



**Housing and Neighborhood Development Service**  
 7 East 7th Street Erie, PA 16501-1105  
 Phone: 814.453.3333 Fax: 814.456.0922  
 www.hands-erie.org

Office Use Only:  
 Date Stamp of Date Received:  
  
 Time Received: \_\_\_\_\_  
 Receiver's Initials: \_\_\_\_\_

PLEASE **PRINT** ALL NECESSARY INFORMATION  
**INCOMPLETE APPLICATIONS CANNOT BE PROCESSED**

## Application for General Housing within Erie City Limits

### Affordable and Market units available

**APPLICATION INSTRUCTIONS:** Only completed applications can be processed. Review the properties listed on the following pages to determine which property or properties you may qualify for housing. Check the box next to the properties that you wish to apply, along with the bedroom size required if more than one choice.

**APPLICATION FEE:** An application fee of fifteen dollar (\$15) will be required when you are contacted that an apartment is available. It will be required for each household member over the age of 18. Fees must be paid by money order and made payable to **HANDS**. Personal checks and cash are not accepted. Application fees are to cover the costs of background, credit and criminal inquiries.

- Boston Store Apartments (Affordable)**   **Please select the number of bedrooms required**     1 bedroom     2 bedroom     3 bedroom

The Boston Store is located in the heart of Downtown Erie in a historic building at 801 Boston Store Place. The property offers 1, 2 and 3 bedroom units and comes with appliances, central air conditioning and washer/dryer connections in each apartment. Rent amounts for each size unit are as follows;

- 1 Bedrooms start at \$533 up to \$568
- 2 Bedrooms start at \$648 up to \$752
- 3 Bedrooms start at \$803 up to \$891

Minimum monthly income: Households must earn at least \$1,457 per month to qualify for a 1-bedroom, \$1,729 per month for a 2-bedroom and \$2,143 per month for a 3-bedroom home.

Maximum Annual Income:  
 1 Person - \$31,680 | 2 Person - \$36,180 | 3 Person - \$40,680  
 4 Person - \$45,180 | 5 Person - \$48,840 | 6 Person - \$52,440

Boston Store Apartments (Market)



**Please select number of bedrooms required**

1 Bedroom

2 Bedroom

3 Bedroom

The Boston Store is located in the heart of Downtown Erie in a historic building at 801 Boston Store Place. The property offers 1, 2 and 3 bedroom units and comes with appliances, central air conditioning and washer/dryer connections in each apartment. Rent amounts for each size unit are as follows;

1 Bedrooms start at \$773

2 Bedrooms start at \$863 up to \$1,190

3 Bedrooms start at \$1,298

Cityscape 7



**Please select number of bedrooms required**

3 Bedroom units only

Cityscape 7 consists of two 3-Bedroom homes. The homes are located between East 12th and East 13<sup>th</sup> Streets on German and on East 14<sup>th</sup> St. between German and Parade Streets.

Current rent amount is \$739 per month plus utilities. Applicants must fall within the income requirements listed as follows:

Minimum monthly income: Households must earn at least \$2,111 per month to qualify for this property.

Maximum Annual income:

1 Person - \$33,360 | 2 Person - \$38,160 | 3 Person - \$42,900

4 Person - \$47,640 | 5 Person - \$51,480 | 6 Person - \$55,320

Cityscape 7 – Our West Bayfront Neighborhood



**Please select number of bedrooms required**

2 Bedroom

3 Bedroom

The Our West Bayfront Properties are located in the 400 block of West 2<sup>nd</sup> Street. Each home has central air conditioning, off street parking and appliances included. Resident is responsible for gas and electric. Current rent amount is \$677 per month plus utilities for the 2 bedroom and \$739 per month plus utilities for the 3 bedroom.

Minimum monthly income: Households must earn at least \$1,934 per month to qualify for the 2 bedroom and \$2,111 per month for a 3-bedroom home. Minimum income waived if you have a Section 8 housing voucher

Maximum Annual income:

1 Person - \$33,360 | 2 Person - \$38,160 | 3 Person - \$42,900

4 Person - \$47,640 | 5 Person - \$51,480 | 6 Person - \$55,320

**Cityscape 7 Triplex**  

**Please select number of bedrooms required**  1 Bedroom  2 Bedroom  3 Bedroom

Cityscape 7 Triplex is a small building with 3 apartments located at 1214 German Street. There is one, one-bedroom accessible unit, a 2 bedroom and 3-bedroom apartment.

Current rents are \$505 for a 1 BR, \$670 for a 2 BR and \$846 for a 3 BR per month plus utilities.

Minimum monthly income: Households must earn at least \$1,443 per month to qualify for a 1 bedroom, at least \$1,914 per month to qualify for a 2 bedroom and at least \$2,417 to qualify for the 3-bedroom apartment.

