



APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease with Lloyd Management. While some of the information may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this application, you will need to review the Application Agreement carefully and acknowledge you accept its terms.

1. **Lease Information.** The Lease terms contemplated by the parties during the application process are not final. Terms, conditions, and any special information must be explicitly noted in the Lease to be valid.
2. **Application Approval.** Our representative will notify you (or one of you, if there are co-applicants) of the Application approval, execute the Lease agreements for signature prior to occupancy, and, once complete, credit the application deposit of all applicants toward the required security deposit.
3. **If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must execute the Lease after your Application is approved. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages and terminate all further obligation to each other.
4. **If You Withdraw Before Approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about the unit, we'll be entitled to retain all application deposits as liquidated damage, and the parties then have no further obligation to each other.
5. **Approval/Non-Approval.** We will notify you whether your Application has been approved or denied within 14 days after the date we receive a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 14-day time period may be changed only by separate written agreement.
6. **Refund After Non-Approval or Rejection.** If you or any co-applicant is disapproved or denied under Paragraph 5, we'll refund all application deposits within 7 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant. If the application deposit was paid via check and has not yet been deposited, you may request your check be destroyed instead of a refund check being issued.
7. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 3, 5, or 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
8. **Keys or Access Devices.** We'll furnish keys and/or access devices on the Lease start date and only after: (1) all parties have signed the Lease and all other rental documents and (2) all applicable rents and security deposits have been paid in full.
9. **Application Submission.** Submissions of a rental application does not guarantee approval or acceptance. It does not bind us to accept the application or to sign a Lease contact.

APPLICANT SCREENING CRITERIA

Fair Housing Statement. Lloyd Management is an equal housing opportunity & fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

Identification and Application Process. Every person over 18 must give consent to be screened and provide a government issued photo ID. Social Security Number verification may be required for specific housing programs.

Application Requirements. Applications must be filled out completely and accurately. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be verified, this is a reason for rejection. Omission of information, such as an address or employer, may be grounds for rejection.

Occupancy. The initial maximum number of residents in a unit is equal to two persons per bedroom unless otherwise stated in the property's Resident Selection Plan, where applicable. Each unit is limited to no more than two (2) unrelated or four (4) related adult persons per unit. Lloyd Management defines a related adult person as either a child, dependent, or parent of the head of household. General occupancy standards and any federal, state, or local housing ordinances will supersede this policy.

Housing History. We require the name and last known telephone number of each landlord/property manager for each address you have had for the last three years. Roommate references are not acceptable. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for rejection. In the case of first-time renters, or applicants without prior rental history, this requirement may be varied subject to additional requirements of management.

Eviction Filings. Unlawful detainers or evictions within the past five (5) years is a basis for denial of an application.

Criminal History. Applicants who have criminal convictions may be denied. Any crimes associated with drugs, violence, sex, property damage, and/or weapons may be grounds for automatic disqualification. Eligibility is dependent upon the level, disposition, and time since the crime occurred. Open cases for similar crimes may be grounds for denial.

Credit. A credit check will be performed, and the following may be grounds for denial: past due or dishonored debt, the absence of a credit history, unpaid housing accounts, unpaid utility accounts.

Income. Income from all sources must be sufficient to pay the applicant's rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable.

Business Relationship. The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is under the influence, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe we would not have a positive business relationship.



DISCLOSURES

1. **Application Fee (May or May Not Be Refundable).** You agree to pay an application fee in the amount indicated in paragraph 3. Application fees are non-refundable except in rare instances when an application is submitted but a unit is unavailable and/or we do not run a professional screening report. Payment of the application fee does not guarantee that your application will be accepted. The application fee partially defrays the cost of screening services and administrative paperwork.
2. **Application Deposit (May or May Not Be Refundable).** In addition to any application fee(s), you also agree to pay an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease has been signed by all parties; OR, it will be refunded under paragraph 6 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 3 or 4 of the Application Agreement.
3. **Fees Due.** Your rental application will not be processed until we receive your completed rental application (and the completed rental application of all co-applicants, if applicable) and the following fees:
 - a. Application fee (may or may not be refundable): _____ (per adult)
 - b. Application deposit (may or may not be refundable): _____
4. **Completed Application.** Your rental application for Residents and Occupants will not be considered “complete” and will not be processed until we receive the following documentation and fees:
 - a. Completed rental application for each applicant and co-applicant (if applicable)
 - b. Valid government-issued photo identification
 - c. Application fees for all applicants
 - d. Application deposit for the unit
5. **Notice To or From Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
6. **Screening Services Disclosure to Applicant.** Pursuant to MN Statute 504B.173, the tenant screening service that we use is the following:

**Rental History Reports
7900 W. 78th Street, #400
Edina, MN 55439
(888) 389-4023**

Applicant Screening Criteria, upon which the decision to rent to the Applicant is based, will be applied to the information provided in this application and the information gathered from the screening report and/or background check we obtain. If we reject your rental application pursuant to Minnesota Statutes and local laws, we will notify you within 14 days of such rejection, identifying the criteria you failed to meet. We are not obligated to return your application fee or deposit except as provided in MN Statute 504B.173 and local laws.

7. **Notice Regarding Predatory Offender Information.** Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the property is located, or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections Web site at www.corr.state.mn.us.



AUTHORIZATION AND ACKNOWLEDGEMENT

AUTHORIZATION

I authorize Lloyd Management to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to my Application and Lease with Lloyd Management and to verify, by all available means, the information in this Application, including criminal background information, income and housing history, and other information reported by any state or federal agency (ex: Social Security Administration). I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility and continued participation as a qualified applicant or resident.

Payment Authorization. I authorize Lloyd Management to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments. If my check is returned by a bank or other entity for any reason, if any of my credit card or debit card payments are rejected, or if Lloyd Management is unable, through no fault of its own or their bank, to successfully process any of my ACH debit, credit card, or debit card transaction, then:

1. I (Applicant) shall pay to Lloyd Management the NSF Charge; and
2. Lloyd Management reserves the right to refer the matter for criminal prosecution.

ACKNOWLEDGEMENT

I certify that all the statements in this Application are true and complete. I authorize Lloyd Management to verify the same through any means. If I fail to answer any question(s) or give false information, Lloyd Management may reject the application, retain all application fees and deposits as liquidated damages for their time and expense, and terminate my right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the Application or Lease, the prevailing party may recover all attorney's fees and litigation costs from the losing party. Lloyd Management may at any time furnish information to consumer reporting agencies and other rental housing owners regarding my performance of my legal obligations, including both favorable and unfavorable information about my compliance with the Lease, occupancy rules, and financial obligations.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Guarantor Signature

Date





LLOYD
MANAGEMENT

Lloyd Management
135 West Lind Street
P.O. Box 1000
Mankato, MN 56002-1000

Phone: (507) 625-5573
Toll Free: (888) 625-5573
Fax: (507) 388-8452
lloydmanagement.com

Thank you for your interest in applying to live at a Lloyd Management property.

In order to get you in your new home as soon as possible it is very important that you read and follow the guidelines listed below. These standards adhere to government regulations.

The information that you are providing will be kept confidential by the Owner and/or Management Agent, with the exception to prove qualification. Please review each item carefully and provide the requested information truthfully and to the best of your knowledge. Giving false information may subject you to criminal penalties.

INCOMPLETE APPLICATIONS WILL BE RETURNED! Government regulations require that you submit specific documents before you can move in. If you do not have the required documents, please immediately begin the process of obtaining them. **We will begin to process your application without these documents, but you will not be able to move in until the documents are obtained for all household members.**

SUBMISSION CHECKLIST

Place a check mark next to the completed items.

- Complete this entire form by answering ALL questions. If a question does not apply to your household, please write n/a or not applicable in the space provided.
- Include complete addresses and/or contact information where requested on the application.
- If you make any changes or corrections to your information, draw a single line through the error, make the correction, and initial and date the change. Whiteout is NOT accepted!
- Each adult household member (age 18 or older) must sign and date on all signature lines. Your application will be returned if this step is not completed.
- If you don't understand something on the application, please ask.
- Provide a copy of photo IDs for all household members (age 18 or older).
- Provide a copy of age verification for all household members, for example, birth certificate or driver's license.
- Provide a copy of Social Security Cards for all household members.
- Proofs of income and assets noted throughout the application are attached.
- SECURITY DEPOSIT & APPLICATION FEE:** A security deposit of \$500 and an application fee of \$35 PER ADULT is required to start processing your application. These must be paid using separate checks or money orders and written out to Cardinal Manor Apartments.





