

Resident Selection/Criteria Plan

The policy of this community is one of Equal Housing Opportunity for prospective applicants without regard to Race, Color Religion, Sex, Handicap, Familial Status or National Origin. All persons over the age of 18 interested in an apartment must complete and submit an application for residency/tenancy. This community will accept applicants who at the time of residency/tenancy meet the following criteria:

- 1. Tenants/Applicants who are legally able to enter into a lease agreement. Clarification of legal status and/or age may be requested.
- Persons whose gross individual and/or gross household income does not exceed the Tax Credit Housing maximum income limits based on household size, as listed on the attached maximum income limits sheet.
- Persons whose gross individual and/or household income is greater than the minimum income limits
 determined by this community; this community requires the household income to be at least 2 times the
 monthly rent.
- 4. Scoring of Consumer Credit If the applicant's income meets the requirements of this community, the community will proceed in running a credit check. A statistical credit scoring system will be used to evaluate consumer credit. Based upon the applicants credit score the application will be accepted, rejected or conditionally accepted with an additional security deposit. Any evictions or unpaid Landlord debt within the last 12 months will be immediately denied.
- 5. <u>Criminal Background Checks</u> An extensive criminal background search will be conducted. This community performs criminal background checks in accordance with applicable, federal, state and local laws. Crimes that will result in denial of residency are those which pose a serious threat to the health, safety and well being of persons living or working in our community. Felony convictions within the last 7 years, sex offender, and convictions involving physical bodily harm are immediate denials.
- 6. In order to reserve an Apartment Home Applicant(s) must submit an executed application along with a \$35 (+ applicable sales tax) non-refundable application fee for each applicant and a holding fee of \$100.00 which will be applied to the required security deposit upon approval of application.
- 7. If application is approved and applicant fails to move in, the holding fee is forfeited as liquidated damages for expenses incurred due to cancellation.
- 8. Occupancy Studio = 2 persons, 1 bedroom = 3 persons, 2 bedroom = 5 persons, 3 bedroom = 7 persons and 4 bedroom = 9 persons. All occupants must be listed on the lease regardless of age.
- 9. <u>Students</u> This rental community has received funding from a program which does not generally allow occupancy for households comprised entirely of full time students. The information and verification of information on the student status form is required as part of the household qualification process.
- 10. <u>Apartment Availability</u> Applications for apartment homes will be accepted on a first come first serve basis and are subject to availability of the particular apartment type requested. Availability does not necessarily mean that any apartment will definitely be available for occupancy at the estimated date. Other circumstances not necessarily under managements control may also delay the date of availability of an apartment or require a substitution.
- 11. <u>Verifications</u> All verifications that are necessary to meet the requirements or restrictions of this community **must** be received prior to the approval of an application.

Signature / Date	Signature / Date
Management Agent/Date	



RESIDENT CERTIFICATION / RECERTIFICATION QUESTIONNAIRE

Please use black ink only

NOTE TO RESIDENT: In order for us to determine your eligibility or continued eligibility, you must provide *all* information included in this questionnaire. This information is considered confidential and will only be used as necessary in determining your eligibility for a Federal Affordable Housing Program. *Providing false information may result in loss of your housing*.

Name:		C	Current Address:				Apt #:		
Telephone #:	Alternate	Phone #: P	revious Addres	S (New Appli	cants Only):				
		HOUSEHO	LD COMPOS	ITION					
ist yourself and any ome, including (but lependent at home.	vone who will live wi t not limited to): dep	th you within the next pendents away at school	t 12 months. Be ool, military pers	sure to inc ons station	to verify items checked clude members temporaled away from home the r of oldest to youngest.	arily awa at have a		or	
First &	Last Name	Relationship to head of	Pirth Data	1	Social Security		Student Status:		
Driver's	License No.	Household	Birth Date	Age	Number	Full Time	Part Time	N/A	
1		Head							
2									
3									
4									
5									
6									
7									
8									
9									
(Examples: a fut a. If yes, p c. Does any memb B. Is any adult mer B. Does your house	cure spouse, a minor please explain chang per in your househol mber of your househ ehold receive, or is i	ges here: d have a disability and nold separated, but not applying to receive,	rough adoption d require a live-in ot divorced? (O-0 Section 8 rental	children r care atter 3)	eturning from foster ca ————————————————————————————————————	☐ Ye	es	lo lo lo	
		ges?		e the previ	ous certification? (O-02)	es [] N	U	

