

Acadia Creek {197} 1737 20th Ave. SE, #507, Aberdeen, SD 57401 Office: 605-262-4151 Fax: 605-262-4152, acadiacreek@costelloco.com



Dear Applicant,

Thank you for your interest in Acadia Creek {197}! Rent includes water, sewer, garbage, snow removal, lawn care, washer and dryer, dishwasher, microwave, playground, picnic areas, community room, 24-hour emergency maintenance and on-site management.

* 12-month Lease is required * Student restrictions apply * SMOKE FREE & non-pet property *

	Square Foot	Rent Range	Deposit	Average Utilities	School Districts
2 BEDROOM	999-1012	\$557 - \$807	\$400	\$108	Aberdeen School District
3 BEDROOM	1144-1320	\$717 - \$877	\$450	\$129	Aberdeen School District

Attached you will find the application packet. Please fill it out completely and provide an explanation where necessary; incomplete or missing information will delay the approval process. Within the application packet, you will find an *Authorization for Release of Information* form which is required for each person over the age of 18 for us to verify your information.

Our *Tenant Selection Plan* is also freely available to anyone who requests it. Please contact me for a copy if you wish, or find it posted at the property office.

We provide federally funded affordable housing; therefore, we are required to provide our units to applicants whose income is at or below certain income limits. The combined income for all household members must be below the limits listed here (these are updated annually).

	1 Person	2 People	3 People	4 People	5 People	6 People
40% Limit	\$26,600	\$30,400	\$34,200	\$37,960	\$41,000	\$44,040
50% Limit	\$33,250	\$38,000	\$42,750	\$47 <i>,</i> 450	\$51,250	\$55 <i>,</i> 050
60% Limit	\$39,900	\$45,600	\$51,300	\$56,940	\$61,500	\$66,060

Costello Companies requires a criminal and credit background check for each adult over 18. You must provide a state or federal issued ID for each adult, as well as social security cards. The address(es) provided on your application will be compared to your credit report; if there is a discrepancy, additional documentation may be needed to verify your identity.

Occupancy Standards:

	Minimum	Maximum
2 Bedroom	2	5
3 Bedroom	3	7

(May 2020) "This Institution is an Equal Opportunity Provider." F:\\INTERNAL\Boston Post\BP documents - updated

To apply, you will need to turn in all of the following:

- An application fee of \$45 for each person 18 years of age or over (must be check or money order – NO CASH; this is non-refundable).
- The completed application (each person 18 years of age or over must sign all pages that require a signature, and fill out a separate *Screening Reports Sheet*, *Child Support/Alimony Questionnaire* in reference to each minor in the household, and *Authorization to Release of Information* sheet).
- A copy of a driver's license or state-issued photo ID for each person 18 years of age or over.
- A copy of each household member's social security card.
- A copy of each household member's birth certificate.

If you have any questions about the information requested, please call or email and I will be happy to assist you! The average time needed to process an application is 14-21 business days.

Thank you!

Paige Hubert

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Acadia Creek {197} is a NON-SMOKING PROPERTY



By signing this acknowledgment, you are agreeing to all terms and conditions pertaining to maintaining a non-smoking property. This applies to ALL Units, garages and all common areas located on this property.

Applicant Signature

Applicant Signature

Applicant Signature

Date

Date

Date

"This Institution is an Equal Opportunity Provider"



Screening Reports, Inc. 729 N Route 83 Suite 321 Bensenville, IL 60106 Toll-Free Phone (866) 389-4042 Toll-Free Fax (866) 389-4043

I authorize Screening Reports, Inc. (SRI) to do a complete investigation of all information provided on application. I have personally filled in and/or reviewed all information listed on application. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental History References and Personal Interviews with references. I acknowledge that SRI provides reports to apartments and does not participate in the approval or denial process. I acknowledge that SRI monitors criminal activity and reports it promptly to the community. My signature(s) below authorizes all entities listed on application to release rental, job history (including salary) and criminal record information.

