you will be moving?				Yes	No
Are you required to provide at least 30 days notice to your current landlord?				Yes	No
Have you been evicted or is this landlord attempting to evict you or another person living with you?				Yes	No



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### Residential History

Please provide previous residence information if you have lived at your current residence for less than 3 years.

#### Previous Residence

Type	Rent *	Own	Other
Address			
City, State, Zip			
*Landlord Name			
*Landlord Phone Number			
Reason for leaving?			
How long did you live there?	From		To
Monthly rent or mortgage payment?			

#### Previous Residence

Type	Rent *	Own	Other
Address			
City, State, Zip			
*Landlord Name			
*Landlord Phone Number			
Reason for leaving?			
How long did you live there?	From		To
Monthly rent or mortgage payment?			



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### Residential History

Please provide previous residence information if you have lived at your current residence for less than 3 years.

#### Previous Residence

Type	Rent *	Own	Other
Address			
City, State, Zip			
*Landlord Name			
*Landlord Phone Number			
Reason for leaving?			
How long did you live there?	From		To
Monthly rent or mortgage payment?			

#### Previous Residence

Type	Rent *	Own	Other
Address			
City, State, Zip			
*Landlord Name			
*Landlord Phone Number			
Reason for leaving?			
How long did you live there?	From		To
Monthly rent or mortgage payment?			



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### Household Financial Information

In order to determine eligibility you must list **all** sources of income you and any member(s) of your household currently receive or expect to receive in the next 12 months.

#### Income

Type	Source Name	Source Address	Gross Annual Amount	Name of Recipient
			\$	
			\$	
			\$	
			\$	

Income includes wages, welfare payments, alimony, social security, pension, annuity, unemployment compensation, workers' compensation, income from property you own, child support, social security for children, AFDC, earnings from a second or part time job and any anticipated income such as a bonus or pay raise you expect to receive.

#### Asset Income

Type	Source Name	Source Address	Gross Annual Amount	Name of Recipient
			\$	
			\$	
			\$	
			\$	

Asset income includes interest from a checking, money market, savings account, credit union, certificate of deposit, mutual funds, bonds, securities, dividend from stocks, business income and any other form of income.

### Asset Divestiture Certification

Have you disposed of any assets for less than the Fair Market Value in the last 2 years?			Yes	No
			If Yes, please describe below	
Description	Disposition Date	Market Value	Sold For	
		\$	\$	
		\$	\$	



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### Preferences

How many individuals will be living in the apartment?	Adults:		Minors:	
What apartment size(s) are you applying for?	1 Bedroom		2 Bedroom	
Do you have any additional apartment requests?				
Does a disability you or any household member have require the features of an accessible apartment?			Yes	No
If yes, what features are required?				
Does a disability you or any household member have require a reasonable accommodation?			Yes	No
If yes, what accommodations are required?				
Have you been involuntarily displaced by government action/presidentially declared disaster?			Yes	No
Are you or any household member under imminent threat for another reason?			Yes	No

### Pets

Do you plan to house an animal in the apartment?			Yes	No
Animal Type	Breed	Weight	License Number	Expiration Date
The presence of any animal must be approved before it is allowed to be kept in the apartment.				

### Vehicles

Do you have a car or vehicle you will be parking on the property?			Yes	No
Year	Make	Model		
Due to limited parking availability we permit only 1 vehicle per licensed driver.				

### Marketing Information

How did you hear about us?	Newspaper	Website	Drove By	Current Resident
	Church	Organization	Another Person	Other
Please choose one or all that apply.				



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### Applicant Household Summary

Provide the information requested below for each person who will be living in the apartment.

#1	Head of Household Full Name	Date of Birth	Social Security Number**
List All States Where This Person Has Lived			

#2	Household Member's Full Name	Date of Birth	Social Security Number**
List All States Where This Person Has Lived			
	Relationship to the Head of Household	Co-Head Spouse	Minor Child Other Adult
		Foster Child Foster Adult	Live-in Aide None of the Above

#3	Household Member's Full Name	Date of Birth	Social Security Number**
List All States Where This Person Has Lived			
	Relationship to the Head of Household	Co-Head Spouse	Minor Child Other Adult
		Foster Child Foster Adult	Live-in Aide None of the Above

#4	Household Member's Full Name	Date of Birth	Social Security Number**
List All States Where This Person Has Lived			
	Relationship to the Head of Household	Co-Head Spouse	Minor Child Other Adult
		Foster Child Foster Adult	Live-in Aide None of the Above

#5	Household Member's Full Name	Date of Birth	Social Security Number**
List All States Where This Person Has Lived			
	Relationship to the Head of Household	Co-Head Spouse	Minor Child Other Adult
		Foster Child Foster Adult	Live-in Aide None of the Above

#### \*\*Social Security Number Exemption

Social Security Number disclosure is mandatory for all non-exempt household members at move-in.  
If you do not have a SSN, you claim you are exempt because?