Office Use Only
Unit Size Requested: _____
Unit Number: _____
Target Move-in Date: _____
Date Received: _____
Time Received: _____

APPLICATION FOR OCCUPANCY

Incomplete application will be returned

APPLICANT INFORMATION

Applicant Name (Head of Household): _____
First Middle Last

Address: _____
Street Address City State Zip Code

Social Security Number: _____ Format: XXX - XX - XXXX Date of Birth: _____ Format: MM/DD/YYYY

Gender Identity: Female Male Other/Non-Binary Decline

Primary Language: _____ Do you require an interpreter? YES NO

How did you hear about this housing? Online Newspaper Local Agency Drive By Resident Referral Other

What is the *combined gross monthly income* of all household members? \$ _____

CONTACT INFORMATION

Applicant Email: _____ Applicant Phone #: _____

Alternate Email: _____ Alternate Phone #: _____

Preferred Method of Communication (Check all that apply): Email Phone (Call) Phone (Text) In Person

Emergency Contact: _____
(someone outside the household) Name Phone # Email

ADDITIONAL HOUSEHOLD MEMBERS

List ALL Household Members	Relationship to Head	Date of Birth	Gender Identity	Social Security Number
First MI Last			Female Male Other/Non-Binary Decline	
			<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> O/NB <input type="checkbox"/> D	
			<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> O/NB <input type="checkbox"/> D	
			<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> O/NB <input type="checkbox"/> D	
			<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> O/NB <input type="checkbox"/> D	
			<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> O/NB <input type="checkbox"/> D	
			<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> O/NB <input type="checkbox"/> D	

CURRENT HOUSING STATUS

How long have you lived at your current address? From: _____ To: _____

Owner/Manager: _____
Name/Company Phone # Email

Is this a family member/friend? YES NO

Do all adult household members live at this address? YES NO
If NO, include additional adult household's current address and contact information on a separate piece of paper

PREVIOUS HOUSING STATUS

Previous address: _____
Street Address City State Zip Code

How long did you live at this address? From: _____ To: _____

Owner/Manager: _____
Name/Company Phone # Email

Was this a family member/friend? YES NO

List every state in which each household member has lived: _____

ELIGIBILITY INFORMATION

The following questions pertain to yourself and every member of your household who will occupy the unit.
All questions must be answered. Check either "YES" or "NO" in response to each question. Add an explanation if the answer is YES.
Use additional sheets if necessary. For questions that do not apply, answer by indicating "NO" or "N/A".

1. Do you certify that this will be your only place of residence? YES NO
2. Are you or any member of your household currently receiving Rental Assistance? YES NO
If YES, I understand that, according to my current lease, I must provide the required written notice to the agent currently managing the property where I live.
3. Have you or any member of your household ever been evicted from any type of housing?..... YES NO
4. Have any household member(s) (check that apply):
 Been Homeless Lived in Public Housing Fled housing due to violence None
5. Are you or any member of your household a veteran? YES NO
6. Have you or any member of your household been convicted of a felony? YES NO
7. Are you or any member of your household subject to a lifetime sex offender registration in any state? YES NO
If YES, household member name(s): _____
8. Is at least one member of your household a U.S. Citizen or eligible immigrant? YES NO

HOUSEHOLD INFORMATION

9. Is there someone NOT listed on this packet who would normally be living in the household? YES NO
If YES, please explain: _____
10. Do you have a live-in care attendant? YES NO



HOUSEHOLD INFORMATION CONTINUED

11. Do you expect the following change(s) to your household? YES NO
 Baby due on: _____ (date)
 Expected adoption/custody change on: _____ (date)
 Additional adult household member expected on: _____ (date)
12. Do you wish to have priority for a handicap accessible unit with special design features? YES NO
13. Do you have a pet? YES NO

STUDENT STATUS

14. Are ANY members of your household, minor dependents included, currently or expected to be a student within the next year? *If YES, list all household members who are/will be students:* YES NO

Student Name(s)	Age	School Name & Address	Full or Part Time Enrollment
			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

INCOME

Do ANY household members, including minor dependents, currently receive or expect to receive income from the following source(s)?