Applicant Signature	Social Security #	Birthday	Today's Date
Legal First Name (please print)	Legal Full Middle Nar	me (print) Leg	al Last Name (please print)
Physical Street Address (no PO Box accepted)	City	State	Zip Code
Monthly Income	Acadia Creek {197} Community Billed		
For Office Use: Complete from State ID	No Photo	Re □ Apartments. □ Drive By □ Other	eferred By: (please check one) com
Birthdate Soc. Sec # Ver	rified By	Current Resident Current Resident Current Resident Current Resident Current Resident Current	dent □ Renter's Guide ly □ Online
Legal First Name Middle Full N	ame		

Revised 7/12/18

"This Institution is an Equal Opportunity Provider"



PROPERTY 2	tello	Арр	Revision Date: 6/2/2020	al
Management Use Only	HHID #	·	Return to:	
Amplication Dessived				
Application Received: Date	Time		<u>TTY: 711</u>	····
Pre-Application Rec'd:				
Date	Time		s is a Non-Smoking Com	munity!
		OCESSED UNTIL COMPLE		
droom Size Requested: One Bed	roomTwo			
plicant Name	· · · ·	Co-Applicant Na	me	·
rrent Address				
ty, State ZIP				
ome/Cell Phone Number()		_	e Number()	
ork Phone Number ()_			nber ()	
nail Address				
urrent Marital Status: SingleN	farried	•	Status: Single Married	
Divorced Separated	Widowed	Divorce	d Separated Widow	/ed
essages will only be used to commun	nicate with me about a	n apartment I have applied f	Signature:	
pplicant's Signature: DID ANYONE ASSIST YOU IN Yes, who: IOUSEHOLD COMPOSITION	nicate with me about a	n apartment I have applied f Co-Applicant's S <u>HE APPLICATION PA</u> Relationship to A	for or leased from Costello. Signature: CKET? Yes	
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5.	Has anyone in the household ever been involved in any of the following crimes: violence, firearms violations, illegal dru	igs, tł	ıefts,		
	vandalism, disorderly conduct, disturbing the peace, assaults or stalking?		Yes		No
6.	Is anyone in the household listed above currently involved in, have ever been charged with or convicted of a misdemean	or or	felor	ıy?	
	(excluding misdemeanor traffic violations)?		Yes		No
7.	Have you or any member of your household been convicted of any crime involving physical violence to persons		Yes		No
	or property at any time, including any form of sexual assault, rape, or sexual contact?				
	If Yes to any of these, please explain (if more room is needed, please continue on back).				
				_	
8.	Are you or any member of your household required to register your address or other information pursuant to a Sex				
	Offender Registration Law of any state?		Yes		No
	If Yes, please list each State you have lived in:				
9.	Does anyone in the household have a Companion/Assistance/Service Animal? List animal(s):		Yes		No
10	Does anyone in the household have a pet? If yes, list pet(s):		Yes		No
11	. Is any member of the household disabled and have special housing needs (i.e. wheelchair accessible unit, flashing fire a	larm,	etc)?)	
					No

RESIDENTIAL HISTORY (List consecutively)

Applicant	Co-Applicant	
Current Residence	Current Residence].
Landlord/Realtor Phone # () -	Landlord/Realtor Phone # ()	-
Address	Address	_
Present monthly rent/mortgage \$	Present monthly rent/mortgage \$	_
Dates of Occupancy	Dates of Occupancy	
□ Rent □ Own □ NA	□ Rent □ Own □ NA	
Previous Residence	Previous Residence	
Previous Residence Landlord/Realtor Phone # ()	Previous Residence	_
Address	Address	-
Monthly rent/mortgage \$	Monthly rent/mortgage \$	-
Dates of Occupancy	Dates of Occupancy	
Rent Own NA	Rent Own NA	
12. Do you have equity in real estate? If yes, what is the address	□ Ye	s 🛛 No
13. Are you being evicted? If yes why?	¥e	es 🗖 No
14. Have you ever been evicted? If yes, When	Where 🖸 Ye	es 🗖 No
Why		
15. Are you or any member of your household currently receiv	ing Rental Assistance?	es 🛛 No
If yes, Which Kind: From Who:		

ESTIMATED HOUSEHOLD INCOME

Applicant	Co-Applicant
Employer Name	Employer Name
Address	Address
Phone Number	Phone Number
Rate per Hour Hours per Week	Rate per Hour Hours per Week
Annual Income	Annual Income
How long employed at this job	How long employed at this job

16. Does <u>any</u> household member have income or expect to receive income <u>other than what is listed above</u> (such as self-employment, armed forces pay, unemployment, severance pay, workman compensation, child support, TANF, student financial assistance, tribal income, social security, rental income, veteran's benefits, pensions, disability benefits, death benefits, life insurance payments, alimony/spousal support, etc.)?

