

The Woda Group Rental Application
Tax Credit LIHTC QO G



DEVELOPMENT
CONSTRUCTION
MANAGEMENT

Property Name: _____
Phone Number: _____
Email Address: _____

**PLEASE READ AND FOLLOW THESE INSTRUCTIONS
THE SITE MANAGER CAN ASSIST WITH ANY QUESTIONS CONCERNING YOUR
APPLICATION TO THIS COMMUNITY**

Print legibly or type all entries. All “Yes or No” questions must be answered with “Yes or No” and provide explanation for given response as requested. Other questions must be answered with either applicable information or “N/A” (not applicable) where you have no information that applies. If you need to make a correction, draw one line through the incorrect information, then print the correct information above the error and initial and date the change. *Absolutely no white-out is permitted on the form.* Provide complete street address, zip code, phone number, and email address (if known), for all addresses that are requested. Incomplete information can delay the processing of your application for housing.

Each adult member of the household must sign and certify to the completeness and accuracy of the information provided in this application. Each adult member of the household must sign the “Authorization to Release Information”.

All pages of this application must be completed and returned in order to begin the processing of this application. If you are completing this application online or away from the rental office it will be necessary to deliver the application to the manager in order to secure a position on the waiting list or to begin processing for an available apartment/home. The application can be delivered via mail, email as an attached pdf document or in person. It will be necessary to meet with the site manager or leasing agent to review and complete all necessary paperwork required by our company and the affordable housing programs available at this community.

It is critical that we have current contact information so we may reach you. You should notify us immediately if any changes occur to the following information:

- Your household income changes
- Household composition changes (household member moves out or a new person is added to your household)
- You move to a new address, have a new telephone number or new email address.

Your application will be reviewed to ensure that you are income eligible for the *Low Income Housing Tax Credit (LIHTC)* program and all other program requirements. Your credit, criminal background and landlord reference reports will be evaluated on the basis of the criteria set forth by Woda Management & Real Estate, LLC (Woda). This criteria is outlined in the resident selection policy available in the rental office. You must have verifiable income of two and a half times the monthly rent to be eligible for the unit that you have applied for; unless your household receives rental assistance.

If you have been denied occupancy at any Woda managed property within the last six months or should you owe money to any Woda managed property, your application will not be considered for occupancy until the six months has expired or money owed has been repaid to Woda Management & Real Estate, LLC.

Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, marital status, gender identification, religion, sex, disability, familial status, marital status, gender identification, national origin, age, sexual orientation and reprisal.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements of misrepresentation to any department or agency of the U.S. or to any matter within its jurisdiction



Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, national origin, age, disability, religion, sex and familial status, sexual orientation, marital status, gender identification and reprisal.”



Date Received: _____
 Time Received: _____ am/r o
 Mgr. Signature _____

The Woda Group Rental Application
 Tax Credit II QO G



DEVELOPMENT
 CONSTRUCTION
 MANAGEMENT

For Office Use Only

Applicant Name: _____

Address: _____ City _____ State _____ Zip Code _____

Phone Number: _____ N/A Email Address: _____ N/A

Cell Phone Number: _____ N/A Will you accept our text message? Yes No N/A

Best time and method for us to contact you? _____

How many bedrooms are you requesting? 1-BR 2-BR 3-BR 4-BR Other (Please Specify): _____

How did you hear about our community? _____

Desired Move-In Date: _____ **OR** ASAP

Yes No **Do you wish to have priority for an apartment with special design features for persons with disabilities?**

Household Composition

List all household members who will live in the apartment within the next twelve months. Be sure to include any temporarily absent family members who are still considered family members and who will be returning to the household.

Last Name	First Name	Middle Initial	Relationship to Head of Household	Gender M/F	Social Security Number	Date of Birth (mm/dd/yyyy)	Marital Status* (See below)
			Head of Household				

*Please list the applicable number in the column above: (1) Married, (2) Single, (3) Separated, (4) Divorced, (5) Widowed, (6) Undisclosed

Copies of BIRTH CERTIFICATES and SOCIAL SECURITY CARDS for ALL household members along with VALID DRIVER'S LICENSE or VALID STATE I.D. for ALL adult household members will be required to process this application for occupancy. You may be required to provide criminal background verifications if management is unable to obtain a copy.

Yes No **Do you expect any changes to your household composition in the next twelve months?**
 If yes, please explain: _____

Yes No **Is there any temporarily absent family members not listed above?**
 If yes, please explain: _____

Yes No **Do all minor(s) listed above, as members of the household, live with you for 50% or more of the time?**
 N/A
 If no, please explain: _____



Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, national origin, age, disability, religion, sex and familial status, sexual orientation, marital status, gender identification and reprisal."