15. Employment/Wages YES NO

If YES, complete the following AND include 4 to 6 current, consecutive paystubs for each place of employment

Household Member Name(s)	Employer Name, Full Address & Contact Information

16. Unemployment Benefits or Severance Pay YES NO

If YES, household member name(s): _____

Include a copy of the past 12 months of benefit payments

17. Social Security Benefits, Disability or Death Benefits YES NO

If YES, household member name(s): _____

(Include a copy of current award letter(s) less than 120 days old dated by the Social Security Administration)

18. Cash Benefits from the County (DO NOT include Food Support or Medical Assistance) YES NO

If YES, household member name(s): _____ County Contact: _____

19. Court Ordered Child Support or Alimony (answer YES even if it is NOT being received) YES NO

If YES, household member name(s): _____ Include a copy of the past 12 months of child support payments received. This CANNOT be a ReliaCard or bank account statement.



INCOME CONTINUED

20. **Non-Court Ordered Child Support or Alimony**..... YES NO
 (Paid directly from the other parent(s)/spouse, not through the county or state child support system)
 If YES, Name of Payee: _____ Address: _____
 Phone: _____ Email: _____
21. **Regular Contributions from someone outside the household**..... YES NO
 (Monetary contributions including payments made on your behalf such as rent, utilities, phone bill, etc.)
 If YES, Name of Contributor: _____ Address: _____
 Phone: _____ Email: _____
22. **Self-Employment/Independent Contractor/Business Income**..... YES NO
 (Uber/Lyft, truck driver, delivery services such as InstaCart/Door Dash, Online Content Creation, Etsy Shop, etc.)
 If YES, household member name(s): _____ Date Started/Business Open: _____
 Type of Self-Employment/Independent Contract/Business: _____
23. **Regular payments from a pension or retirement plan (PERA, Railroad, etc.)**..... YES NO
 If YES, household member name(s): _____
 Company Information: _____
24. **Regular payments from an annuity, trust or insurance policy**..... YES NO
 If YES, household member name(s): _____
 Company Information: _____
25. **Veteran’s Administration Benefits**..... YES NO
 If YES, household member name(s): _____
 (Include a copy of current award letter less than 120 days old dated by the Veteran’s Administration)
26. **Military Pay (including allowances)**..... YES NO
 If YES, household member name(s): _____
 (Include 4 to 6 current, consecutive paystubs or pay statements)
27. **Worker’s Compensation**..... YES NO
 If YES, household member name(s): _____
 (Include 4 to 6 current, consecutive paystubs or pay statements)
28. **Student Financial Aid in excess of the cost of tuition**..... YES NO
 (Grants and scholarships from the Federal/State/Tribe or Local government, private foundation registered as a non-profit, a business entity or an institution of higher education. Do NOT include private student loans, work study earnings, gifts from friends/family to pay for school costs or any other assistance excluded by regulation)
 If YES, household member name(s): _____
 School/Institution: _____
29. **Has any household member received a lump sum payment in the past 12-months**..... YES NO
 (Lump sum payment is a payment of \$1,000 or more. Do NOT include tax refunds)
 If YES, please explain: _____
30. **Any other income source not listed above**..... YES NO
 If YES, please explain: _____
31. **Does any adult household member have zero income?** YES NO
 If YES, household member name(s): _____



ASSETS

Do ANY household members, including minor dependents, have the following assets?