If Yes, please list here:	
Household Member's Name:	Household Member's Name:
Type of Income:	Type of Income:
Source of Income:	Source of Income:
Annual Amount: \$	Annual Amount: \$

EMERGENCY CONTACT

Name	Home Telephone Number ()	_
Mailing Address	Work Telephone Number()	
City, State ZIP	Relationship	_
Is this person authorized to enter your home in the event of an	emergency? 🗌 Yes 🔲 No	

SIGNATURE AND CONSENT

I/We certify that the apartment unit will be a permanent residence, and I/we further certify that if the complex stated is funded by HUD or Rural Development I/we do/will not maintain a separate rental unit in a different location. I/We hereby authorize the landlord to make a check of my/our criminal history and credit history and authorize the credit bureau and my/our financial institutions and references to release information to the landlord. I/We further agree to release and hold harmless the landlord from any damages or liability resulting from the use of such information. I/We declare that the statements contained in this application are true and complete to the best of my/our knowledge. I/We hereby authorize the release of any information contained herewith to determine my/our eligibility for this housing. I/We certify that the above information is true and complete. I/We understand that the above information may be collected to determine my/our eligibility for federal programs and is subject to verification. These programs may include, but are not limited to, the US Dept of Housing and Urban Development, the USDA Rural Development, and/or the Low Income Housing Tax Credit Program. It is the managements aim to ensure that this apartment community is a drug-free/crime-free zone. The use and sale of controlled substances will not be tolerated. By signing this application form, I/we verify my/our support for this policy.

WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS ARE A CRIMINAL OFFENSE UNDER SECTION 1001 OF TITLE 18 OF THE U.S. CODE.



""In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parentalstatus, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by



program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <u>http://www.ascr.usda.gov/complaint filing cust.html</u> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: I. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2. Fax: (202) 690-7442; or 3. Email: program.intake@usda.gov.This institution is an equal opportunity provider."

All household members 18 years of age or older must sign below.

Applicant's Signature:

Co-Applicant's Signature:

Co-Applicant's Signature:

Date:			
Date:			
Date			

3



Return to: Acadia Creek {197} 1737 20th Ave. SE, #507, Aberdeen, SD 57401 Office: 605-262-4151 Fax: 605-262-4152



Compliance Questionnaire

This apartment complex participates in either the HUD Section 8, HOME, RD Section 515 and/or Section 42 LIHC Program. To determine your initial or continued eligibility, you must provide the following information on this form. The information will be kept confidential by the Owner or Managing Agent, except as necessary to prove that you qualify. Read each item carefully and provide the information requested. Making a false statement can result in loss of your rental assistance (if applicable) and/or loss of your housing. If you have any questions, please consult your property manager.

All questions that do not apply to your household must be marked

Yes No

HOUSEHOLD COMPOSITION AND CHARACTERISTICS

This list should include the Head of Household, all current household members and any household members temporarily living away from home. Also, please include any persons who will be added to the household within the next 12 months (Include any unborn children if you wish to have them counted in determining your household size). All dependents listed must be expected to reside in the unit at least 50% of the time during a year.

Household Member's Full Name	Relationship to Head of Household	Birth Date	Age	Gender	Social Security Number (or Alien Registration Number)	Are Y Stude (circle	ent?
	Head of Household					Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
1. Will this unit be the PRIMARY reside	ence for the Head	l of Household a	nd all Co-H	leads of Ho	ousehold?	Yes 🗆	No
2. Are any household members separate	d, but not divorce	ed? If yes, who?			[Yes 🛛	No
3. Are the minors listed above in your he	ousehold less that	n 50% of the tim	e?	•		Yes	l No
4. Are any of the above listed minors in Household Member:	•	• •				Yes 🛛	No
5. Are any of the members of your hous Who:			-	•	• • • •	Yes 🗖	No
6. Are any members of your household If yes, how will you pay for school?	full or part-time s	students in a post	-high scho	ol institutic	on of higher learning?	Yes 🗆	No
7. Will your household be receiving a Security of the security	ection 8 Voucher	or Certificate?				Yes 🗆	No

ASSET INFORMATION

All information should be calculated on an Annual Basis.