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	STUDENT E	LIGIBILITY QU	ESTIONS		
lease	read each question carefully, answer each question	n completely and be	prepared to veri	fy items checked '	"yes".
6.	Are ALL members of your household full-time stud	dents? (S-03)			Yes No
7.	Will ALL members of your household be full-time	students during any	5 months of this	year? (S-03)	Yes No
	(Example: a student who goes to school full-time in any	parts of January, Feb	ruary, April, October	and November)	
8.	Will ALL members of your household be full-students d				Yes No
9.	Is ANY ADULT member of your household a part t	ime or full time stud	dent in an institute	e of higher educat	
					☐ Yes ☐ No
	a. If yes, who is enrolled?				
	b. Which school are they enrolled in?				
	c. How do they pay for their education?				
	d. What is the cost of tuition per semester?				
10.	Does ANY ADULT member of your household intend to	become a student wit	hin the next 12 mor	nths? (S-03)	Yes No
	a. If yes, who will be enrolling in school?				
	b. If yes, will they be enrolling as a full-time	or part-time studer	nt?		
-					
_	ALIMONY/CHI				
11.	Does any member of your household have a COURT OR	DER to receive Child S	Support or Alimony p	payments, even if <u>no</u>	
	alimony is being received? (I-07, O-05)				☐ Yes ☐ No
		id number			
	b. If No, skip to question 12i. Household Member with court orde				
	ii. Payment Amount:		per		
	Are the FULL court-ordered amount(s)		per	☐ Yes ☐ No	
	If "NO" attach last 6 mg			L les L No	
				П. П.	
	If "NO", are you making efforts to			Yes No	
	If "YES", please explain the efforts	you're making here	"		
12.	Does any member of your household receive Child Supp				☐ Yes ☐ No
	(This includes help from children's father or m	nother for clothes, gro	ceries, etc) (O-05, I-	15)	
	IF 'NO", SKIP TO NEXT SECTION				
	a. Payment Amount: \$	per			
	b. Name of person(s) paying support/alimony:		for childs		
	THORIC:		ioi cillia.		

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INCOME INFORMATION

Please read each question carefully, answer each question completely and be prepared to verify items checked "yes". The questions regarding household income apply to all members of your household, including minors and those temporarily absent from the home.

□ Ves □ Ne	12 \	TYPE OF INCOME		INCOME AMOUNT
Yes No	13.) Is any member of the household em			
	Job 1) Who is employed?			AMT \$
	What company?			
	Job 2) Who is employed?			
	What company?		Phone:	PER
	Check if there are any additional jobs			
	(Attach a separate sheet with c			
☐ Yes ☐ No	14.) Are any household members self-			AMT \$
	Who is self employed?			PER
	(Attach 1040 schedule C from	m your most recent	tax return)	
Yes No	15.) Are you or any adult members of	f your household un	employed? (I-10, I-0	5)
	Which adult members are unemployed	ed?		
	Receiving Unemployment Benefits? [Yes No		AMT \$
	(Attach benefit award stater	ment)		PER
Yes No	16.) Does any household member rec	eive pay from the m	nilitary? (I-03)	
	Who is paid by the military?			AMT \$
	Which branch of the military?			
	Contact Person:		_ Phone:	
Yes No	17.) Does any household member rec	eive any payments	from the Social Secu	rity Administration?
	(I-04) Which type: SS	SSI Othe	r	
	Who receives payments from the Soc	cial Security Office?		AMT \$
	(Attach most recent SS awar			PER
Yes No	18.) Does any household member red	ceive severance pay	or worker's compen	nsation? (I-09)
	Who is receiving severance pay or wo	orker's compensation	n?	AMT \$
	What company pays them?			
	Contact Person:			
Yes No	19.) Does any household member rec			
	Who is receiving benefits and which t	type?		AMT \$
	(Attach most recent benefit	award letter)		PER
				Benefit Type
				(Food Stamps, Cash Assistance, Etc)



INCOME INFORMATION CONTINUED	
Please read each question carefully, answer each question completely and be prepared to verify items check questions regarding household income apply to all members of your household, including minors and those te the home.	ed "yes". The mporarily absent fron
Yes No 20.) Does any household member receive periodic payments from a pension, annuity, veter retirement benefits?	ran's benefits or
Pension (I-09) Annuity (A-03) VA Benefits (I-11) Railroad Retirement (I-12)	Other (I-08)
Who receives these benefits?	AMT \$
What company pays this pension?	PER
Contact Person: Phone:	
Yes No 21.) Does anyone outside of your household provide you with cash or contributions to	
help pay expenses that a household would normally pay, such as rent, utility payments	
or groceries? (I-13)	AMT\$
What is the name of the person that pays you?	PER
What is their address?	
Contact Person: Phone:	
Yes No 22.) Is there any other source of income we haven't already asked about above that you	
receive?	AMT \$
Please Describe:	PER
Yes No 23.) Does your household expect any changes in their income within the next 12 months?	AMT\$
(O-04) Please Describe:	PER
Yes No 24.) Does your entire household have zero income? (I-14)	PER
If yes, what funds will you be using to pay for your rent or other necessities?	
ACCOUNT/ASSET INFORMATION	
Please read each question carefully, answer each question completely and be prepared to verify items check	
The questions regarding household accounts/assets apply to all members of your household, including minors absent from the home.	and those temporarily
Yes No 25.) Does any household member have a Checking, Savings, Prepaid Debit Card, CD or Mone	ey Market account?
(A-01) Bank 1.) Bank Name: Name on Account:	
Account Type: Checking Savings Pre-Paid Debit Card CD Money M	arket
Current Balance: Interest Rate:	- 3
Bank 2.) Bank Name: Name on Account:	
Account Type: Checking Saving Pre-Paid Debit Card CD Money M Current Balance: Interest Rate:	arket
micerest rate.	