Member is an ineligible non-citizen  
Member is under 6 without an assigned SSN

Member was 62 as of 1/31/2010 **and** began receiving HUD housing assistance before 1/31/2010



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<b>Applicant Background</b>		
Are you or any household member a student enrolled in an institute of higher education?	Yes	No
Have you or any household member ever had an eviction filed against you?	Yes	No
Have you or any household member ever left owing money to any owner/landlord?	Yes	No
Are you or any household members enrolled in the U.S. Military or a veteran of the U.S. Military?	Yes	No
Do you or any household member have any current outstanding balances owed to any utility provider(s)? ( <i>electricity, water, etc.</i> )	Yes	No
Were you or any household member ever asked to allow or participate in the extermination of pests other than when regularly scheduled? ( <i>roaches, bed bugs, rodents, etc.</i> )	Yes	No
Have you or any household member ever had adjudication withheld or been convicted of a crime?	Yes	No
Are you or any household member currently engaged in illegal use of a drug or have a pattern of illegal drug use?	Yes	No
Do you or any household member currently abuse alcohol or have a pattern of alcohol abuse?	Yes	No
Have you or any household member interfered with other resident's health, safety, or right to peaceful enjoyment of the premises due to drug or alcohol abuse?	Yes	No
Are you or is any member of the household required to register with any state lifetime sex offender or other sex offender registry?	Yes	No

If you answered <u>Yes</u> to any of the above questions, please explain the circumstances regarding the situation.
<u>ALL</u> information provided on this application will be <u>verified</u> prior to move-in. You are committing fraud if you knowingly provide false or misleading information.

**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 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 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, 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 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).



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### Applicant Certification

By signing this document, I/we certify that all of the statements and information provided above on this application for rental are true and complete to the best of my/our knowledge and understand it is collected only to determine eligibility and/or level of benefits for what will serve as my/our household's only residence. I/We hereby authorize an investigative consumer report and verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records and credit records. I/We acknowledge that false or omitted information herein may be grounds for rejection of this application, termination of occupancy and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State. I/We hereby release Realpage, Inc. and any of the above from any liability and responsibility arising from their doing so. Facsimiles of this authorization may be used to facilitate multiple inquiries. In the event you receive a facsimile of this authorization, it should be treated as an original and the requested information should be released to facilitate my/our application.

Applicant Signature		Date
#1		
#2		
#3		
#4		

Administrator Signature	Date

**If you are disabled or have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs.**

(Estimado inquilino, si está usted discapacitado o necesita asistencia en su idioma, por favor déjenos saber sus necesidades. Con mucho gusto le daremos acceso a servicios individualizados basados en su pedido.)

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Kaitlyn Meyer  
1050 Burlington Avenue North • St Petersburg, Florida 33705  
Phone: (727) 894-0368 • TTY: (800) 955-8771



# Presbyterian Homes of Lehigh Acres, Inc.

## Resident Information Form

RESIDENT NAME	APARTMENT	PHONE

MEDICAL INFORMATION			
Doctor		Phone	
Hospital			

PRIMARY PERSON	
In the event of an emergency or other warranted situation, the person named below will be contacted as necessary for assistance in handling your affairs.	
Name	
Relationship	
Address	
City, State, Zip	
Phone (Home)	
Phone (Work)	
Phone (Cell)	

SECONDARY PERSON	
In the event of an emergency or other warranted situation, the person named below will only be contacted when the primary person is unreachable.	
Name	
Relationship	
Address	
City, State, Zip	
Phone (Home)	
Phone (Work)	
Phone (Cell)	

PRIMARY SIGNATURE	
I hereby agree to accept the above responsibilities:	
Signature	
Date	

RESIDENT SIGNATURE	
I hereby permit the above persons to be contacted in the event of an emergency or warranted situation:	
Signature	
Date	

**REMINDER:** Your apartment key will **NOT** be given to anyone, including the primary person. If you want the primary person or any other person to have access to your apartment in your absence, **YOU** will need to give them a key.



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## Optional Disclosure Notice

**Please review the following statement and provide the requested information, if you are willing.**

The information regarding race, ethnicity and sex designation solicited on this form is requested for statistical purposes to ensure that the Federal laws prohibiting discrimination against resident applications on the basis of race, color, national origin, religion, sex, familial 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, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

#1	Head of Household Full Name	Gender	Ethnicity
		Male Female	Hispanic or Latino Not Hispanic or Latino
Race (Choose all that apply)			
	American Indian or Alaskan Native Asian	Black or African American Native Hawaiian or Other Pacific Islander	White
<b>OFFICE USE ONLY</b> <input type="checkbox"/> Provided by Applicant <input type="checkbox"/> Observed			

#2	Household Member's Full Name	Gender	Ethnicity
		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race (Choose all that apply)			
	American Indian or Alaskan Native Asian	Black or African American Native Hawaiian or Other Pacific Islander	White
<b>OFFICE USE ONLY</b> <input type="checkbox"/> Provided by Applicant <input type="checkbox"/> Observed			

#3	Household Member's Full Name	Gender	Ethnicity
		Male Female	Hispanic or Latino Not Hispanic or Latino
Race (Choose all that apply)			
	American Indian or Alaskan Native Asian	Black or African American Native Hawaiian or Other Pacific Islander	White
<b>OFFICE USE ONLY</b> <input type="checkbox"/> Provided by Applicant <input type="checkbox"/> Observed			

