

Lilac Terrace

APPLICATION FOR SUBSIDIZED HOUSING

How did you hear about Lilac Terrace? _____

WHAT IS YOUR NAME? _____

CURRENT MAILING ADDRESS _____

SOCIAL SECURITY NUMBER _____ PHONE NUMBER _____

DATE OF BIRTH _____ MALE or FEMALE _____

Who will live with you (other occupants)? *SSN only required for all household

Name _____ Soc. Sec. No. _____ DOB _____ Relationship _____

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DO YOU REQUIRE THE FEATURES OF AN ACCESSIBLE UNIT? YES NO

SIZE OF UNIT APPLYING FOR? 1 Bdrm 2 Bdrm

INCOME: What is your Gross Monthly Income from these sources?

Wages	\$ _____	Unemployment	\$ _____
Social Security	\$ _____	Welfare	\$ _____
Retirement/Pension	\$ _____	Interest/Dividends	\$ _____
Disability Income	\$ _____	Other (Specify)	\$ _____

MEDICAL EXPENSES: What is your monthly expenses for these sources?

Medicare	\$ _____	Insurance	\$ _____
Prescriptions	\$ _____	Other	\$ _____

DO YOU OWN A CAR? YES NO

DO YOU OWN A HOME? YES NO

Checking account balance \$ _____ Value of stocks/bonds \$ _____

Savings account balance \$ _____ Value of home \$ _____

Value of certificates \$ _____ Value of escrow \$ _____

Other (specify) \$ _____ Value of 401K/IRAs \$ _____

ARE YOU ENROLLED IN AN INSTITUTE OF HIGHER EDUCATION YES _____ NO _____

IF YES, EXPLAIN _____

RESIDENCE/RENTAL HISTORY: Your last 3 residences or for the past 3 years are required. Include rentals, living with friends/relatives, shelters, institutions, group homes, etc. Attach additional paper if necessary.

Current Address _____ City _____ State _____ Zip _____

Rent \$ _____ Utilities \$ _____ Date Moved In _____

Current Landlord _____ Day Phone _____

Previous Address _____ City _____ State _____ Zip _____

Rent \$ _____ Utilities \$ _____ Date Moved In _____ Date Moved Out _____

Previous Landlord _____ Day Phone _____

Previous Address _____ City _____ State _____ Zip _____
Rent \$ _____ Utilities \$ _____ Date Moved In _____ Date Moved Out _____
Previous Landlord _____ Day Phone _____
Are you a U.S. Citizen? No _____ Yes _____ If no, are you an eligible non-citizen? No _____ Yes _____

Assisted tenants must only have one residence and receive assistance only in that unit. If you rent an apartment from Kiemle & Hagood Company, will that unit be your only place of residence? No _____ Yes _____

Do you currently receive assistance from HUD? No _____ Yes _____

WHO SHOULD WE CALL IN AN EMERGENCY:

Name: _____ Phone: _____ Relationship: _____

Do we have permission to contact this person in case of an emergency? No _____ Yes _____

Name: _____ Phone: _____ Relationship: _____

Do we have permission to contact this person in case of an emergency? No _____ Yes _____

IF YOU NEED ANY HELP OR REASONABLE ACCOMMODATION WHEN COMPLETING THIS APPLICATION PROCESS, PLEASE LET US KNOW.

Please note that this is a preliminary application and gives no lease or rental rights. Verification of income and other additional information will be required at a later date to complete processing of tenants. Applicant hereby grants permission to the owner/manager and/or agents of Kiemle & Hagood Co. to obtain credit and criminal history reports, to perform an eviction search, and to verify all information on this application. The application must be complete, signed and returned to Kiemle & Hagood Co. before you can be placed on a waiting list. To remain on the waiting list, you must make contact at least every six months with the Resident Manager(s) of the complex(es). I certify that the information above is true and complete to the best of my knowledge. I understand that making false statements on this form is grounds for rejection of my application or termination of my lease.