Maximum Annual income:

1 Person - \$44,450 | 2 Person - \$50,800 | 3 Person - \$57,150  
4 Person - \$63,500 | 5 Person - \$68,600 | 6 Person - \$73,700

**Cityscape Homes**  

**Please select number of bedrooms required**  2 Bedroom  3 Bedroom

Cityscape Homes consists of one 2-Bedroom and three 3-Bedroom homes. Two homes are located on East 13<sup>th</sup> Street between German and Parade Streets and the third one is on German Street between 12<sup>th</sup> and 13<sup>th</sup> Streets. The 2 Bedroom is located in the 500 block of East 14<sup>th</sup> Street.

Current monthly rent amount is \$640 for the 2 Bedroom and \$740 for the 3 Bedroom, plus utilities.

Applicants must fall within the income requirements listed as follows:

Minimum monthly income: Households must earn at least \$1,829 for 2 Bedrooms and \$2,114 for the 3 Bedroom homes to qualify for this property.

Maximum Annual income:

1 Person - \$44,450 | 2 Person - \$50,800 | 3 Person - \$57,150  
4 Person - \$63,500 | 5 Person - \$68,600 | 6 Person - \$73,700 \* limits are lower for the 2 bedroom home

**Mid-Town Revitalization – Single Family Homes**  

**Please select number of bedrooms required**  3 Bedroom  4 Bedroom

The Mid-Town Homes are located on Erie's East side within the area of East 13 and East 14<sup>th</sup> Streets between German and Parade Streets.

This property offers 14 **newly renovated** 3-Bedroom homes and one 4-bedroom home. Current rent amounts are \$695-753 per month plus utilities for the 3-bedroom home and \$775 for the 4-bedroom home. Applicants must fall within the income requirements listed as follows: Households must earn at least \$1,986 per month to qualify for a 3-bed and \$2,214 to qualify for a 4-bed.

Maximum Annual income:

1 Person - \$31,500 | 2 Person - \$36,000 | 3 Person - \$40,500  
4 Person - \$45,000 | 5 Person - \$48,600 | 6 Person - \$52,200



### Mid-Town Revitalization – Apartments



Please select number of bedrooms required  1 Bedroom  3 Bedroom

The Mid-Town Revitalization Apartments are spacious new construction homes located on Erie’s East side at 331 East 12<sup>th</sup> and 1326 Parade.

Current rent amounts are \$518-538 per month plus utilities for the one bedroom apartments and \$712 per month plus utilities per month for the 3 bedroom apartments. There is one 1-bedroom apartment with subsidized rent of \$188/month. Applicants must fall within the income requirements listed as follows: households must earn at least \$1,468 per month to qualify for the one bedroom and \$2,034 per month to qualify for the 3 bedroom. To qualify for the 1 bedroom with subsidized rent, the household must earn at least \$537 per month.

Maximum Annual income:

1 Person - \$33,360 | 2 Person - \$38,160 | 3 Person - \$42,900  
4 Person - \$47,640 | 5 Person - \$51,480 | 6 Person - \$55,320

Maximum Annual Income for 1-bedroom **with subsidized rent:**

1 Person - \$16,600 | 2 Person - \$19,080



### Our West Bayfront Apartments (Market)



2 bedroom units only

**646 West 5<sup>th</sup> Street** is a 2-unit flat with one unit on each floor. Both units have a porch or balcony on the front with a small additional area in the rear. Apartments have central air conditioning and include the refrigerator and stove. Laundry room in the basement available for use. Resident is responsible for gas and electric. Landscaping and snow removal included. On street parking.

Rent is \$735 per month

Minimum monthly income: Households must earn at least \$2,100 per month. The minimum income requirement is waived if you have a Section 8 housing voucher.



### Our West Bayfront Apartments – 312 Walnut (Affordable)



2 bedroom units only

**312 Walnut Street** is a 2 unit flat with one unit on each floor. Both include the stove and refrigerator. Resident is responsible for gas and electric. Landscaping and snow removal included. On street parking. Must be income eligible.

Rent is \$625 per month

Minimum monthly income: Households must earn at least \$1,786 per month to qualify. Minimum income waived if you have a Section 8 housing voucher.

Maximum Annual income:

1 Person - \$33,360 | 2 Person - \$38,160 | 3 Person - \$42,900  
4 Person - \$47,640 | 5 Person - \$51,480 | 6 Person - \$55,320

**Our West Bayfront Apartments - 404 West 8<sup>th</sup> Street (Affordable)** 

**Please select number of bedrooms required**

1 Bedroom  2 Bedroom

**404 West 8<sup>th</sup> Street** is a 3-unit apartment building with commercial space on the first floor. Apartments have central air conditioning and include the refrigerator, stove and dishwasher. Two bedroom units have hook ups for stackable washer/dryers. A laundromat is also located across the street. Resident is responsible for gas and electric. Landscaping and snow removal included. On street parking.

