



Trusted by Owners, Valued by Residents – Powered by EBMC

### CASA DEL ESTE APARTMENTS

2273 N. Beale Road  
Marysville, CA 95901-8018  
P: 530-743-8858  
F: 530-743-2237  
TTY: 711

# AFFORDABLE HOUSING APPLICATION

Office Use Only

Date Received		Unit Size	<input type="checkbox"/> 0BR <input type="checkbox"/> 1BR <input type="checkbox"/> 2BR <input type="checkbox"/> 3BR <input type="checkbox"/> 4BR	Original Application	YES <input type="checkbox"/> NO <input type="checkbox"/>
Time Received		Additional Adult Apps	YES <input type="checkbox"/> NO <input type="checkbox"/>	Updated Application	YES <input type="checkbox"/> NO <input type="checkbox"/>
App Date		Meets Occupancy	YES <input type="checkbox"/> NO <input type="checkbox"/>	Sec 8 HVC HH	YES <input type="checkbox"/> NO <input type="checkbox"/>
App Complete	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>*If No, Enter in Yardi and deny application</i>	Total Income Declared	\$	504/RA Needed	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Entered In Yardi		Mgr Initials		Prequal AMI Status	EVLI <input type="checkbox"/> VLI <input type="checkbox"/> LI <input type="checkbox"/>

### PLEASE READ INSTRUCTIONS BELOW BEFORE COMPLETING

Please complete the following application and RETURN IT TO THE PROPERTY. **All Items must be complete in order to determine your eligibility. Failure to complete all sections will result in the application being denied.** Application must be completed using **BLUE** ink. If an item does not apply to you, please check N/A next to the question. **Do not use white-out.** Please use one line on corrections and initial corrections made. Completed applications can be returned via email to taralynch@ebmc.com, to the site directly, or via an email attachment to the site manager's email above.

NOTE: Wait lists are maintained by bedroom size. A **separate** application is required for different unit sizes.

### APPLICANT INFORMATION

I/We are applying for a: \_\_\_\_\_ Bedroom Unit (Please indicate bedroom size).

Do You or a Member of Your Household Have a Verifiable Special Need? \_\_\_\_\_

If yes, List Need: \_\_\_\_\_

Name, First Last	
Street Address	
Mailing Address	
Phone 1	
Phone 2	
Email 1	
Email 2	

**PLEASE NOTE:** The information you provide on the application will be treated as confidential. It includes both the information necessary for determining your eligibility for housing and information required for statistical purposes. The race, ethnicity and gender information are requested to assure the Federal government that Federal laws prohibiting discrimination against applicants 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. Any information found to be incomplete and/or falsified will cause the application to be denied and not processed.

### For Marketing Purposes, Please Let Us Know How You Heard About Us:

- Newspaper Ad      Drove By      Word of Mouth      Web Site      Google Search  
Resident Referral      Management Website      Other: \_\_\_\_\_

### State Your Current Living Situation:

- Own my Home       Live with Family/Friend       Renting  
 Lacking Fixed Nighttime Residence       Fleeing Violence





Email	
Move-In and Move Out Dates	
Reason for Moving Out	
<b>PRIOR</b> Landlord/Contact Name	
Address	
Phone	
Fax	
Email	
Move-In and Move Out Dates	
Reason for Moving Out	