Check if there are additional accounts of these types belonging to the household.

(Attach a separate sheet with the bank name, account type and name(s) on the account.)

ACCOUNT/ASSET INFORMATION CONTINUED Yes No 26.) Does any household member have a Stocks, Bonds, Mutual Funds or a Whole Life Insurance Policy? (A-02) (Life insurance that you can make withdrawals from even if there isn't a death. We do not count TERM Insurance) Institution Name: __ _____ Name(s) on Account: __ Contact Phone: Cash Value: _____ (Attach currents statement) Bonds Account Type: Stocks Mutual Funds Whole Life Insurance Yes No 27.) Does any household member have an IRA, Keogh, 401K, Annuity or a similar retirement account? (A-03) _____ Name(s) on Account: _____ Institution Name: Cash Value: (Attach currents statement) Contact Phone: Account Type: IRA Keogh 401K Other (Attach current statement) Cash Value: Yes No 28.) Does any household member own any Real Estate? (O-04) (Include Rental Property, Primary Residence, Vacation Property, Time-Shares, Commercial Property and Property being sold by Deed of Trust, Contracts for Deed or Pending Foreclosure.) Type of Property: Household Member: Property Address: (Attach current Mortgage Statement &/or recent tax bill) Yes No 29.) Does any household member have personal property that they hold for investment purposes that they plan to sell at a later date for profit? (O-04) (Ex. include: coin or stamp collections, antique cars, jewelry, etc.) ___ Estimated Cash Value: ____ Yes No 30.) Does any household member have a Trust Account? (O-04) Name(s) on Account: Is this account a Revocable or Non-Revocable Trust Account? Contact Phone: (Attach legal documentation) Yes No 31.) Does any household member have any Treasury Bills or Government Savings Bonds? (www.savingsbonds.gov) Which household member: Series: _____ Face Value: \$_____ Serial Number: _____ Issue Date: _____ Yes No 32.) Does any household member have cash on hand or safe deposit boxes? What amount is kept on hand? \$_____ Which household member: Yes No 33.) Does any household member have any accounts or assets that were not described above? (Please DO NOT include personal use vehicles, furniture, clothing, etc.) What type of account or asset is this? What is the estimated value of this asset if you were to sell it today? \$_____ Yes No 34.) In the past 2 years, has any household member given away/sold any asset(s) for less than they were worth? (O-04)(Examples include property, transferring an asset account into someone else's name, charitable contributions etc.) What type of Property? What is the estimated value of this asset if you were to sell it today? \$ Amount sold/disposed for \$

Form C-01

Compliance Questionnaire

(Revised 04/2013)

Celtic Property Management, LLC

RESIDENT	EMERGENCY CONTACTS	
Person to contact in case of emergency: Name	Relationship:	
Address:		
Home Phone:	Work Phone:	
Mobile Phone:		
Person to contact in case of emergency:		
Name	Relationship:	
Address:		
Home Phone:	Work Phone:	
Mobile Phone:		
Are the above individuals authorized to act as	your personal representative?	
of my housing at this property. I also understand that the information provided is cons my eligibility or continued eligibility in the Section 42 housest section 42	idered fraud and punishable according to the law and may result in the idered confidential and will be used solely for the purposes of determination pusing programs ears of age, or will be 18 years within the upcoming 12 month period	ning
Head of Household	Date	
Co-Head of Household	Date	
Other Adult Member	Date	
Other Adult Member	Date	
MANAGEMENT SIGNATURE: This application/questionnaire accepted by:		

NOTE: Section 1001 of Title 18 of the U.S.Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of Agency of the United States as to any matter within its jurisdiction.

In keeping with Fair Housing Act, we do not discriminate based on Familial Status, Race, Sex, Disability, Color Religion or National Origin.

