Instructions for Completing Application for Housing

1. Elderly Housing Development and Operations Corporation (EHDOC) and **Oakwood Apartments** do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

2. The person named below has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Housing and Urban Development's regulation implementing Section 504 (24CFR, part 8 dated June 2, 1988):

   Title: Terri Hill/ 504 Coordinator
   Address: 1200 S. Pine Island Road, Suite 725
               Plantation, Florida 33324

3. Please complete all sections of the application by either:
   a) printing the application and filling out by hand, **PRINTING IN BLUE OR BLACK INK**, or
   b) using your computer keyboard to type your information into the blue boxes. For this option, you will need to be able to save it to your computer to return to it if you are not able to fill it all out at once. Be sure to use the "Save As" feature each time you save it to retain the information.

   Please do not leave any section blank, even sections which do not apply to you. For instance, if a section asks for a Driver's License Number and you do not have a Driver's License, you should write NONE in the blank. If you need to make a correction if filling out your application by hand, put one line through the incorrect information and write the correct information above and initial the change. **DO NOT USE WHITE OUT ON THIS APPLICATION**.

4. This application must be completed by the Head of Household. Each additional household member 18 years of age and older who will reside in the unit must sign the rental agreement.

5. It is important that all information on this form be complete and correct. False, incomplete, or misleading information will cause your household's application to be declined.

6. As long as your application is on file with us, it is your responsibility to contact us whenever your address, telephone number or income situation changes and whenever you need to add a person to your application or remove a person from your application. (If we are not able to contact you when a unit is available due to not having a current telephone number or address your name will be removed from the waiting list.)

7. After we accept your application, we will make a preliminary determination of eligibility. If your household appears to be eligible for housing, your application will be placed on a waiting list; but this does not mean that your household will be offered an apartment. If later processing establishes that your household is not eligible or not qualified for housing, your application will be denied. We will process your application according to our standard procedures which are summarized in the "Tenant Selection Plan" which is posted in the Management Office.

8. **Rental History** must include all places where you and/or any adult member lived in the past 5 years, including places where your or their name did not appear on the lease and places where you or they used a different name.

9. Application processing includes criminal background (including sex offender) and credit checks.

10. You must submit copies of **birth certificates or passports** and **social security cards** for all household members as well as **verification of all sources of income and assets** that are listed on the application. This includes but is not limited to the following, if applicable:

- The most recent benefits letter from the Social Security Administration outlining gross monthly benefits for all household members.

- Statement to document other income sources for each household member such as pensions, veterans' benefits, alimony, annuities, consistent monetary gifts, etc.

- 6 consecutive pay stubs

- 6 consecutive bank statements

- Documentation from other financial institutions outlining assets and dividends received, such as IRA's, annuities, whole life insurance policies, mutual funds, money market accounts, stocks, bonds, etc.

- Most recent tax bill for any real estate owned. Includes house, condo or other real estate has been sold or transferred over to someone else in the last two years.

- Other documentation determined to be necessary upon review of the application.

If you bring the original documents to the management office when submitting your application, we will make copies of the necessary documents for your file at no charge.

11. As part of this application packet, there are additional documents enclosed that require your attention. They include the **Application Declaration Form** that includes the **Owner's Summary of Family** and **Family Summary Sheet;** the **Race and Ethnic Data Reporting Form;** and the **Supplement to Application**. Please be sure to sign and return these documents with your completed application.

12. Also enclosed is some literature that HUD distributes which discusses the penalties for committing fraud and the process of how your rent is determined. These pamphlets are yours to keep for future reference.

13. If you have any questions concerning this application, please direct them to the Oakwood Apartments Community Manager at: (318) 279-2746.