INCOME INFORMATION FOR EVERYONE 18 AND OLDER

- Yes No **Employment Wages or Salaries?** (Last 2 months Paystubs)
If yes, what date did you begin with current employer: _____ Do not remember
- Yes No **Anticipated income that has been secured/awarded but not started?**
(i.e., employment which has been offered and has been accepted but first day of work has not taken place and/or notification of benefits to be received from SSA or VA but first benefit payment has not been received)
- Yes No **Self-Employment?** (Must provide previous year complete tax return with schedule C)
- Yes No **Regular pay as a member of the Armed Forces/Military?**
- Yes No **Unemployment Benefits, Workman’s Compensation or Disability Compensation?**
- Yes No **Public Assistance, General Relief, AFDC or TANF** (excluding Foodstamps)?
- Yes No **Entitled to receive alimony and/or child support?** (i.e., court-ordered or legal agreement)
- Yes No **Social Security, SSI, or any other payment from Social Security Office?**
- Yes No **Regular payments from Veteran’s benefits, pension, retirement or annuity?**
- Yes No **Regular payment from a severance package?**
- Yes No **Regular payment from any type of settlement?**
- Yes No **Regular gifts or payments from anyone outside the householdA**
- Yes No **Regular payments from lottery winnings or inheritances?** (Must be verified with proof of payment for last 3 months)
- Yes No **Regular payments from Rental Property or other real estate transactions?**
- Yes No **Any other income sources or types not listed herein?**
- Yes No **Does anyone in the household receive or anticipate receiving in the next 12 months student financial aid assistance (excluding loans)?**
- Yes No **Are you or any ADULT household member claiming zero income?**
If yes, please list name: _____

INCOME SOURCE(S) (list all sources of income and/or benefits for every household member)		
NAME <i>(Person working or receiving benefits)</i>	EMPLOYER and/or SOURCE of INCOME <i>(Include Company Name, phone number, and name person to verify)</i>	MONTHLY/ ANNUAL GROSS INCOME
	Company: Contact Name: Phone #:	\$
	Company Contact Name: Phone #:	\$
	Company: Contact Name: Phone #:	\$
	Company: Contact Name: Phone #:	\$
	Company: Contact Name: Phone #:	\$



Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, national origin, age, disability, religion, sex and familial status, sexual orientation, marital status, gender identification and reprisal.”



ASSET INFORMATION FOR EVERY MEMBER OF THE HOUSEHOLD

- Yes No **Cash held on hand?**
- Yes No **Cash held at home or in a safety deposit box?**
- Yes No **Bank accounts?** (i.e. checking, savings, CD, money market, and Direct Express or any other Pre-Paid debit card)
- Yes No **Stocks, bonds, securities, mutual funds, and/or treasury bills?**
- Yes No **Revocable trust fund(s), Annuity, IRA, 401K and/or other retirement fund?**
- Yes No **Whole or Universal life insurance** (include **only** policies with accumulation of equity)?
(Excluding Term Life)
- Yes No **Real estate, a home, rental property, land, land contract/contract for deeds or other real estate holdings?** (Including your residence, trailer, land and/or commercial property)
- Yes No **Personal property held as an investment?** (Including stamp/coin collections, artwork, antiques, NOT your personal belongings)
- Yes No **Funeral and/or burial account** (include **only** policies with accumulation of equity and which can be cashed in)?
- Yes No **Have you or any member of the household received a cash settlement or lump sum in the past 12 months?**
- Yes No **Are you or any member of the household expecting to receive a cash settlement or lump sum in the next 12 months?**
- Yes No **Other assets not listed above?** _____

ASSET SOURCE(S) (Please list all asset source(s) detail information in the table below. Be sure to include all source(s) identified in the above questions for EVERY member of the household.)			
NAME <i>(Person with account)</i>	SOURCE of INCOME <i>(Include Financial Institution Name, phone number, and name of person to verify)</i>	Type of Account <i>(i.e., checking, savings, CD, etc.)</i>	CASH VALUE of ASSET
	Institution Name: Contact Name: Phone Number:		\$
	Institution Name: Contact Name: Phone Number:		\$
	Institution Name: Contact Name: Phone Number:		\$
	Institution Name: Contact Name: Phone Number:		\$
	Institution Name: Contact Name: Phone Number:		\$



Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, national origin, age, disability, religion, sex and familial status, sexual orientation, marital status, gender identification and reprisal.”