Signature of Applicant

Date

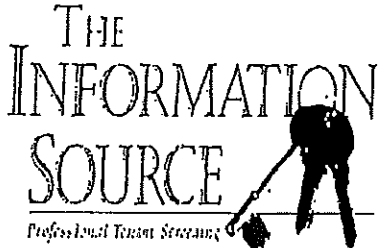
Signature of Applicant

Date

Kiemle & Hagood Company does not discriminate against any person on the basis of race, color, religion, marital status, disability, familial status, national origin, age, sexual orientation or gender identity in the admission or access to treatment or employment in their federally assisted programs and activities.

As such, we are required to provide reasonable auxiliary aids and services necessary for effective communication with persons with disabilities when requested. The person below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988): Kiemle & Hagood Company c/o Ellen Flanigan, Human Resources, 601 W. Main Suite 400, Spokane WA 99201, (509) 838-6541, fax (509) 458-4014.

RELEASE AND AUTHORIZATION



DISCLOSURE: A CONSUMER REPORT MAY BE PROCURED

In accordance with the Fair Credit Reporting Act, a consumer report or investigative consumer report including a credit report and information about your general reputation, character, or personal characteristics may be obtained. Upon written request, you will be provided with information regarding the nature and scope of the report, should it include information about your general reputation, character, or personal characteristics, and a summary of your rights.

RELEASE AND AUTHORIZATION

I (we) voluntarily and knowingly authorize any present or past landlord or manager, present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, consumer reporting agency, private business, military branch or the National Personnel Records Center, the Minnesota Bureau of Criminal Apprehension, personal reference, and/or other persons, to give records or information they may have concerning my (our) rental history, criminal history, motor vehicle history, earnings history and employment records, worker's compensation claims (including from the state of MN), general reputation, character, or any other information requested to *The Information Source, L.L.C.* and/or its agents or representatives. I (we) voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid one year from the date signed and a photographic or faxed copy of the authorization shall be as valid as the original.

APPLICANT SIGNATURE

FULL NAME (TYPE OR PRINT LEGIBLY)

SPOUSE SIGNATURE

FULL NAME (TYPE OF PRINT LEGIBLY)

DATE

MANAGER SIGNATURE

For all Credit units, each prospective tenant will have to complete, execute and deliver the forms of Residential Lease Tax Credit Program Addendum, Low-Income Lease Rider and Tenant Income Certification. Each prospective tenant and actual tenant will have to complete these forms in order to provide necessary certification and verification of the amount of such tenant's annual family income, the tenant's family size, and any other information reasonably requested by Owner in writing in connection with the Credits. The tenants shall be required to certify in writing as to such matters on an annual basis, prior to such time as the information is required for reporting purposes.

The tenant(s) will sign a Residential Lease Tax Credit Program Addendum in addition to a Lease. The Residential Lease Tax Credit Program Addendum explains that the program allows the owner or its agent to increase the monthly rent rate based upon maximum allowable rents annually revised and published by the U.S. Department of Housing and Urban Development. Thirty (30) days written notice will be given to the Tenant for any rent increase. Participation in the Tax Credit Program requires that qualified households must meet certain income limitations based upon the number of person residing in the unit and tenant agrees to notify the management agent of any decrease in the number of persons residing in the unit. Annual recertifications are explained as well as the penalty for failing to comply (a 30 day notice to vacate). And the Addendum also explains the restrictions that apply to students and that qualification to remain a qualified household member is at all times dependent upon the household meeting all student status requirements. Tenant agrees to notify management of any water-leaks, mold or moisture problems in the unit or common areas.

ELIGIBILITY CRITERIA

Applications will be accepted from all individuals who meet the minimum qualifications, which are:

- * Head of household or spouse is 62 years of age or older*
- * Meet HUD and Tax Credit annually determined income limits*

All household members, age six and older, must disclose and document Social Security numbers. A Social Security Number must be disclosed at the time of application. Those who have not been assigned a Social Security number must sign a certification stating that no SSN has been assigned. Documentation of the SSN must be provided once an SSN has been assigned. Sixty days is allowed after you submit an application, to provide acceptable documentation of a SSN, for example a SS card or other acceptable evidence of a SSN. After 60 days if the applicant has not been able to supply acceptable documentation of a SSN, then the applicant shall be determined to be ineligible and removed from the waiting list.