8. Do any household members hold any ass	ets jointly	with someone no	t in the household?		🛛 Yes 🖵 No
If "Yes", explain:					
9. In the last 24 months, has any household	member	given away or disj	bosed of any assets for less than Fair Market	Value?	🛛 Yes 🖵 No
If "Yes", explain:					
10. Is the total value of all assets for your h	ousehold	less than \$5,000?			🛛 Yes 🖬 No
11. Does anyone in the household have any	of the fo	llowing assets?			
Checking	🛛 Yes	🗖 No	Retirement (IRA / 401(k) / Keogh)*	🛛 Yes	🗖 No
Savings	🛛 Yes	🗖 No	Certificates of Deposit (CD's)*	🛛 Yes	🗖 No
Reloadable Card (SS, TANF, Child Support, etc)	* 🗖 Yes	🗖 No	Whole Life Insurance (not Term)*	🛛 Yes	🗖 No
Money Market*	🛛 Yes	🗖 No	Annuities*	🛛 Yes	🗖 No
Savings Bonds*	🛛 Yes	🗖 No	Internet-based Assets (Venmo, PayPal, etc)*	🛛 Yes	🗖 No
Stocks / Bonds / Mutual Funds*	□ Yes	🗆 No	Other Asset Accounts*	🛛 Yes	🗖 No
Trusts*	🛛 Yes	🗖 No			•

*Note to Manager: If 3rd party verification cannot be gathered, these accounts may need to be verified with the appropriate account statements

Please list all accounts for all items indicated above on the following graph.

Owner's Full Name	Owner's Full Name Type of Account Financial Institution - Location Name & Phone Number of Contact Person		Value
	· · ·		
· · ·	· · · · · · · · · · · · · · · · · · ·		
		· · ·	
· · ·			
12. Do you have cash on hand, at	home, or in a safe deposit be	bx? If "Yes", value:	🛛 Yes 🖵 No

13. Do any household members own real estate	including residence, vacation home, v	acant land, farmland	l, rental property	
or other investments?				🛛 Yes 🖵 No

If "Yes", is it for sale? 🛛 Yes 🖵 No	Rented? 🗖 Yes 🖬 No	Sold? 🗖 Yes 🗖 No	

14. Do any household members hold any personal property as an investment (for example: coin collection or antique cars held for business resale)? (Do not consider necessary personal items such as family cars, jewelry, or furniture.)

Please list all accounts for all items indicated above on the following graph.

Owner's Full Name	Type of Asset (for example, real estate, coin collection)	Location of Asset (for example, address of Real Estate, safe deposit box, or closet)	Value

INCOME INFORMATION

All information should be calculated on an Annual Basis.

15. Does anyone in the household receive regular payments from any of the following?

Employment	🛛 Yes 🖵 No	Student Financial Assistance (Family, Loans, Grants, Work Study, etc)	Ye:	s 🗖	No
Self-Employment	🛛 Yes 🖾 No	Tribal Income	l Yes		No
Mgr Note: Prior 3 year's 1040s also required	AND	Welfare Assistance (Food stamps, etc.)	Yes		No
Schedule C (Business), E (Rental) or F (Farm))	Social Security or SSI	Yes		No
Armed Forces Pay	🛛 Yes 🖵 No	Rental Income	l Yes		No
Unemployment Compensation	🛛 Yes 🖵 No	Veteran's Benefits	l Yes		No
Severance Pay	🛛 Yes 🖵 No	Pension, Annuity &/or Retirement Account Payments	l Yes		No
Workman Compensation	🛛 Yes 🖵 No	Disability Benefits (Other than SSI)	Yes		No
Child Support – Monitored	🛛 Yes 🖾 No	Death Benefits &/or Life Insurance Payments	l Yes		No
Child Support – Non-Monitored	🛛 Yes 🖵 No	Alimony	Yes	; 🗖	No
TANF	🗅 Yes 🖵 No	Other: [Yes	; D	No

Please list all accounts for all items indicated above on the following graph.