CURRENT RESIDENTIAL HOUSING REFERENCES:

(List the past Five Years of history including the time at current residence, use additional sheet if necessary.)

Current Residency Information				
Street Address	City	State	Zip Code	County
Mailing Address (Please check below, and list mailing address if different from current residency address)			Monthly Payment:	
<input type="checkbox"/> If different from current residency address listed above insert here.			\$ _____	
<input type="checkbox"/> If same as current residency address listed above check this box.				
Daytime Phone	Email Address	Own/Rent		Date of Move-In
() _____	_____	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Live with Family		____/____/____
Current Landlord's Name	Landlord's Address	Landlord's Contact Phone Number		
		() _____		

Previous Housing History if Current Residency is less than FIVE YEARS:

Landlord's Name/Address	Your Address	Own/Rent	Dates Occupied
Name: _____ Address: _____ City State Zip Phone: () _____	_____ _____ City State Zip Monthly Rent/Mortgage: \$ _____	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other _____	FROM: _____ TO: _____
Name: _____ Address: _____ City State Zip Phone: () _____	_____ _____ City State Zip Monthly Rent/Mortgage: \$ _____	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other _____	FROM: _____ TO: _____
Name: _____ Address: _____ City State Zip Phone: () _____	_____ _____ City State Zip Monthly Rent/Mortgage: \$ _____	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other _____	FROM: _____ TO: _____



Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, national origin, age, disability, religion, sex and familial status, sexual orientation, marital status, gender identification and reprisal.”



OTHER INFORMATION:

- Yes No **Does your household currently have a Section 8 Voucher for rental assistance?** If yes, please list name of agency: _____
- Yes No **Have you or any member of your household applied for Section 8 rental assistance?**
- Yes No **Are you able to obtain utility service in your name?**
- Yes No **Do you have or plan to obtain renters insurance?** *Renters insurance is recommended.*
- Yes No **Have you or any member of the household been evicted, or are currently under eviction from a rental unit?** If yes, please explain: _____
- Yes No **Do you owe a previous landlord any money?** If yes, please list name: _____
- Yes No **Have you or any member of the household been charged or convicted of a crime other than traffic violations?**
- Yes No **Are you or any member of the household registered on a sex offender registry (national or state)?**
- Yes No **Have you or any member of the household ever filed for a Bankruptcy?** If yes, please list under what name: _____ AND when _____
- Yes No **Have you or any member of the household ever had a foreclosure on Real Estate?** If yes, please list property address: _____ AND when _____
- Yes No **Have you or any member of the household has had a drug related conviction?** If yes, please list under what name: _____ AND when _____
- Yes No **Are you fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other violent, dangerous or life – threatening conditions and needing protection under the VAWA (Violence Against Women Act)?**
- Yes No **Do you or any member of the household have pets?** If yes, Weight (Adult Size) _____ Type & Breed: _____

EMERGENCY CONTACT: (LIST SOMEONE NOT ON THIS APPLICATION)

Name: _____
 Address: _____ City _____ State _____ Zip _____
 Phone Number: _____ Email Address: _____ N/A
 Relationship: _____

VEHICLES: How many vehicles do you own? None 1 2 Other: _____

(Please provide vehicle information below). *If more than 2 vehicles, please provide the same information on an additional page.*

- 1) YEAR _____ MAKE _____ MODEL _____ COLOR _____
 LICENSE PLATE #: _____ STATE _____
- 2) YEAR _____ MAKE _____ MODEL _____ COLOR _____
 LICENSE PLATE #: _____ STATE _____



STUDENT STATUS:

- Yes No **Does your household currently consist ENTIRELY of persons who are FULL-TIME students (kindergarten and higher)?**
- Yes No **Does your household anticipate becoming a household that would consist ENTIRELY of FULL-TIME students (kindergarten and higher) in the next 12 months?**
- Yes No **Does your household consist of any persons who were FULL-TIME students for parts of five or more months of the current calendar year?**
If yes, please list name: _____
- Yes No **Does your household consist of any persons who are PART-TIME students?**
If yes, please list name: _____



SIGNATURE CLAUSE:

I/We hereby apply to the above named community for an apartment on substantially the terms set forth herein. I/We warrant to Ownership and Management of the property that all statements contained herein are true and correct. I understand that my acceptance for occupancy is contingent on meeting management, resident selection criteria, and LIHTC Program requirements. I grant the community authority to check my/our credit, income, assets, rental and criminal history, to secure follow up credit reports, medical expenses and income and asset verifications, and to answer questions about its credit experience with me/us. I/We understand that management is relying on this information to prove my household's eligibility for the LIHTC Program. **I/We understand and agree that deliberately submitting false information or withholding information constitutes fraud and will be grounds for rejection of this application or for eviction.**