Lilac Plaza may extend the time period for an additional 60 days if the applicant is at least 62 years old and unable to submit the required documentation within the first 60 day period.

Adequate documentation means a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN. Listed is other acceptable evidence of the SSN such as:

- 1. Driver's license with SSN*
- 2. Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union*
- 3. Earning statement on payroll stubs Bank statement*
- 4. Form 1099*
- 5. Benefit award letter*
- 6. Retirement benefit letter*
- 7. Life insurance policy*

PROCEDURE FOR APPLYING

To apply for housing at Lilac Terrace, an applicant must complete the application form. If requested, we can provide language and/or clarification assistance in completing the form. The form may be picked up at Lilac Terrace or we can mail/FAX it to an applicant. After a completed application is received, all verifications completed by third-party sources, and the applicant is found to be eligible, he/she will be placed chronologically on the waiting list kept by the office in accordance with HUD requirements. The applicant's name, date and time of the receipt of the application, annual income level, and type and size of unit required will be recorded in chronologically order on the list.

APPLICATION INTERVIEW

Upon receipt of a completed application, the Occupancy Coordinator or Executive Director will arrange for an interview with the applicant. If the applicant requires language and/or clarification assistance, the application form may be completed during the interview. The applicant will be asked to bring all necessary supporting documentation to this interview. Copies of all documentation will be placed in the applicant's file.

HUD requirements, resident selection criteria, verification procedures, and penalties for false information will be explained to the applicant. PENALTIES for falsification include eviction, loss of any rental assistance, fines up to \$10,000 and imprisonment up to 5 years. The applicant will be given an opportunity to view a vacant apartment and advised of an approximated time when as apartment may become available. The applicant will be advised of the amount of his/her rent and that the rent is due on the first day of the month and payable by the 5th day of the month. The security deposit, pet policy, house rules and lease will also be explained to the applicant. Additional questions that the applicant may have will be answered during this interview.

SCREENING/REJECTION CRITERIA

After basic HUD eligibility criteria are met, Lilac Terrace staff will use the following screening criteria to determine admission suitability of the applicant:

- * Ability to pay the rent based on income;
- * Comments from former landlords or other references concerning care of the property, including damage, ability to live peacefully in a congregate setting, and timely payment of the rent;
- * Ability and willingness of applicant to abide by the lease and house rules;
- * Poor credit history as shown in credit history background check;
- * Any crimes committed against persons or any felony listed on criminal background check; and /or
- * Any background showing chronic alcohol and/or drug use.

Applicants will be denied for reasons including but not limited to any of the following:

- * Ineligible for admission based on HUD guidelines;
- * Reliable evidence that the applicant has a history of non-payment of rent; a history of damaging facility property; a history of disturbing the quiet enjoyment of others, evidence of current illegal drug use, manufacture or distribution;
- * A reasonable belief that a pattern of illegal use of a drug may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents;

- * *Reliable evidence that the applicant has been evicted, during the past three years, from federally assisted housing for drug-related criminal activity and/or chronic use of alcohol;*
- * *Reliable evidence that any member of the household is subject to a lifetime registration requirement under a sex offender registration program;*
- * *A reasonable belief that a household member's abuse or pattern of abuse of drugs and or alcohol will interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents;*
- * *Reasonable evidence that an applicant's established habits and practices may pose a threat of endangering the health or safety of themselves or others in the facility;*
- * *Inappropriate household size for the unit available;*
- * *Submission of false information;*
- * *Failure to disclose pertinent information; and/or*
- * *An unwillingness or inability to secure assistance necessary to satisfy the requirements of tenancy.*

If an applicant does not qualify based on the information provided in his/her application, a letter of ineligibility will be sent stating the reason(s) for disqualification. Additionally, the applicant will be informed that he/she has 14 days to respond in writing or to request a meeting to discuss the rejection. If an applicant appeals a rejection, the Executive Director will give the applicant a written final decision within 5 days after receipt of the written appeal or after the appeal meeting.