Household Member's Full Name	Type of Income (for example, employment, TANF, child support)	yment, of Child Support Enforcement)		

16. Are any members of the household not receiving the full amount of child support or alimony that has been cou	<u>irt ordered</u> ? 🗖 Yes 📮 No
If "Yes" is it being pursued through either a court or agency?	🛛 Yes 🖬 No
Which agency is pursuing collections?	
17. Are there any adult household members who have no income:	🛛 Yes 🖵 No
If yes, who:	
18. Does anyone outside the household pay any regular expenses and/or give you cash or non-cash contributions t	regularly? 🛛 Yes 🖵 No
If yes, who:	

19. Are any changes in income arranged from any source during the upcoming year? Explain _____ Ves 🛛 No

HOUSEHOLD MEMBER'S STATEMENT AND SIGNATURE

I/We,	certify that the information and statements provided above are true
and complete to the best or my/our knowledge and belief. I/We con	sent to the release of information in order to quality for HUD, RD or
Section 42 Housing. I/We understand the providing false information	on or making false statements may be grounds for denial of my/our
	al penalties. I/We agree to provide verification of all income, asset and/or
	urther authorize disclosure of all information necessary to verify my/our
incomes, assets and/or expenses.	

WARNING: WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS ARE A CRIMINAL OFFENSE UNDER SECTION 1001 OF TITLE 18 OF THE U.S. CODE.

All household members 18 years of age or older must sign below.

Applicant		Date
Co-Applicant		Date
Other Adult Household Member	·····	Date
Other Adult Household Member		Date



Costello A separate form is needed for EACH minor <u>under</u> the age of 18



*ALL adult members need to initial all items that apply.

Minor's N	Jame:				
1. Custodial I	Parent's Name:				
3. Both biol	ogical parents of the above lis	ted child live in the household:	🛛 Yes 🗆] No	
4. Initial all a	areas that apply:			•	
	11.2	ver been <u>court ordered</u> to receive cl	hild support or a	limony.	
		iving child support or alimony, but		-	and do not
c	(Includes help from child I receive \$ Non-custodial parent/gua	or alimony that is <u>not court ordere</u> 's father or mother for child care, or total per month for rdian or other person named:	expenses, clothes	from th	ne
d	I have been <u>court order</u> receiving it. Payments are income) because:	ed and am entitled to receive child behind or not made on a regular b	l support or alim basis (sporadic pa	ony, but I am curr ayments are to be	•
e	I have taken the follow have been taken, then chil	outs of your court ordered amount A ing steps to receive the child supp d support must be counted in full) outs of your court ordered amount A	ort or alimony I	am entitled to (if)	NO steps
f.	I receive \$	total per month for		from	
	Child Support Enforceme Case Worker: Phone Number: ()	nt or other Collection Agency			
information for t <u>Warning: Section</u> and willfully falsi document knowin both." Under penalty of	*Required: provide print-o Development Complexes: Rural Develop the purpose of detection of fraudulent state <u>n 1001 of Title 18, United States Code prov</u> files, conceals or covers up a material fact, ug the same to contain any false, fictitious of perjury, I/We certify that the information at providing false representations herein	uts of your court ordered amount A oment in Nebraska & South Dakota have an	ND all payments agreement with the D ction of any department ments or representation of more than \$10,000 or urate to the best of my/	ept. of Labor to provide t or agency of the United t s or makes or uses any fai imprisoned not more tha four knowledge. The und	e wage-matching States knowingly Ise writing or n 5 years, or lersigned furthe
	Member Signature	Printed Name		Date	· .
Propuesti da e e e e e e	Member Signature	Printed Name		Date	
· manine	Member Signature	Printed Name		Date	



Student Status Questionnaire Tax Credit Properties



I/We,

_____, certify that all information listed below is true.

Please list <u>ALL</u> hous Household Member's Full Name	Social Security Number (or Alien Reg Number)	Age	Attending School?	Name of	^c Schoo	ol	Month & Year Started	Month & Year Ended
······································			🗆 Yes 🗖 No					
			🗆 Yes 🗖 No					
	· · · · · · · · · · · · · · · · · · ·		🗆 Yes 🗖 No	· · · · ·				
			🛛 Yes 🗆 No					
			🛛 Yes 🖾 No			-		
			🗆 Yes 🖾 No					
			🗆 Yes 🗖 No					
			□ Yes □ No				_	
3) Will ALL member	rs of the household be	have be	een full-time stud	lents any 5	montl	ns of t Yes		r year? No
	vere answered "I Ye ents minors <u>and</u> are the ts/legal guardians? (pr	ey tax de	ependents of thei	r		Yes		No
Are any adult	household members 1	narried	and entitled to fil	e a joint		Yes		No
Are any Stude	turn? (provide prior yea ents receiving TANF ((AFDC)	?	ertificate)		Yes		No
· •	de contact information f ents part of a JPTA pr		vorker)			Yes		No
(provi	de contact information f ents formerly part of a	for super	,			Yes		No
•	de contact information f		Ų					
	dent household may q	-	-			-		
		eals or cove ument kno	ers up a material fact, e	or makes any fa un any false, fi	ilse, fici ctitious	titious of or fraud	r fraudulent ste	atements or

(TC-01)





In order to receive rental assistance, a student must meet special rules. So that we can determine if you meet these rules, please answer the following questions. After you've completed this questionnaire, we will verify the information that you have provided. Each household member 18 years of age or older is required to complete a separate form.