Management makes every attempt to ensure that an apartment is available when promised. If Management cannot have an apartment for me/us by the projected move-in date, whether it is not ready for occupancy or because another resident holds over or for any other reason, Management and Ownership are not liable to me/us for losses or damages incurred due to the delay. I/We will not be required to pay any rent until the beginning term of occupancy as specified on the executed lease. If Management and/or Ownership are not able to deliver possession to me/us within thirty days of the original projected date, I/we may cancel the lease without further obligation and any security deposit paid in advance will be refunded within thirty days.

I/We hereby waive any claim to damages by reason of non-acceptance of my application for housing. If rejection of my/our application occurs for the rental of an apartment with the above community, I/we hereby authorize you to share information with any community affiliated with management or the ownership of this community for purposes related to rental of an apartment or residency of any type.

I certify that there is no real or perceived conflict of interest between any member of this household, including immediate family ties (whether by blood, marriage or adoption) including spouse, parent/stepparent, child/stepchild, brother/stepbrother, sister/stepmother, grandparent, grandchild, and in-laws, and any person who is an employee, agent, consultant, or officer of the developer, owner or managing agent of this property.

I/We agree that I/we have the legal ability to execute a lease agreement. I/We certify that the apartment will be my/our principal residence and will not sublease this residence. Tenant provided utilities can and will be placed under my/our legal responsibility (if applicable). Before possession is delivered I/we will be required to pay the balance of any deposits and other move-in costs in the form of a check or money order. **NO CASH WILL BE ACCEPTED.**

ALL HOUSEHOLD MEMBERS 18 AND OVER MUST SIGN (INCLUDING SPOUSE UNDER THE AGE OF 18 AND EMANCIPATED MINORS):

_____	_____
Head of Household	Date
_____	_____
Co-Head/Applicant	Date
_____	_____
Applicant	Date
_____	_____
Applicant	Date



Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, national origin, age, disability, religion, sex and familial status, sexual orientation, marital status, gender identification and reprisal.”



Authorization to Release Information



The undersigned individual(s) has applied for residency at _____.
 The property is operated under the LIHTC program within Section 42 of the Internal Revenue Code, which requires that we obtain written confirmation of the income of all applicants and other household members. In order to comply with Federal regulations requesting verification of all income, assets and allowances for residents of LIHTC housing, please complete the following form in full and return it to the sender at your earliest convenience.

The undersigned understands that, depending on program policies and requirements, previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include but are not limited to:

Credit and Criminal Activity	Identity and Marital Status	Student Status
Residences and Rental Activity	Income (including employment if applicable) and Assets	Social Security Numbers
Family Composition	Federal/State/Tribal/Local Benefits	Medical Allowances

The groups or individuals, including any governmental organization, may be asked to release and/or verify the above information (depending on program requirements) including but not limited to:

Courts and Post Offices	Past and Present Employers	Present Landlord
Law Enforcement Agencies	State Unemployment Agencies	Credit Providers and Bureaus
Veterans Administration	Welfare Agencies	Retirement Systems
Social Security Administration	Utility Companies	Banks and Other Financial Institutions
Previous Landlords (Including PHA's)	Education Institutes	Support and Alimony Providers
Health Care Providers	Life Insurance Agent	

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 in the management office and will stay in effect for two years from the date signed. I/we understand that I/we have a right to review my/our file and correct any information that can be proven incorrect.

I/We _____, the undersigned hereby authorize

the release of any information requested by _____ for purposes of verifying my/our eligibility for the LIHTC Program

SIGNATURES:

_____	_____	_____
Applicant/Resident Signature	Print Name	Date
_____	_____	_____
Co-applicant/Resident Signature	Print Name	Date
_____	_____	_____
Adult Member Signature	Print Name	Date
_____	_____	_____
Adult Member Signature	Print 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 TAX FORM," MUST BE PREPARED AND SIGNED SEPARATELY.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements of misrepresentation to any department or agency of the U.S. or to any matter within its jurisdiction



Woda Management & Real Estate, LLC and its affiliate properties are an Equal Opportunity Housing provider. We do not discriminate against any applicant on the basis of race, color, national origin, age, disability, religion, sex and familial status, sexual orientation, marital status, gender identification and reprisal."

