

THE VILLAGE AT HALES COURT

c/o The Westport Housing Authority
5 Canal Street, Westport CT 06880

Dear Interested Applicant:

Per your request, we have enclosed an application package containing the required information for us to review your eligibility to reside at the Village at Hales Court.

The Village at Hales Court is a 78 unit new construction affordable housing apartment development located at Hales Court in Westport Connecticut. Some of these units are restricted to persons 62 years of age and older. **One (1) bedroom apartment rents start at \$462 per month; two (2) bedroom apartment rents start at \$543 per month; three (3) bedroom apartment rents start at \$605; and four (4) bedroom apartment rents start at \$1,145. While utilities are not included in the rent, with the exception of water, a utility allowance is included in the rental calculation.**

Please complete the enclosed application and return it in the self-addressed envelope to our office located at 5 Canal Street, Westport, CT 06880. It is of very important that you complete the application as completely and accurately as possible which will speed up the processing of your application to determine your eligibility to live at the Village at Hales Court. Receipt and completion of the rental application is in no way a guarantee of eligibility. Should you have any questions concerning the completion of the application, please call 203-227-4672. Please complete the application and return it to 5 Canal St., Westport, Ct 06880 within 2 weeks from the date of this letter.

Hales Court Housing, LLC does not discriminate in the sale, rental or financing of housing on the basis of race, color, creed, national origin, ancestry, sex, marital status, age, mental retardation, mental or learning or physical disability, handicapped condition, lawful source of income, familial status, or sexual orientation. Both State and Federal Law contain specific exceptions for certain protected classes.

By: _____
Hales Court Housing, LLC

**Village at Hales Court
Resident Selection/Approval Guidelines**

Each tenant applicant will be required to verify his/her earnings and/or their ability to pay rent. All tenant prospects will be required to provide six recent pay stubs, a letter of reference from employers, references from the last landlords for the building in which that tenant has resided and evidence of family income. Questionnaires will also inquire as to family size, number of bedrooms in the unit desired, etc. Upon receipt of a completed application, the managing agent will begin the screening process.

If the credit report proves to be satisfactory, employment data and references from prior landlords are verified.

There can not be more than two (2) occupants per bedroom in any given unit.

Prospective tenants must not have been subject to a successful prior eviction in the past five years.

Prospective tenants must have a good credit history. Village at Hales Court will use a credit reporting service, which will perform a search of the housing court records and Equifax, TRW, or some similar credit service.

Prospective tenants must have a favorable recommendation from his/her immediately prior landlord. An unfavorable recommendation will be one in which the prior landlord describes one or more substantial violations, or repeated minor violations in which Tenant:

1. Disrupts the livability of the project;
2. Adversely affects the health and safety of any person or the right of any tenant to quiet enjoyment of his/her leased premises;
3. Interferes with the management of the project, provided that the manager of said project was engaging in management procedures that were lawful in all respects; or
4. Has an adverse financial effect on the project, provided that said adverse financial effect was not caused by a Tenant who lawfully withheld rent or lawfully exercised a remedy available by law.

Prospective tenants can not have a history of abuse of Landlord's property.

Prospective tenants can not have a history of occupancy by unauthorized persons in his/her rental unit.

Prospective tenants may have a pet that he/she is bringing to the project in accordance with the guidelines identified in the House Rules. Pets will not include canaries, fish or animals that are utilized in assisting handicapped persons.

Prospective tenants must not have been convicted of (i) a felony, or (ii) a misdemeanor within the last Ten (10) years.

If a tenant prospect was to be accepted for occupancy, Village at Hales Court must be tenant's only place of residence.

The application process shall also include:

1. a home visit, and
2. a personal interview. Questions asked at the personal interview will be the same questions asked on the Tenant Application. The Managing Agent may also review the terms of the prospective lease agreement.

Prospective tenants must agree to allow the Managing Agent to visit and observe his/her current residence. The home visit is a voluntary visit wherein the Managing Agent, at the invitation of the tenant, conducts a visit of such prospect's existing home. The purpose of the home visit is to examine the conditions in which the tenant presently resides. The overall condition of the building is not considered a factor for screening, however, the condition of the tenant's apartment is a very important factor. This is a good indication of the way that the tenant will maintain an apartment at Village at Hales Court. The home visits are conducted so as to not violate a tenant's Civil Rights or any other Fair Housing or Affirmative Marketing law governing Village at Hales Court.

All members of the household over the age of 18 are subject to annual sex offender and criminal background checks to determine continued eligibility for residency.