Are you enroll	ed as a si	tudent in a	n institute (of higher educ	ation?	□Yes	□No	(If no, skip all other questions & sign/print/date at bottom)
How are you e	nrolled a	s a studen	t in an insti	itute of higher	education?	🖵 Full	Time	□ Part Time
Name of In	stitute:							
Name of A	dvisor or	Counselor	•					
Telephone:			Ema	ail Address:				
				or housing a				the following: e assistance. **
*I am a dep	pendent o	f the house	ehold.				□Yes	□No
*I am an or	rphan or v	ward of the	court.				□Yes	□No
*I am marr	ied. Date	Married:					□Yes	□No
*I have dep	pendent c	hild(ren). I	Name(s)			_	□Yes	s 🛛 No
*I am 24 ye	ears old o	or older. Bi	rthday:			_	QYes	s 🗖 No
*I am a vet	teran of th	ne U.S. Ar	med Forces	s with honorable re	elease or dischar	ge.	□Yes	s 🗆 No
*I am a gra	aduate or	profession	al student.				QYes	s 🗖 No
*I have bee	en indepe	ndent of m	y parents o	or guardians for	at least 1 yea	ar.	□Yes	s 🛛 🖓 No
• •	-		•	r receiving assi following for e		Section	8 of th □Yes	e United States
Name Telephone	Ī)			Address City, St, ZIP			
Name Telephone)			Address City, St, ZIP			
To deter	Note to Ma	mager: <u>For</u> S	Section 8 assi	CE YOU MAY Q istance recipients id school fees are	only, all financi	al assista	nce is to	
funding m	y educati	on and/or l	iving expen	```	•		QYes	
Name Telephone	()			Address City, St, ZIP			
WARNING								ake a willfully false s to any matter within its

jurisdiction.



AUTHORIZATION FOR RELEASE OF INFORMATION

ALL adult household members must sign a separate form.

CONSENT: Lauthorize and direct any Federal, State, or local agency, organization, business, or individual to release to Costello Property Management dba: Acadia Creek [197] any information or materials needed to complete and verify my application for participation, and/or to maintain my continued assistance under the Section 8, Rental Rehabilitation, Low-Income Public and Indian Housing, and/or other housing assistance programs. I understand and agree that this authorization of the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) or Rural Development (RD) in administering and enforcing program rules and policies. I also consent for HUD or RD or the PHA to release information from my file about my rental history to HUD or RD, credit bureaus, collection agencies, or future landlords. This includes records on my payment history, and any violations of my lease or PHA policies.

INFORMATION COVERED: I understand that, depending on program policies and requirements, previous or current information regarding my household or me may be needed. Verifications and inquiries that may be requested include but are not limited to:

IDENTITY AND MARITAL STATUS CREDIT AND CRIMINAL ACTIVITY

EMPLOYMENT, INCOME, AND ASSETS

RESIDENCES & RENTAL ACTIVITY

MEDICAL OR CHILD CARE ALLOWANCES

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation in a housing assistance program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED: The groups or individuals that may be asked to release the above information (depending on program requirements) includes but is not limited to:

TRIBAL, LOCAL, STATE, & FEDERAL COURTS AND POST OFFICES LAW ENFORCEMENT AGENCIES **CREDIT PROVIDERS & BUREAUS** PUBLIC HOUSING AGENCIES

SOCIAL SECURITY ADMINISTRATION **MEDICAL & CHILD CARE PROVIDERS** SUPPORT & ALIMONY PROVIDERS **PAST & PRESENT EMPLOYERS** RETIREMENT SYSTEMS

STATE UNEMPLOYMENT AGENCIES UTILITY COMPANIES VETERANS ADMINISTRATION **BANKS & OTHER FINANCIAL INSTITUTIONS**

SCHOOLS AND COLLEGES WELFARE AGENCIES LANDLORDS

APPLICATION FEE FOR BACKGROUND PROCESSING WILL BE REQUIRED AT THE TIME OF YOUR RENTAL APPLICATION. Costello Property Α. Management uses a 3rd party provider to obtain all credit and criminal records. Each application is screened against the property specific criteria above. Should your application be declined you may contact Screening Reports, Inc. at 1-866-389-4042.