**HOUSEHOLD COMPOSITIONS and CHARACTERISTICS**

- Yes**  **No** Are you expecting any future additions to your household due to pregnancy, adoption, foster child (ren) or custody of children? If yes, explain:  
\_\_\_\_\_
- Yes**  **No** Do you have any household members away at school, who will live at your residence during school recesses?  
If yes, their name: \_\_\_\_\_
- Yes**  **No** Are any household members 18 years of age or older, that are Full-Time Students:  
If yes, List Name and Age: \_\_\_\_\_
- Yes**  **No** Are there any family members who are temporarily absent from the household due to:  
 Employment       Military Service       Foster Care       Nursing Home       Hospital
- Yes**  **No** Are there any family members who are permanently confined in a nursing home?  
If yes, will you still be including/counting this individual as part of the household?  **Yes**  **No**
- Yes**  **No** Do you require a Live-In Attendant and have a doctor’s verification showing medical need?
- Yes**  **No** Are you or any household member currently in the US military or a US military veteran?
- Yes**  **No** Are you or any household member a Presidentially Declared Disaster victim?
- Yes**  **No** Do you or any household member currently live in, or have you ever lived in Public or HUD assisted housing or in HUD’s Housing Choice Voucher/Certificate Program? If yes, List below:

Landlord and/or Complex Name	
Landlord Phone Number	
Property Address	
Move In Date	
Move Out Date	

- Yes**  **No** Do you or any household member owes any monies to HUD, an apartment community, and or previous landlord? If yes, provide:

Landlord and/or Complex Name	
Landlord Phone Number	
Balance Due Landlord	



11.  Yes  No Have you ever committed fraud in a HUD-assisted housing program, been asked to repay money for knowingly misrepresenting information, or been evicted from any rental?  
 If yes, explain: \_\_\_\_\_

12.  Yes  No Are you or any household member subject to lifetime sex offender registration requirement any/a state? If Yes, Please Explain:

Household Member Name	
State	
Registration Date	
Explanation	

14. List ALL States family members have lived in: \_\_\_\_\_

15.  Yes  No Do you or any household member have a criminal or juvenile record? If yes, Name(s) of Household Member (s) and Explain:  
 \_\_\_\_\_

16.  Yes  No Have you or any household member ever been convicted or adjudicated of a misdemeanor/felony or any other criminal activity, including a violation of the Controlled Substances Act. This also includes harassment, sexual assault, drug abuse, & any other crimes. If yes:

Household Member Name	
Explanation	
Household Member Name	
Explanation	

**IF you answered "YES" to any questions listed above in the Criminal Background Section of this application, please provide an explanation below. Include the date, circumstances, and nature of the offenses, as we verify criminal record in the following jurisdictions: AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, & WY**

**Explanation:**

  
  
  
  
  
  
  
  
  
  

17.  Yes  No Are you or any household member a current user of a non-prescribed controlled substance, including any marijuana substances.

18.  Yes  No Are you or any household member currently engaged or exhibit a pattern of alcohol abuse, which may threaten the health & safety of residents or staff or hinders the peaceful enjoyment of the housing premises.

19.  Yes  No Have you or any household member ever used any other name, alias and/or social security number, other than the one listed on this application? If yes, Name(s) Used and by Which Household Member, Social Security Number Used and Explain: \_\_\_\_\_



**DISABLED HOUSEHOLDS and REASONABLE ACCOMODATIONS**

Elderly families are defined by HUD as families where the head, spouse, or co-head is 62 years of age, or 18 years of age and a person with disabilities. If you wish to be considered as an elderly family due to a disability, HUD requires that we receive your consent to verify your disability. In addition, persons with disabilities have the right to request reasonable accommodations, which include changes, exceptions, or adjustments to a program, service, building, dwelling unit, or workplace that -will allow a qualified disabled person to participate fully in a program, take advantage of a service, live in a dwelling, or perform a job. Please complete both questions below.

20. Yes No Are you 18 years of age & considered a disabled person and give consent to have your disability verified?
21. Yes No Do you or any household member require any special accommodations in your unit, or have the need for an accessible unit? If yes, Explain: \_\_\_\_\_

**EXPENSES/ALLOWANCES**

22. Yes No Do you have expenses for childcare of an aged 12 or younger? If yes, what are your out-of-pocket childcare costs?  Weekly \$ \_\_\_\_\_  Monthly \$ \_\_\_\_\_

Provider	
Provider Address	
Provider Phone	
Provider Email	

23. Yes No Do you pay for a care attendant or for any equipment for any handicapped or disabled household member(s) that are necessary to permit that person or someone else in the household to work? If yes, provide information, what are your out-of-pocket expenses?