32. **Checking, Savings, Certificate of Deposit, Money Market or other bank account(s)**..... YES NO
If YES, complete the following for each account:

Household Member Name	Institution Name & Full Address

33. **Reloadable Prepaid Cash-Debit Cards**..... YES NO
(NOT connected to a bank account, typically used to receive pay from employment or government benefits)
If YES, complete the following AND provide a copy the card and current statement or receipt to verify the current cash balance for each card listed:

Household Member Name	Name of Card (i.e., Direct Express, NetSpend, ReliaCard, EBT (Cash Benefits), etc.)

34. **Peer-to-Peer Payment Applications**..... YES NO
(Digital application used to send or receive money such as CashApp, PayPal, Zelle, Venmo, ApplePay, etc.)
If YES, complete the following:

Household Member Name	Name of Application

35. **Whole Life or Universal Life Insurance Policies**..... YES NO
If YES, household member name(s): _____
Company/Agency Information: _____

36. **Retirement Accounts (Annuity, IRA, 401k, PERA, 403b, etc.)***..... YES NO
If YES, household member name(s): _____
Company/Agency Information: _____
*Per HOTMA regulations, not a countable asset for certifications effective 1/1/2024 or after for Section 8 housing

37. **Investment Accounts (Stocks, Bonds, Securities or Treasury Bills)**..... YES NO
If YES, household member name(s): _____

38. **Crowd Funding Account (GoFundMe, Kickstarter, Indiegogo, etc.)**..... YES NO
If YES, household member name(s): _____
Website: _____

39. **Trust Fund(s)**..... YES NO
(Including Special Needs Trusts or Revocable Trusts. Do NOT include Irrevocable Trusts or Revocable Trusts not owned or controlled by a member of a family living in the unit)
If YES, household member name(s): _____

40. **Crypto Currency (Bitcoin, Altcoins, Crypto coins, etc.)**..... YES NO
If YES, household member name(s): _____
Currency Type: _____ Include current account statement.



ASSETS CONTINUED

41. **Real Estate/Real Property**** YES NO
 If YES, household member name(s): _____ Address: _____
***For management to determine if the household meets a Real Property Exemption per HOTMA regulations, the household must complete an additional "Real Property Exemption Self-Certification Questionnaire" which will be provided upon disclosure of Real Estate/Real Property.*
42. **Has any household member sold or disposed of any assets for less than Fair Market Value during the past two-year (24 month) period?** YES NO
 If YES, please explain: _____
43. **Any other assets not listed above? (Example: cash on hand, do not include vehicles)**..... YES NO
 If YES, please explain: _____

DEDUCTIONS

The household may be eligible for applicable deductions and expenses, which have an impact on the tenant rent amount/eligibility, depending on the following factors:

44. **Do you have primary custody of the minor dependents living in the household?**..... YES NO N/A
 (Primary custody means they reside in the unit at least 50% of the year)
45. **Do you pay for childcare services for any minor dependents under the age of 13 residing in your household?**..... YES NO N/A
 If YES, dependent's name: _____ Provider Contact: _____
46. **Do you currently pay for childcare services for any minor children under the age of 13 that you have custody of but are NOT living in your household?** YES NO N/A
 If YES, child's name: _____ Provider Contact: _____
47. **Do you pay for a Care Attendant or any equipment for a disabled member of the household?**..... YES NO N/A
 If YES, household member name(s): _____
48. **Are any household member(s) 62 years of age or older?**..... YES NO*
 If YES, household member name(s): _____
49. **Have any adult household member(s) been diagnosed as disabled by a physician?**..... YES NO*
 If YES, household member name(s): _____
 Physician Name & Contact Information: _____

If you answered NO to questions 48 AND 49, please skip to page 8

EXPENSES (Available to household member(s) 62+ years old and/or Disabled ONLY)

- Do you currently pay **OUT-OF-POCKET**, or anticipate paying **OUT-OF-POCKET** in the next 12-months for any medical expenses?..... YES NO
 (i.e., premiums, appointment or prescription copays, services not covered by insurance, etc. that are expected to continue after move in. If the expense will not continue, it cannot be counted.)
If YES, please complete the following questions. If NO, please skip to page 8
50. **Medicare**..... YES NO
 If YES, household member name(s): _____
51. **Medical Insurance Premiums**..... YES NO
 If YES, household member name(s): _____
 Provider Name(s) & Location(s): _____