#4	Household Member's Full Name	Gender	Ethnicity
		Male Female	Hispanic or Latino Not Hispanic or Latino
Race (Choose all that apply)			
	American Indian or Alaskan Native Asian	Black or African American Native Hawaiian or Other Pacific Islander	White
<b>OFFICE USE ONLY</b> <input type="checkbox"/> Provided by Applicant <input type="checkbox"/> Observed			

#5	Household Member's Full Name	Gender	Ethnicity
		Male Female	Hispanic or Latino Not Hispanic or Latino
Race (Choose all that apply)			
	American Indian or Alaskan Native Asian	Black or African American Native Hawaiian or Other Pacific Islander	White
<b>OFFICE USE ONLY</b> <input type="checkbox"/> Provided by Applicant <input type="checkbox"/> Observed			



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### Citizenship Declaration

Complete this Declaration for each member of the household listed on the Applicant Household Summary page.

Full Name		
Relationship to the Head of Household		
Date of Birth		
Social Security Number		
Nationality <i>(the nation/country to which you owe legal allegiance, normally but not always the country of birth)</i>		
Alien Registration Number		N/A
Admission Number <i>(11-digit number found on DHS Form I-94)</i>		N/A
SAVE Verification Number <i>(to be entered by Owner if and when received)</i>		N/A

Instructions: Complete the Declaration below by printing or by typing the person's first name, middle initial, and last name in the space provided. Then review the blocks shown below and complete either block number 1, 2, or 3:

### Declaration

I, \_\_\_\_\_ hereby declare, under  
*(print or type first name, middle initial, last name)*

penalty of perjury, that I am \_\_\_\_\_  
*(print or type first name, middle initial, last name)*

#### 1. A citizen or national of the United States.

Sign and date below and return to the name and address specified in the attached notification letter. If this block is check on behalf of a child, the adult who will reside in the assisted apartment and who is responsible for the child should sign and date below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check here if adult signed for a child



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**2. A noncitizen with eligible immigration status as evidenced by one of the documents listed below:**

*If you checked this block you must submit the following documents:*

From non-citizens claiming eligible status who are 62 or older:

- a. This signed declaration of eligible immigration status; and
- b. Proof of age

From non-citizens claiming eligible status who are not 62 or older:

- a. This signed declaration of eligible immigration status; and
- b. Verification Consent Form

**AND**

c. One of the following documents:

- (1) Form I-551, *Permanent Resident Card*
- (2) Form 1-94, *Arrival-Departure Record* annotated with one of the following:
  - (a) "Admitted as a Refugee Pursuant to Section 207";
  - (b) "Section 208" or "Asylum";
  - (c) "Section 243(h)" or "Deportation stayed by Attorney General"; or
  - (d) "Paroled Pursuant to Section 212(d)(5) of the INA."
- (3) Form I-94, *Arrival-Departure Record* (with no annotation) accompanied by one of the following:
  - (a) A final court decision granting asylum (but only if no appeal is taken);
  - (b) A letter from an DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (application filed was before October 1, 1990);
  - (c) A court decision granting withholding of deportation; or
  - (d) A letter from an asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
- (4) A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant's entitlement to the document has been verified.
- (5) Other acceptable evidence. If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.

If this block is checked, sign and date below and submit the documentation required above with this declaration and a verification consent format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who will reside in the assisted apartment and who is responsible for the child should sign and date below. If for any reason, the documents show in subparagraph 2.c. above are not currently available, complete the Request for Extension block below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check here if adult signed for a child



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**REQUEST FOR EXTENSION**

I hereby certify that I am a noncitizen with eligible immigration status, as noted in block 2 above, but the evidence needed to support my claim is temporarily unavailable. Therefore, I am requesting additional time to obtain the necessary evidence. I further certify that diligent and prompt efforts will be undertaken to obtain this evidence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check here if adult signed for a child

**3. I am not contending eligible immigration status and I understand that I am not eligible for housing assistance.**

If you checked this block, the person named above is not eligible for assistance. Sign and date below and forward this format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who is responsible for the child should sign and date below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check here if adult signed for a child

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\_\_\_\_\_

### Verification Consent Form

Complete this format for each noncitizen family member who declared eligible immigration status on the Citizenship Declaration format. If this format is being completed on behalf of a child, it must be signed by the adult responsible for the child.

### Consent

I, \_\_\_\_\_ hereby consent to the following  
*(print or type first name, middle initial, last name)*

1. The use of the attached evidence to verify my eligible immigration status to enable me to receive financial assistance for housing; and
2. The release of such evidence of eligible immigration status by the project owner without responsibility for the further use or transmission of the evidence by the entity receiving it to the following:
  - a. HUD, as required by HUD; and
  - b. The DHS for purposes of verification of the immigration status of the individual.

Notification to Family:

Evidence of eligible immigration status shall be released only to the DHS for purposes of establishing eligibility for financial assistance and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence or other information by the DHS.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check here if adult signed for a child

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