Rents and Income: As of March 6, 2015 family income limits and monthly rent amounts:

There are thirtythree (33) apartments set aside at 25% of median income. They consist of six (6) one (1) bedroom apartments, twenty (20) two (2) bedroom apartments and seven (7) three (3) bedroom apartments. Rents and income limits for the apartments are as follows:

1 person	- \$23,000	per year		
2 persons	- \$26,275	per year	1 bedroom	- \$462
3 persons	- \$29,550	per year	2 bedroom	- \$543
4 persons	- \$32,825	per year	3 bedroom	- \$605
5 persons	- \$35,475	per year		
6 persons	- \$38,100	per year		
7 persons	- \$40,725	per year		
8 persons	- \$43,350	per year		

There are twenty seven (27) apartments set aside at 50% of median income. They consist of two (2) one (1) bedroom apartments, nine (9) two (2) bedroom apartments, six (6) three (3) bedroom apartments and two (2) four (4) bedroom apartments. Rents and income limits for the apartments are as follows:

1 person	-	\$46,000	per year	1 bedroom	-	\$765
2 persons	-	\$52,550	per year	2 bedroom	-	\$945
3 persons	-	\$59,100	per year	3 bedroom	-	\$1,045
4 persons	-	\$65,650	per year	4 bedroom	-	\$1,145
5 persons	-	\$70,950	per year			
6 persons	-	\$76,200	per year			
7 persons	-	\$81,450	per year			
8 persons	-	\$86,700	per year			

There are eighteen (18) apartments set aside at 60% of median income. They consist of ten (10) one (1) bedroom apartments, two (2) two (2) bedroom apartments, four (4) three (3) bedroom apartments and two (2) four (4) bedroom apartments. Rents and income limits for the apartments are as follows:

1 person	-	\$55,200	per year	1 bedroom	-	\$845
2 persons	-	\$63,060	per year	2 bedroom	-	\$1,025
3 persons	-	\$70,920	per year	3 bedroom	-	\$1,125
4 persons	-	\$78,780	per year	4 bedroom	-	\$1,225
5 persons	-	\$85,140	per year			
6 persons	-	\$91,440	per year			
7 persons	-	\$97,740	per year			
8 persons	-	\$104,040	per year			

*Rents are based upon family income limits which were published in March of 2015. Depending upon your occupancy date, your rent amount may change in accordance with the changes in the family income limits. Please check with the management agent for more information.

APPLICATION RECORD

Date Received: _____

Time Received: _____

Interested person for _____ 1 BR _____ 2 BR _____ 3 BR _____ 4 BR (check one)

Name (Head of Household):

Address:

Phone: (Home) _____

(Work) _____

(Cell) _____

Email: _____

Would you be interested in a handicapped unit? () Yes () No

Household data: Please list all persons who will occupy unit:

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date apartment is needed? _____

INITIAL TENANT APPLICATION

Name of Project: Hales Court

Address of Project: Hales Court

Westport, CT 06880

Date: _____ Bedroom size _____

Applicant Name: _____

Current Address: _____

Telephone Number: Home _____ Work _____

PART I. FAMILY COMPOSITION

Directions to Applicant: *Please complete the table below for each member of your household, whether or not those members are related. Include all members who you anticipate will live with you at least 50% of the time during the next 12 months. Attach additional sheets if more space is needed.*

Household Composition

	Name	Relationship To Head	Marital Status M-Married D-Divorced S-Single E-Estranged	Birth Date	Age	SS#	Student Y/N
Head							
Co-T							
3.							
4.							
5.							
6.							
7.							
8.							

Do you anticipate any additions to the household in the next 12 months? ____ Yes ____ No

If yes, explain: _____

(1) Spouse's Maiden Name _____

(2) Will ALL of the persons listed above be (or have they been) full time students during 5 months of this calendar year or plan to be in the next calendar year at an educational institution with regular faculty and students, other than a correspondence or night school?

Yes ____ No ____

If yes, please list the name of the individual and the name of the educational institution they attend: _____

Are they 18 or older? Yes ____ No ____

(3) Will this person be receiving any income? Yes ____ No ____

(4) Are any full-time student(s) married and filing a joint tax return? Yes ____ No ____

(5) (a.) Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act? Yes ____ No ____

(b.) Are any full-time student(s) a TANF or a title IV recipient? Yes ____ No ____

(6) Are any full-time student(s) a single parent living with his/her minor child who is not a Dependent on another's tax return? Yes ____ No ____

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PART II. HOUSEHOLD INCOME
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For questions (7) through (16), indicate the amount of anticipated income for all persons named in question (1) above, during the 12-month period beginning this date. If you are uncertain which types of income must be included or may be excluded, please ask the management personnel for assistance.