EXPENSES CONTINUED

- 52. **Services of doctors or other health care professionals or facilities**..... YES NO
If YES, household member name(s): _____
 Provider Name(s) & Location (s): _____
- 53. **Prescription medications that have been prescribed by a physician**..... YES NO
If YES, household member name(s): _____
 Pharmacy Name(s) & Location (s): _____
- 54. **Over-the-counter medications that have been prescribed by a physician to treat a condition**..... YES NO
Include copies of receipts showing proof of payment to receive this deduction.
If YES, household member name(s): _____
 Provider Name(s) & Location (s): _____
- 55. **Transportation to/from treatment. Include a mileage log to receive this deduction**..... YES NO
If YES, household member name(s): _____
- 56. **Dental Expenses**..... YES NO
If YES, household member name(s): _____
 Provider Name(s) & Location (s): _____
- 57. **Eye Care**..... YES NO
If YES, household member name(s): _____
 Provider Name(s) & Location (s): _____
- 58. **Hearing aids/batteries**..... YES NO
Must include copies of receipts showing proof of payment to receive this deduction.
- 59. **Live-in or periodic medical assistance such as nursing services**..... YES NO
If YES, household member name(s): _____
 Provider Name(s) & Location (s): _____
- 60. **Cost of an assistance animal and its upkeep**..... YES NO
Must include copies of receipts showing proof of payment to receive this deduction.
- 61. **Long-Term Care Insurance premiums**..... YES NO
If YES, household member name(s): _____
 Provider Name(s) & Location(s): _____
- 62. **Other**..... YES NO
If YES, household member name(s): _____
 Explain: _____



The information regarding race, ethnicity and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Race / Ethnicity Info

Head	Co-Head	Dependent #1
(Print Name)	(Print Name)	(Print Name)
<input type="checkbox"/> Non – Hispanic <input type="checkbox"/> Hispanic	<input type="checkbox"/> Non – Hispanic <input type="checkbox"/> Hispanic	<input type="checkbox"/> Non – Hispanic <input type="checkbox"/> Hispanic
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other
Dependent #2	Dependent #3	Dependent #4
(Print Name)	(Print Name)	(Print Name)
<input type="checkbox"/> Non – Hispanic <input type="checkbox"/> Hispanic	<input type="checkbox"/> Non – Hispanic <input type="checkbox"/> Hispanic	<input type="checkbox"/> Non – Hispanic <input type="checkbox"/> Hispanic
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other

Signature of Head of Household

Date



Wage Match Notice to Tenants

USDA Rural Development has implemented a wage and benefit matching system. The goal of this system is to reduce fraud, waste, and abuse in Federal programs. This notice is to inform you about the program and how it may affect you.

USDA Rural Development will receive wage and benefit information from the State Department of Labor (SDOL). This information will then be compared against information provided on your Tenant Certification (Form RD 3560-8) or Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures (HUD-50059). Whenever differences are revealed, or result in the government providing unauthorized assistance in the form of rental subsidy, you may expect to be contacted for an explanation.

USDA Rural Development assumes Tenant Certifications or Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures are completed as accurately as possible. However, misunderstandings and honest errors do occur. Unfortunately, there are also those who will report wrong information in order to qualify for Federal benefits. The objective of the record's check is to make sure that those needing assistance can receive assistance, while those who do not can be stopped and made to repay improperly received benefits.

USDA Rural Development seeks to implement a wage and benefit matching system fairly. Therefore, whenever a new or renewed Tenant Certification is completed, it will be subject to verification by the Agency and the owner or management agent servicing your housing development. If a problem is suspected, you will be contacted and asked to provide an explanation. If disagreements arise, you will be informed of your right to file a grievance under 7 CFR 3560.160. A copy of the grievance procedure is available from the owner or management agent servicing your housing development.

In addition, this notice serves to inform you that USDA Rural Development may use information reported on the Tenant Certification or Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures to determine eligibility for Federal benefits, verify compliance with program requirements, and recover improper payments from current or former beneficiaries.

If you have any further questions, please contact the owner or management agent of your housing development.

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."