Weekly \$ \_\_\_\_\_  Monthly \$ \_\_\_\_\_

Type of Equipment	
Name of Company	
Address	
Phone	
Email	

24. Yes No Are any of the above expenses paid for or reimbursed by an outside agency? If yes, provide information: Amount reimbursed, frequency and which expense

Type of Agency	
Name of Company	
Address	
Phone	
Email	
Monthly Reimbursement	

25. Yes No Do you or any household member(s) paid for Medicare?

If Yes, Monthly Amount Paid	\$ _____
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26. Yes No Do you or any household member(s) have any other type of medical insurance?

If Yes, Monthly Amount Paid	\$
Name Of Carrier/Company	
Address	
Phone Number	
Policy Number	

27. Yes No Do you or any household member have any outstanding medical bills?

If Yes, please provide a list	
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28. Yes No Do you or any household members expect to incur any medical expenses within the next 12 months?

If Yes, please explain	
------------------------	--

29. Yes No Do you or any household member use a pharmacy on a regular basis?

If Yes, Pharmacy	
Phone Number	
Address	

**TOTAL HOUSEHOLD INCOME**

**PLEASE REPORT FOR ANY HOUSEHOLD MEMBER:**

30. Yes No **Employed?** If Yes: Lists Below & Check Employment Status

Full Name	Full Time	Part Time	Seasonal Work

31. Yes No Expect to work ANY period during the next 12 months?

If Yes, please explain	
------------------------	--

32. Yes No Work for someone who pays in **CASH**?

If Yes, please explain	+
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33. Yes No Does anyone regularly give the household cash or any other financial help?

34. Yes No Does anyone regularly pay any of the household's bills; such as rent, utilities, phone, etc.?





ACCOUNT TYPE	HOUSEHOLD MEMBER NAME	ACCOUNT NUMBER	BANK/ INSTITUTION NAME	CURRENT VALUE	ANNUAL INCOME FROM ASSET
Life Insurance (Whole/ Universal)				\$	\$
Funeral/Burial Insurance/ Account				\$	\$
Real Estate				\$	\$
Bitcoin				\$	\$
Cash App:				\$	\$
Venmo				\$	\$
Chime				\$	\$
Other				\$	\$
Other				\$	\$

37. Yes No Have you or any household member disposed of or given away any asset(s) for less than fair market value during the past two years?

If yes, asset disposed of	
Fair Market Value	\$
Sales Price (if applicable)	\$

38. Yes No Have you or any household member sold any real estate (U.S.A. or Another Country) in the last two years?

If yes, describe	
Address	\$
Sales Price	\$

39. Yes No Do you or any household member Own or have an interest in any real estate or mobile home (U.S.A. or Another Country)?

If yes, describe	
Address	\$
Fair Market Value	\$



HOUSEHOLD VEHICLES							
MAKE	MODEL	YEAR	COLOR	TAG/ EXP	STATE	VEHICLE INSURANCE COMPANY	VEHICLE INSURANCE POLICY #

40. Yes No Do you have any pets?

If yes, describe	
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**Emergency Contacts**

In cases of emergency, management requests that you provide the information below. An emergency is broadly defined as a case where management feels a resident's well-being is threatened and/or where management feels a resident's actions/conduct appear to be a lease violation. Some examples of this type of emergency are non-payment of rent; perceived criminal activity against persons\property; perceived abuse of an illegal substance; behavior violating the quiet enjoyment of other residents; and, housekeeping that violates safe and sanitary rules. An emergency is also defined as an urgent need for assistance or relief, or when there are unforeseen circumstances that call for immediate action.