(7) Wages, salaries, overtime pay, commissions, fees, tips, bonuses, and any other compensation resulting from employment for each household member.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(8) Net income, salaries, and other amounts distributed from a business.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____

(9) Welfare Assistance payments.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(10) Gross amount of periodic social security payments.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(11) Annuities, insurance policies, retirement funds (401-K, IRA, etc.), pensions, disability or death benefits, and other similar types of periodic payments.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(12) Lump sum payments received due to delays in processing unemployment, social security, welfare, or other benefits.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(13) Payments in lieu of earnings, such as unemployment and disability compensation, workers compensation, and severance pay.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(14) Alimony and child support Are you entitled to receive alimony or child support? _____ Are the payments court ordered? _____	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(15) Interest, dividends, and other income from net family assets (including income distributed from trust funds).	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(16) Amount by which educational grants, scholarships, or veteran's benefits are intended as a subsistence allowance to cover rent, utilities, and board of a student living away from home (do not include any part of a student loan).	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(17) Lottery winnings paid in periodic payments.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____

(18) Regular contributions of gifts received from persons not residing in the unit, including rent or utility payments regularly paid on behalf of the family.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____
(19) All regular pay, special pay, and allowances of a member of the Armed Forces (whether living in the unit or not) who is head of household, spouse, or other person whose dependants are residing in the unit.	Head	\$ _____
	Co-Applicant	\$ _____
	Other	\$ _____

TOTAL INCOME (all Members): \$ _____

APPLICANT ALSO REQUIRED TO FILL OUT ASSET CERTIFICATION ATTACHED

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PART III. EMPLOYMENT HISTORY
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(21) **Applicant Employed By:** _____ **How Long?** _____

Supervisor _____ Salary \$ _____ Per _____

Address _____ City _____ State _____ Zip _____ Phone _____ Position Held _____

a. **Co-applicant Employed By:** _____ **How Long?** _____

Supervisor _____ Salary \$ _____ Per _____

Address _____ City _____ State _____ Zip _____ Phone _____ Position Held _____

b. **Other Applicant Employed By:** _____ **How Long?** _____

Supervisor _____ Salary \$ _____ Per _____

Address _____ City _____ State _____ Zip _____ Phone _____ Position Held _____

c. **Other Applicant Employed By:** _____ **How Long?** _____

Supervisor _____ Salary \$ _____ Per _____

Address _____ City _____ State _____ Zip _____ Phone _____ Position Held _____

PART IV. CREDIT REFERENCES (e.g., car loans, credit card, other debt)

Name	Address	Phone	Monthly Payment
(22)	_____	_____	\$ _____
(23)	_____	_____	\$ _____
(24)	_____	_____	\$ _____
(25)	_____	_____	\$ _____

PART V. LANDLORD HISTORY (Please provide all landlords in past 3 years)

(26) Present Landlord: _____ From/To: _____

Address _____ City _____ State _____ Zip _____ Phone _____

Monthly Rent? _____

a. Previous Landlord: _____ From/To: _____

Address _____ City _____ State _____ Zip _____ Phone _____

Monthly Rent? _____

Attach additional information, if necessary.

PART VI. PREVIOUS ADDRESS (Please provide all previous addresses in the past 7 years.)

(27) _____
 Address _____ City _____ State _____ Zip _____ From/To _____

(28) _____
 Address _____ City _____ State _____ Zip _____ From/To _____

PART VII. GENERAL INFORMATION

(31) Have any of the applicants ever been evicted? Yes _____ No _____

If yes, explain: _____

(32) Have any of the applicants ever been convicted of a felony? Yes _____ No _____

If yes, explain: _____

(33) Have any applicants filed for bankruptcy? Yes _____ No _____

If yes, explain: _____

(34) Have any of the applicants ever received rental assistance? Yes _____ No _____

If yes, explain: _____

a. Has your assistance ever been terminated for fraud, non-payment of rent or failure to recertify? Yes _____ No _____

If yes, explain: _____

(35) Will this be your only place of residence? Yes _____ No _____

PART VIII. ADDITIONAL INFORMATION

(36) What is the condition of your current housing?

Standard _____ Unsafe or Unhealthy _____

No indoor Plumbing/Kitchen _____ Currently without Housing _____

(37) Are you qualified for a dwelling available to a person with disabilities? Yes () No ()
Some evidence of the eligibility to occupy this unit may be needed.

(38) Are you or is anyone in your household a smoker? Yes () No ()

If yes, there will an additional deposit required to cover the cost of painting the ceilings and shampooing the carpeting.

PART IX. DECLARATION STATEMENT

I/We, the undersigned, state that I/We have read and answered fully and truthfully each of the preceding questions for all members of the Household who are to occupy the unit in the above rental development for which application is made, all of whom are listed above.

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application below.