Apartment management/Owner's Agent

Date

New Applicants Only

BACKGROUND	SCREENING CRITERIA
Before returning this form to the management office, be sure that yo	u have marked "yes" or "no" for each source of income and each type of
asset. Incomplete forms will delay processing and be returned.	
	YesNo lated to harm caused to a person or property, including, but not elated offenses theft, dishonesty, prostitution, obscenity and
DEPOSIT TO	HOLD AGREEMENT
refundable application fee of \$ The holding deposition for bank clearance of check). If my Application is approved in may cancel this agreement and be refunded my holding you of my decision to cancel by 5 P.M. on the	for me, I agree to pay a holding deposit of \$ and a non- osit is refundable if my Application is not approved (14 day delay red, the holding deposit is credited to the required move-in costs. g deposit (14 day delay for bank clearance of check) by notifying, 20 Cancellation after this time will result in refore my rental date or my holding deposit will be forfeited and
and credit reports. Applicant acknowledges that false information he move-in. Applicant acknowledges that management may not be able Management reserves the right to verify application information afte month term if false or misleading information is contained in this Application is preliminary only and does no obligate owner or owners.	
Application form recent be used filled out sometable and size at least less	
Application form must be read filled out completely and signed by all All of the information provided above is true and complete to the be	
Applicant	Date
Co-Applicant	Date
Co-Applicant	Date
Co-Applicant	Date
Management	Date

Form C-02 Background Screening &Holding Deposit (04/12)



THIS FORM TO BE COMPLETED BY APPLICANT/RESIDENT

You have applied for, or currently reside in, a rental housing unit located in a development operating under the "Low-Income Housing Tax Credit" (LIHTC) Program of Section 42 of the Internal Revenue Code. The collection of certain resident data is authorized by the Housing & Economic Recovery Act of 2008, and will be furnished to the U.S. Department of Housing & Urban Development (HUD). Each household must be offered the opportunity to disclose their race, ethnicity, and disability status. Parents/guardians are asked to disclose on behalf of all children in the household who are under the age of 18. There is no penalty for those households who do not wish to provide the requested information. However, all adult members (18 years or older) must sign/date at the bottom of this form as proof that the option to disclose was made available.

The following racial and ethnic definitions are modeled after the OMB-approved form, "Race and Ethnic Data Reporting Form" (HUD-27061), used by the U.S. Department of Housing and Urban Development (HUD):

- A. Household members can select one or more of the following applicable racial definitions:
- White A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- **Black or African American -** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
- American Indian or Alaska Native A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- B. Household members can select one of the following applicable ethnic definitions:
- **Hispanic or Latino -** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
- Not Hispanic or Latino A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The following definition of "disabled" comes directly from the Fair Housing Act:

- C. Per the Fair Housing Act, the definition of disabled is:
 - A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. For a definition of "physical or mental impairment" and other terms used in this definition, please see 24 CFR 100.201, available at: http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs_fhr_100-201.
 - "Handicap" does not include current, illegal use of or addiction to a controlled substance.
 - An individual shall not be considered to have a handicap solely because that individual is a transvestite.

HOUSEHOLD DEMOGRAPHICS

2004 Maria Cara Cara Cara Cara Cara Cara Cara	Centrological Control				_ Un	it #:		
Household Name:				400000				
HOUSEHOLD COMPOSITION								
			RELATIC		HEAD		IOUSEHO	LD
Mbr# FIRST NAME LAST NAME		MI Head	Spouse	Adult Co- Resident	Child	Foste Child Adul	d/ Live-in	THE PARTY OF THE P
1		X		a				0
2			ū			0		a
3					0			O
4				o				
5		0		0		0		0
6				0				u
7						0		
		Check	ALL that ap	ply for eac	h house	hold n	nember.	
(A) RACIAL CATEGORIES*	HOH Member #1	Member #2	Member #3	Member #4	r Men	nber 5	Member #6	Member #7
White	O					ם	o	0
Black or African American	0				C	ם ו	O	0
American Indian or Alaska Native	O	O				ם ו	0	0
Asian	O					ם ו	u	0
Native Hawaiian or Other Pacific Islander	0					ם כ	u	0
Choose Not to Disclose						ם ו	u	0
		C	heck one fo	r each hou	sehold i	membe	er.	
(B) ETHNIC CATEGORIES*	HOH Member #1	Member #2	Member #3	Member	r Men	Section of the second of the s	Member #6	Member #7
Hispanic or Latino .					C	ם כ	o .	0
Not Hispanic or Latino	u					3	u	u
Choose Not to Disclose	u				C		u	0
(C) DISABILITY STATUS*	HOH Member #1	Member #2	Member #3	Member #4	Men #		Member #6	Member #7
Are any household members disabled according to the Fair Housing Act? If "Yes," check box.	O	O	0	O		ם ו	O	0
Choose Not to Disclose	U	u		u		ם ו	0	