FIRST FAMILY MEMBER/FRIEND TO NOTIFY IS:

Full Name	
Relationship	
Address	
City State Zip	
Phone 1	
Phone 2	
Email	

SECOND FAMILY MEMBER/FRIEND TO NOTIFY IS:

Full Name	
Relationship	
Address	
City State Zip	
Phone 1	
Phone 2	
Email	

Please describe any other information that will help us to process this application (add additional sheet if necessary):

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**Certification and Consent to Release of Information**

**NOTE:** All household members 18 and older must sign this Application. By signing this application, I/We certify the accuracy of the information contained herein. I/WE understand that the Department of Housing and Urban Development (HUD)/United States Department of Agriculture or other state and/or local affordable program is authorized to collect this information. This application will be used to determine eligibility, appropriate bedroom size, and the amount my family will pay for rent. I/We also understand that **this will be my only residence.**

I/We authorize management to contact my present/prior landlords for information regarding my tenancy, and to access records pertaining to me which may be on file with credit bureau authorities.

I/We authorize a criminal background check and a check of the state/national sex offender registry for all adult family members. I/We understand that all information I have listed is subject to verification and that a final decision on eligibility cannot be made until all verifications are complete.

I/We understand that it is a crime to knowingly provide false information for the purpose of obtaining or maintaining occupancy in and/or, for the purpose of securing a lower rent in a subsidized housing unit, and that the **penalty for knowingly providing false information is up to five years in prison and/or \$10,000 fine upon conviction and will cause an automatic denial of this application.**

I/We hereby do swear and attest that **we have read and reviewed the Resident Selection Plan for Casa Del Este Apartments** and all the information herein about me is true and correct. I understand that if no unit is currently available and I/We are placed on the waiting list, I/We must update all information about me should it change or management require it to be updated. I/We understand my household at the time a unit becomes available and is offered may require to be updated.

Applicant Signature (HOH)		Date	
Applicant Signature (Spouse/Co-Head		Date	
Applicant Signature (Other Adult)		Date	
Applicant Signature (Other Adult)		Date	

**Received by:**

Owner/Agent Signature	<i>Tara Lynch</i>	Date	
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**\*\*EXCEPTIONS TO DISCLOSURE OF SOCIAL SECURITY NUMBER - The Social Security Number requirements do not apply to: Individuals aged 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010, and not contesting eligibility.**

**Managing Agent's Fair Housing and Section 504 Designated Representative: It is the policy of this company to provide housing on an equal opportunity basis. We do not discriminate on the basis of race, color, national origin, ancestry, sex, age, disability, religion, familial status, marital status, sexual orientation, gender identity, or medical condition. If you feel you have been discriminated against in the processing of this application, please call the following representative of this company: EBMC 504 Coordinator at Compliance@Ebmc.com**



English Is My First Language - No Other Translation Required, or Circle below the language of preference.

**2004  
Census  
Test**

United States  
**Census  
2010**

**LANGUAGE IDENTIFICATION FLASHCARD**

- |                          |  |                        |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                                    | 1. Arabic              |
| <input type="checkbox"/> | Խոսողո՞ւմ ե՞նք 'նշու՞մ կատարե՞ք այս քառակուսու՞մ, եթե խոսու՞մ կա՞մ կարդո՞ւմ ե՞ք հայերեն: | 2. Armenian            |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।                                   | 3. Bengali             |
| <input type="checkbox"/> | ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                                    | 4. Cambodian           |
| <input type="checkbox"/> | Motka i kakhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.             | 5. Chamorro            |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。   | 6. Simplified Chinese  |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。   | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                          | 8. Croatian            |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                                   | 9. Czech               |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                              | 10. Dutch              |
| <input type="checkbox"/> | Mark this box if you read or speak English.  | 11. English            |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.                             | 12. Farsi              |

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Economics and Statistics Administration  
U.S. CENSUS BUREAU



<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérta vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ວ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກເກາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

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<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратич уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้ทำเครื่องหมายในช่องนี้ถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

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**LANGUAGE PREFERENCE ACKNOWLEDGEMENT:**

- Our Household Has NO Need of Translations
- I Prefer the Landlord/Agent to provide me with an interpreter free of charge.
- I prefer to use my own interpreter (interpreter must be 18 years or older):

Name of Interpreter	
Signature of Interpreter	
Relationship of Interpreter	

If available, do you want copies of written translations for documents you read/filled out today?