I/We further understand that as part of the application process my credit references may be checked without further authorization and that:

I hereby authorize the release of the requested information about us. A photocopy of this shall be as valid as the original. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

Applicant(s) Name (Please Print)

Applicant(s) Name (Please Print)

Applicant(s) Name (Please Print)

Applicant(s) Signature

Date

Applicant(s) Signature

Date

Applicant(s) Signature

Date

Asset Income Certification Addendum to Tenant Application

Current Assets: List all assets currently held and the cash value. Cash value is the market value less any reasonable costs that would be incurred in converting the asset to cash, i.e. broker and legal fees.

<u>Yes</u>	<u>No</u>		<u>Account #</u>	<u>Bank</u>	<u>Cash Value</u>
___	___	Do you have a Savings Account? If so, list Current Balance.	_____	_____	\$ _____
___	___	Do you have a Checking Account? If so, list Average Balance for past 6 months.	_____	_____	\$ _____
___	___	Do you have a Safety Deposit Box?	_____	_____	\$ _____
___	___	Do you have money held in Trust?	_____	_____	\$ _____
___	___	Do you have any other cash?	_____	_____	\$ _____
___	___	Do you have any stocks or bonds?	_____	_____	\$ _____
___	___	Do you have any Certificate of Deposits?	_____	_____	\$ _____
___	___	Do you have any Treasury Bills?	_____	_____	\$ _____
___	___	Do you have any Money Market accounts?	_____	_____	\$ _____
___	___	Do you have a retirement fund?	_____	_____	\$ _____
___	___	Do you have a pension fund?	_____	_____	\$ _____
___	___	Do you own any life insurance policies? If so, list cash value.	_____	_____	\$ _____
___	___	Have you received an inheritance?	_____	_____	\$ _____
___	___	Have you received any lottery winnings? If so, when and where are the funds held? _____	_____	_____	\$ _____
___	___	Do you own any real estate? If so, list fair market value and mortgage balance.	_____	_____	\$ _____
___	___	Do you have any personal property held as an investment?	_____	_____	\$ _____
___	___	Have you received any settlements? If so, how much?	_____	_____	\$ _____
___	___	Do you have any money owed to you in loans?	_____	_____	\$ _____

Applicant/tenants must also disclose any assets disposed of for less than fair market value in the two years preceding the effective date of the certification or recertification.

Did you have any assets in the last two years not listed above? _____

If yes, did you dispose of any assets for less than fair market value? _____
 (This means that the assets were either given away or sold at less than the allotted market value.)

If yes, list the assets market value, amount received and the 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 \$1000.00. I/We, the undersigned, state that I/We have completed and answered the above Asset Certification fully and truthfully. I/We hereby authorize the property management company to verify any of the information above and give my/our consent for the above financial institutions to release any or all information to the property manager.

 Applicant(s) Signature

Date: _____

 Applicant(s) Signature

Date: _____

LIVE-IN-AIDE ATTENDANT APPLICATION

Applicant/Resident Name: _____

Date: _____

Initial Certification

Date of Expected Move-In: _____

Recertification (Annual or Interim)

Effective Date: _____

I am applying to live in an apartment that is governed by the Low Income Housing Tax Credit Program. This Program requires management to certify all of your income, asset and eligibility information as part of determining your household's eligibility. Program requirements state we must verify each income and asset source and other claims of eligibility. I am stating the need for a live-in-aide attendant. The attendant by signing below acknowledges the following:

I, _____, hereby certify that:

- I am the live-in-aide attendant for the above-mentioned applicant/resident and will be working for the applicant/resident and be residing at the applicant/resident's apartment;
- I am not responsible for the financial support of said applicant/resident;
- I would not otherwise be living in this unit EXCEPT to provide the necessary support and care to allow said person to live independently;
- I understand that I have no survivorship rights to the unit and that if said person moves-out, for whatever reason, I must immediately vacate the apartment. I understand that HUD and the Low Income Housing Tax Credit Program govern this unit and that the occupants of such a unit must meet all eligibility requirements of these Programs. I understand that I will not be certified as such and that my only reason for living in the unit is to provide supportive care services to applicant/resident;
- I understand that as long as I remain a live-in-aide attendant for the above mentioned applicant/resident, I will be bound by all terms of the lease and of the Community House Rules and Regulations and that I will read and understand the Lease and Community House Rules and Regulations;
- I will be required to comply with the mandatory screening for criminal background and consent to a criminal background investigation.

I hereby say that I understand the above statements and that they are true and correct; and furthermore, failure to provide truthful or correct information is subject to my denial and/or dismissal as a live-in-aide attendant.

Signature of Live-In-Aide Attendant

Date

Signature of Applicant/Resident

Date

Signature of Applicant/Resident

Date