WAITING LIST PROCEDURES

When a suitable apartment is not available, applicants will be placed on the waiting list in the order of the date and time when the application form is received. All applicants will be notified in writing, within ten days, as to the date he/she was placed on the waiting list. The letter will state that the applicant is responsible for contacting Lilac Terrace every six months in order to keep his/her application current. If the applicant fails to contact Lilac Terrace, his/her name will be removed from the waiting list.

Applicants who refuse an available unit will go to the end of the waiting list unless they indicate they want their application removed from the list. If a resident moves out, then wishes to move back into the building at a later date, he/she will have to reapply and will be placed chronologically on the waiting list. When efforts to contact an applicant meet with a disconnected telephone number, non-response to a telephone message or unsuccessful mail contact, the applicant will be automatically removed from the waiting list. If at some point in the future the waiting list reaches 250 active applications Lilac Terrace will close the waiting list to new applicants. The closing and subsequent reopening will be posted in the local newspaper acknowledging the day and time that the waiting list will close or reopen. The notice will also be posted on the website for Lilac Terrace at www.sbah.org and posted in a public place in the Lilac Terrace building.

SELECTING AN APPLICANT

When an apartment becomes available, it will be offered to the appropriate applicant on the waiting list. Even though all applicants on the waiting list have been screened and deemed eligible at one point, it is necessary to re-certify individuals who have been on the waiting list for 90 days or longer.

REASONABLE ACCOMMODATION AND MODIFICATION PURSUANT TO LAW

Lilac Terrace will make reasonable accommodations and modifications to nonessential policies, practices, rules and/or services for those residents and/or potential residents who are eligible and request assistance due to a disability. If otherwise qualified, a disabled or

housing. To verify the necessity for reasonable accommodation, Lilac Terrace uses the attached form which may be completed by a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability. All requests for reasonable accommodation will be referred to the Occupancy Coordinator or Executive Director.

OCCUPANCY STANDARDS

Unit occupancy will be limited to five people in a two bedroom, three people in a one bedroom, and two people per studio apartment.

TRANSFER POLICY

Residents may apply to transfer to another apartment if desired. The resident requesting the transfer will be placed chronologically based on the date and time the application to transfer is placed on the waiting list. When the specific type of apartment becomes available, the resident will be notified and given the opportunity to move. If the resident refuses the available apartment, he/she will be moved to the bottom of the waiting list. If a resident receiving subsidy is transferred and desires to keep the subsidy, he/she must move into an apartment that is eligible for the same type of subsidy. There is no transfer fee for each in-house transfer.

Priority will be given if a unit transfer request is due any of the following:

If the resident has been asked to move by management or if the resident needs to move due to a medical condition certified by a medical professional or if the resident is requesting a transfer as a reasonable accommodation.

Transfer due to a change in family composition, or family size

Transfer due to the need for an accessible unit.

Residents who are being asked to transfer by management will be given second priority. New applicants moving into the building will be given priority over current residents asking to transfer to a unit the same size they currently inhabit. Current residents requesting a transfer to a different sized unit than they currently inhabit will be given priority over new applicants moving into the building. Tenants may be required to pay all costs associated with a unit transfer.

GENERAL ADMINISTRATION

The following materials will be retained in the applicant's file for at least three years:

- * application
- * initial rejection notice
- * any applicant reply to the rejection notice
- * management's final response
- * HUD form-27061-H (Race & Ethnic Reporting Form)

The Occupancy Coordinator or Executive Director will review and assure that procedures are followed regarding notifications, eligibility, placement, or ineligibility. There is no fee for application. Credit and criminal background checks are required of all applicants. As an applicant is moved into the building, the application and all supporting materials will be placed into his/her permanent resident file.