COMPUTER MATCHING NOTICE AND CONSENT: I understand and agree that HUD or RD, or the Public Housing Authority may conduct computer-matching programs to verify the information supplied for my application or re-certification. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove incorrect information. HUD or RD or the PHA may in the course of its duties exchange such automated information with other Federal, State, or local agencies, including but not limited to: State Employment Security Agencies; Department of Defense; Office of Personnel Management; the U.S. Postal Service; the Social Security Agency; and State welfare and food stamp agencies.

For information requested from financial institutions, Costello Property Management certifies that it handles all information gathered in compliance with the applicable provisions of the Right to Financial Privacy Act of 1978. "This Institution is an Equal Opportunity Provider & Employer."

PENALTIES FOR MISUSING THIS CONSENT: 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 and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use 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 willingly 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 42 U.S.C. 208(f)(g) and (h). Violation of these provisions are cited as violations of 42 U.S.C. 408 (f), (g) and (h).

DISCLOSURE: "This institution is an equal opportunity provider and employer." "If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at 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 of 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."

CONDITIONS: I AGREE THAT A PHOTOCOPY OF THIS AUTHORIZATION MAY BE USED FOR THE PURPOSES STATED ABOVE. I UNDERSTAND I HAVE A RIGHT TO REVIEW MY FILE AND CORRECT ANY INFORMATION THAT I CAN PROVE IS INCORRECT.

SIGNATURES

Adult Household Member	(Print Name)	Date
	Manager	
Authorized Representative of Costello Property Management	(Print Name and Title)	Date

Name of Property

Name of Household Member

Ethnic Categories	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories	One or More
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	
Gender	Select One
Male	
Female	

_____ I do not wish to furnish this information.

There is no penalty for persons who do not complete the form.

Signature

Date



HOME Tenant Questionnaire Revision Date: 2/17/2015

- Duri		Initial Cor	ification:		
	ect Name: No.: Bedroom Size: _			1	
	licant Name:				
• •					
	ress: Street, Box No.	City State		Zip	i.
1.	List all occupants of the un Occupant	nit Relationship	Social Security Number	Date of Sex Birth	(
<u>(a)</u>		Head of Household		ś	
<u>(b)</u>					
<u>(c)</u>					5
<u>(d)</u>		·			
<u>(e)</u>	1			: 	
(f)					
2.	Are all members of the hous	sehold U.S. Citize	ns? Yes □ No □		
4.	Race - Head of Household White Asian & White Asian American Indian/Alaska American Indian/ Alaska Hispanic Head of Househo	n Native		can can & White cific Islander	
5.	The following question is to determine any special r	optional. Howeve	er, the information	supplied may b	e us
	Do any family members hav If so, what type of special ac			-	e F
6.	If tenant is already residin go to Question 7. CURRENT RENT		oject, complete this JRRENT UTILITY A		rwis
	Monthly \$	_ M	onthly \$		
7.	Do you currently receive r If yes, are you receiving:	rental assistance? Section 8 Certificate Section 8 Voucher Other	P Yes □ No □ □ Amo □ \$	ount Per Month:	•

.

8.	Please answer each of the following questions. For each "Yes" answ details in the chart below.	ver prov	ide
	•	Yes	No
a.	Is any member of your household employed, full-time, part-time, or seasonally?		
b.	Does any member of your household expect to work for any period during the next 12 months?		
c.	Does any member of your household work for someone who pays them in cash?		
d.	Is any member of your household on leave of absence from work due to lay-off, medical, maternity, or military leave?		
e.	Does any member of your household now receive or expect to receive unemployment benefits?		
f.	Does any member of your household now receive or expect to receive child support?		
g.	Is any member of your household entitled to child support that he/she is not now receiving?		
h.	Does any member of your household now receive or expect to receive alimony payments?		
i.	Is any member of your household entitled to alimony payments that he/she is not now receiving?		
j.	Does any member of your household receive or expect to receive welfare assistance?		
k.	Does any member of your household receive or expect to receive Social Security benefits?		
I.	Does any member of your household receive or expect to receive income from a pension or annuity?		
m	. Does any member of your household receive regular cash contributions from individuals not living in the unit or from agencies?		<i>c</i>
n.	Does any member of your household receive income from assets, including interest on checking or savings accounts, interest and dividends from certificates of deposit, stocks, or bonds, or income from the rental of property?		
о.	Is anyone in the household a student at an institute of higher learning and age 18-23?		