Choose One  YES  NO

I understand that all tenant file forms must be signed in English and that any translations provided to me are solely for my understanding of the contents of the form. If I disagree with the language services provided, I may contact [Compliance@ebmc.com](mailto:Compliance@ebmc.com) or call 916.443.6637 for my dispute. By signing this form, I affirm that all the information is true and accurate.

Resident Signature	
Date	



**Race and Ethnic Data Reporting Form**

U.S. Department of Housing and Urban Development  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 06/30/2017)

Property Name	Casa Del Este Apartments
Owner Agent	Eugene Burger Management Corporation, Agent
Type of Assistance	
Head of Household	
Resident Address	
Unit	

Household Member 1	
Household Member 2	
Household Member 3	
Household Member 4	
Household Member 5	
Household Member 6	
Household Member 7	
Household Member 8	
Household Member 9	

Please select the corresponding self-identification(s) for each corresponding household member below:

<i>ETHNIC CATEGORY (select one)</i>	<i>HH1</i>	<i>HH2</i>	<i>HH3</i>	<i>HH4</i>	<i>HH5</i>	<i>HH6</i>	<i>HH7</i>	<i>HH8</i>	<i>HH9</i>
<i>Hispanic</i>									
<i>Non-Hispanic</i>									
<i>Declined to Report</i>									
<i>RACIAL CATAGORIES (select all that apply)</i>									
<i>American Indian/Alaskan Native</i>									
<i>Asian</i>									
<i>Black/African American</i>									
<i>Native Hawaiian or Other Pacific Islander</i>									
<i>White</i>									
<i>Other</i>									
<i>Declined to Report</i>									

SIGNATURE OF HEAD OF HOUSEHOLD	Date



**CASA DEL ESTE APARTMENTS**  
 2273 N. Beale Road  
 Marysville, CA 95901-8018  
 P: 530-743-8858  
 F: 530-743-2237

**Applicant/Tenant Release and Consent**

**THIS SECTION TO BE COMPLETED BY THE APPLICANT/TENANT**

**I/We**

*(List names of household members)*

the undersigned hereby authorize all persons or companies in the categories listed below to release information regarding employment, income, assets, and/or student status for purposes of verifying information on my/our application for housing. I/we authorize the release of this information without

**INFORMATION COVERED**

I/We understand that previous or current information regarding me/us may be needed. Verification and inquiries that may be requested include but are not limited to: personal identity, student status, employment, income, assets, and medical or childcare allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my/our eligibility for and continued participation as a qualified tenant.

**GROUPS OR INDIVIDUALS THAT MAY BE ASKED**

**The groups or individuals that may be asked to release the above information include, but are not limited to:**

Past and Present Employers	Residences and Rental Activity	Support and Alimony Providers
Welfare Agencies	State Unemployment Agencies	Social Security Administration
Credit Agencies	Veterans Administration	Retirement System
Banks and Other Financial Institutions	Medical and Child Care Providers	Utility Companies
Foster Care Agencies	Educational Institutions	Credit and Criminal Activity
Public Housing Authorities	Sex Offender Screening	

**CONDITIONS**

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and **will stay in effect for a year and one month** from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

Applicant/Tenant Signature	Printed Name	Date

**NOTE: This general consent may not be used to request a copy of a tax return. If a copy of a tax return is needed, IRS Form 4506, "Request for Copy of a Tax Form" must be prepared and signed separately.**

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