Rent is \$750 for the one bedroom and \$950 for the two bedrooms.

Minimum monthly income: Households must earn at least \$2,140 per month to qualify for the 1 bedroom and \$2,700 per month for a 2 bedroom unit. Minimum income waived if you have a Section 8 housing voucher.

Maximum annual income:

1 Person - \$44,450 | 2 Person - \$50,800 | 3 Person - \$57,150 | 4 Person - \$63,500

**Villa Maria Apartments 2**  

**Please select number of bedrooms required**

2 Bedroom  3 Bedroom

The Villa Maria Apartments 2 are located at 815 Plum Streets. Centrally located, this property offers 2 and 3-Bedroom apartments. Each apartment comes with appliances, central a/c and window treatments. Current rent amounts are \$611 - \$628 per month for a 2-bedroom and \$681 - \$734 per month for a 3-bedroom home. Resident is responsible for gas and electric. Applicants must fall within the income requirements as follows:

Minimum monthly income: Households must earn at least \$1,746 per month to qualify for a 2-bedroom and \$1,946 per month for a 3-bedroom home.

Maximum Annual income:

1 Person - \$33,360 | 2 Person - \$38,160 | 3 Person - \$42,900  
4 Person - \$47,640 | 5 Person - \$51,480 | 6 Person - \$55,320

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If you require any additional information regarding the housing choices on this application, please call us at 814.453.333.

In addition to the General Housing provided on this application, HANDS also offers housing for Veterans, Persons with Disabilities as well as Housing for Seniors. If you would like more information on these housing opportunities, please call 814.453.3333 or visit our website at [hands-erie.org](http://hands-erie.org).



For marketing purposes, please tell us how you heard about HANDS and/or the apartment community for which you are applying:

- Newspaper  
  Agency Referral  
  Resident Referral  
  Friend/Relative  
  Drive-By  
  HANDS Website  
  Senior News  
 Facebook  
  Craigslist.org  
  Other Source (specify) \_\_\_\_\_

Applicant Name			Date of Birth	Social Security No.	
Last	First	MI			
Present Street Address		City	State	Zip Code	How Long at Address?
Home Phone Number		Cell Phone Number		Email Address	
Former Street Address:		City	State	Zip Code	How Long at Address?
Former Street Address:		City	State	Zip Code	How Long at Address?
Former Street Address:		City	State	Zip Code	How Long at Address?

PLEASE PROVIDE THE NAME, ADDRESS, AND PHONE NUMBER FOR ALL LANDLORDS FOR THE PAST 2 YEARS

Current Landlord Name:		Phone	
Address	City	State	Zip Code
Previous Landlord Name:		Phone	
Address	City	State	Zip Code
Previous Landlord Name:		Phone	
Address	City	State	Zip Code

**EMPLOYMENT INFORMATION**

Name and Address of Employer		Type of Business	Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Phone Number		Position/Title	Number of Year at Job	Yrs. In this line of work
Name and Address of Employer		Type of Business	Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Phone Number		Position/Title	Number of Year at Job	Yrs. In this line of work

## CO-APPLICANT/SPOUSE INFORMATION

Co-Applicant Name			Date of Birth	Social Security No.	
Last	First	MI			
Present Street Address:	City	State	Zip Code	How Long at Address?	
Former Street Address:	City	State	Zip Code	How Long at Address?	
Former Street Address:	City	State	Zip Code	How Long at Address?	

PLEASE PROVIDE THE NAME, ADDRESS, AND PHONE NUMBER FOR ALL LANDLORDS FOR THE PAST 2 YEARS

Current Landlord Name:			Phone
Address	City	State	Zip Code
Previous Landlord Name:			Phone
Address	City	State	Zip Code
Previous Landlord Name:			Phone
Address	City	State	Zip Code

### CO-APPLICANT EMPLOYMENT INFORMATION

Name and Address of Employer		Type of Business	Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Phone Number	Position/Title	Number of Year at Job	Yrs. In this line of work	

Please list EVERY state each applicant has resided in below:

Applicant Name	States Resided In

INCOME/ASSETS				
SOURCE	APPLICANT	CO-APPLICANT	Other Household -18 yrs of age or older:	TOTAL For MONTH
1. Gross Salary (before taxes)				
2. Overtime Pay				
3. Commissions/Fees/Tips/Bonuses				
4. Unemployment Benefits (gross amount)				
5. Workers Compensation				
6. <input type="checkbox"/> Social Security <input type="checkbox"/> Pensions <input type="checkbox"/> Retirement Please list GROSS AMOUNTS Per Month				
7. TANF Payments/Public Assistance <b>Per Month</b>				
8. Alimony, Child Support (please circle) <b>Per Month</b>				
9. Net Income From Business				
10. Net Rental Income (if you own property and rent it to others)				
11. Other:				
			TOTAL MONTHLY:	
			Total Monthly Income x 12 =	
ASSETS for <u>ALL</u> household members	CASH VALUE	INCOME FROM ASSETS	NAME & ADDRESS OF FINANCIAL INSTITUTION	
Checking Account	\$	\$		
Savings or Direct Express Card	\$	\$		
Certificate of Deposit (CDs)	\$	\$		
Mutual Funds/ Stocks / Bonds / Life Ins	\$	\$		
Real Estate - If you own your own home or have property	\$	\$		
Other:	\$	\$		
<b>TOTAL:</b>	\$	\$		



## HOUSEHOLD COMPOSITION

	FULL NAME <small>List the full names and related information for all people that will be living in the house or apartment for which you are applying.</small>	Relationship to Head of Household	SEX	DATE of BIRTH MM/DD/YY	AGE	SOCIAL SECURITY NUMBER	1= White 2= Black or African America 3= American Indian or Alaskan 4= Native Hawaiian or Pacific Islander 5= Asian	1= Hispanic/La no 2= Non-Hispanic/Non-La no
Head		HEAD						
2								
3								
4								
5								
6								
7								
8								

**THE FOLLOWING QUESTIONS (1 – 11) MUST BE COMPLETED**

1. I/We  have  have not disposed of any asset(s) valued at \$1,000 or more in the past two years for less than the fair market value of the item. If yes, please list the asset value under the "other" row in the income/assets section of this application. Date of disposal \_\_\_\_\_
2. Are you or any member of your household subject to a lifetime sex offender registration requirement in any state? Yes  No  If yes, list household member's name and states requiring registration. \_\_\_\_\_
3. Have you or any member of your household ever been charged with or convicted of a crime (misdemeanor or felony) other than minor traffic violations? Yes  No   
If yes, please explain \_\_\_\_\_
4. Are there any full or part-time students? Yes  No   
If yes, please list the name of students \_\_\_\_\_
5. Do you own pets?  Yes  No If yes, What kind and howmany? \_\_\_\_\_
6. Has the family's tenancy in subsidized housing ever been terminated for fraud, nonpayment of rent or failure to cooperate with recertification procedures?  Yes  No
7. Do you currently have a Section 8 Housing Choice or VASH Voucher?  Yes  No **If yes, Please attach a copy of your Voucher when submitting application**
8. Are you currently receiving Section 8 or HUD Assistance where you live now?  Yes  No
9. For Section 8 eligibility and allowance purposes, is there a disability you wish to claim?  Yes  No

10. Please list the name and telephone number of an additional person to contact in the event we are unable to reach you, e.g., a relative, caseworker, etc.  None

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

11. Are there any special housing needs or accommodations that the household will require? Examples are a unit for a person with mobility, visual or hearing impairment, or a unit with grab bars and/or wheel-in showers. Yes  No  If yes, please explain below.

**Housing preference.** Please refer to the attached Resident Selection Summary to determine if you qualify for any of the following preference options and place a check in appropriate box below:

- Displaced from your home by the Uniform Relocation Act (URA) of 1970 (MUST PROVIDE DOCUMENTATION TO QUALIFY)
- Your household has children who have tested positive for documented elevated blood levels due to your current living situation (MUST PROVIDE DOCUMENTATION TO QUALIFY)
- You are presently living in housing declared substandard (MUST PROVIDE DOCUMENTATION FROM THE AGENCY THAT DECLARED YOUR CURRENT HOME SUBSTANDARD TO QUALIFY)

The information provided above is true and complete to the best of my knowledge and belief. I/We consent to the disclosure of income and financial information from my/our employer and financial references for purposes of income and asset verification related to my/our application for tenancy.

I/We consent to have background credit and criminal checks to be obtained for all household members age 18 and over.

If you are in need of special services, please call HANDS at (814) 453-3333.

_____	_____	_____	_____
Head of Household	Date	Co-Applicant	Date
_____	_____	_____	_____
Other Adult Over Age 18	Date	Other Adult Over Age 18	Date
_____	_____		
HANDS Representative	Date		

**\*\*\*All applicants must contact HANDS to notify us of any change in address or phone number. If we cannot reach you with the information provided above, you will be removed from the waitlist.\*\*\***

If you have a complaint regarding this application, you may call:

**PHILADELPHIA HUD**

(215) 656-0663

TDD# (215) 656-3450

**PITTSBURGH HUD**

(412)644-6965

TDD# 1-800-927-9275



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in leaseterms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in houserules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

<b>Signature of Applicant</b>	<b>Date</b>

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.