For each type of income that your household receives, give the source of the income and the amount of income that can be expected from that source during the next 12 months.

Family Member	Source & Type of Income	Annual Income
· ·		
	·	

If additional space is needed attach a separate sheet.

9. List all checking and savings accounts (including IRA's, Keough accounts, and Certificates of Deposit) of all household members, including accounts disposed of during the past two years.

Family Member	Financial Institution	Account Number	Туре	Balance
				5

If additional space is needed attach a separate sheet.

10. List value of all stocks, bonds, trusts, pension contributions, or other assets:

11. Do you own a home or other real estate? \Box Yes \Box No

12. Did you have any assets in the last two years not listed above? Yes No

a. If yes, did you dispose of any assets for less than fair market value? Yes No (This means that the assets were either given away or sold at less than the allotted market value.)

b. What were the assets, the market value at the time of disposition, the amount received, and date you disposed of the assets?

Any assets listed as disposed of for less than fair market value in the two years preceding the effective date of the certification or recertification will be counted as assets if the difference between the value and the amount received exceeds \$1000.

RESIDENT'S STATEMENT: I understand that the above information is being collected to determine my eligibility for residency. I authorize the owner/manager to verify all information provided on this application and my signature is consent to obtain such verification. I certify that I have revealed all assets currently held or previously disposed of and that I have no 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 and grounds for eviction. I declare and affirm under the penalties of perjury that the claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Head of Household:	Date:	

Signature of Spouse or Co-Tenant:



Date:

HOME Program Eligibility Release Form

Organization requesting release of information (PJ name, address, telephone, and date)

Purpose: Your signature on this HOME Program Eligibility Release Form, and the signatures of each member of your household who is 18 years of age or older, authorizes the above-named organization to obtain information from a third party relative to your eligibility and continued participation in the:

HOME TBRA Program HOME Homebuyer Program HOME Rental Rehabilitation Program HOME Homeowner Rehabilitation Program

Privacy Act Notice Statement: The Department of Housing and Urban Development (HUD) is requiring the collection of the information derived from this form to determine an applicant's eligibility in a HOME Program and the amount of assistance necessary using HOME funds. This information will be used to establish level of benefit on the HOME Program; to protect the Government's financial interest; and to verify the accuracy of the information furnished. It may be released to appropriate Federal, State, and local agencies when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in a delay or rejection of your eligibility approval. The Department is authorized to ask for this information by the National Affordable Housing Act of 1990.

Instructions: Each adult member of the household must sign a HOME Program Eligibility Release For prior to the receipt of benefit and on an annual basis to establish continued eligibility. Additional signatures must be obtained from new adult members whenever they join the household or whenever members of the household become 18 years of age.

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. Information Covered: Inquiries may be made about items initialed by applicant/tenant.

	Verification Required	Initials
Income (all sources)		
Assets (all sources)		
Child Care Expense		
Handicap Assistance Expense (if applicable)		
Medical Expense (if applicable)		
Other (list)		
Dependent Deduction Full-Time Student Handicap/Disabled Family Member Minor Children		

Authorization: I authorize the above-named HOME Participating Jurisdiction and HUD to obtain information about me and my household that is pertinent to eligibility for participation in the HOME Program.

I acknowledge that:

- (1) A photocopy of this form is as valid as the original.
- (2) I have the right to review the file and the information received using this form (with a person of my choosing to accompany me).
- (3) I have the right to copy information from this file and to request correction of information I believe inaccurate.
- (4) All adult household members will sign this form and cooperate with the owner in this process.

Head of Household—Signature, Printed Name, and Date: Family Member HEAD	Other Adult Member of the Household—Sign Family Member #2	ature, Printed Name, and Date:
x	x	
Other Adult Member of the Household—Signature, Printed Name, and Date: Family Member #3	Other Adult Member of the Household—Sign Family Member #4	ature, Printed Name, and Date:
		÷