



APPLICATION FOR HOUSING RURAL DEVELOPMENT- H



Property Name: **Pleasant View Apartments**
Street Address: **400 Senior Terrace**
City/State/Zip Code: **Keytesville MO 65261**

Current Date: _____

If Mailed Please Check Here: ☐

FOR OFFICE USE ONLY

Date Application Received:			
Time Application Rec'd:			
▼ CIRCLE ONE ▼		A.M.	P.M.
Eff.	1 Bd	2 Bd	3 Bd
	4 Bd	5 Bd	▼ PM Initial & Date ▼
▲ UNIT TYPE/SIZE ▲			

PLEASE READ BEFORE PROCEEDING: Please note that all lines, questions, or requests for information must be completed. This requires that you provide an answer to each item and where the item does not apply, you are asked to simply fill it in with N/A- Not Applicable. Each application can include the Head of Household and a Co-Applicant defined as a Spouse, Domestic Partner or Common Law Spouse. EACH ADDITIONAL ADULT HOUSEHOLD MEMBER MUST COMPLETE A SEPARATE APPLICATION.

I. Applicant (Head of Household) or Adult Household Member:

LAST NAME		FIRST NAME		M.I.
Current Address: _____				
Complete Street/Mailing Address				
City		State	Zip Code	
Social Security No:	_____	ST. Abbrev. & Driver's Lic. No:	_____	
Current Phone No:	_____	Alternate Phone No:	_____	

I. Applicant or Adult Household Member Employment #1:

Name of Employer/Company		_____		◀ N/A
Complete Street/Mailing Address		City	State	Zip Code
Employer Phone No:	_____	Contact/Supervisor Name:	_____	
Occupation:	_____	Length of Service:	_____ YRS.	_____ MOS.
CHECK ONE►	Full Time Employment: ☐	Part-Time Employment: ☐	Unemployed: ☐	► Last Day: _____
No. of Hrs.	_____	Pay Rate of \$	_____	OR Current Salary Amt: \$ _____
Per Week	Per Hour	Per: _____		
Wk- 2Wks- Bi-Mo - Mo.				

I. Applicant or Adult Household Member Employment #2:

Name of Employer/Company		_____		◀ N/A
Complete Street/Mailing Address		City	State	Zip Code
Employer Phone No:	_____	Contact/Supervisor Name:	_____	
Occupation:	_____	Length of Service:	_____ YRS.	_____ MOS.
CHECK ONE►	Full Time Employment: ☐	Part-Time Employment: ☐	Unemployed: ☐	► Last Day: _____
No. of Hrs.	_____	Pay Rate of \$	_____	OR Current Salary Amt: \$ _____
Per Week	Per Hour	Per: _____		
Wk- 2Wks- Bi-Mo - Mo.				

CHECK IF APPLIES & Complete ▶ ☐ CO-APPLICANT= Spouse, Domestic Partner, Common Law Spouse			
IA. Co-Applicant:			
LAST NAME		FIRST NAME	
M.I.			
Current Address:			
Complete Street/Mailing Address			
City		State	Zip Code
Social Security No:		ST. Abbrev. & Driver's Lic. No:	
Current Phone No:		Alternate Phone No:	
IA. Co-Applicant Employment #1: ☐ ◀ N/A			
Name of Employer/Company			
Complete Street/Mailing Address		City	State
Zip Code			
Employer Phone No:		Contact/Supervisor Name:	
Occupation:		Length of Service: YRS. MOS.	
CHECK ONE▶ Full Time Employment: ☐ Part-Time Employment: ☐ Unemployed: ☐ ▶ Last Day:			
No.of Hrs. Per Week	Pay Rate of \$ Per Hour	OR Current Salary Amt: \$ Per:	Wk- 2Wks- Bi-Mo - Mo.
IA. Co-Applicant Employment #2: ☐ ◀ N/A			
Name of Employer/Company			
Complete Street/Mailing Address		City	State
Zip Code			
Employer Phone No:		Contact/Supervisor Name:	
Occupation:		Length of Service: YRS. MOS.	
CHECK ONE▶ Full Time Employment: ☐ Part-Time Employment: ☐ Unemployed: ☐ ▶ Last Day:			
No.of Hrs. Per Week	Pay Rate of \$ Per Hour	OR Current Salary Amt: \$ Per:	Wk- 2Wks- Bi-Mo - Mo.
II. CHILD CARE EXPENSE INFORMATION			
Head of Household Completes for ALL Members			☐ ◀ N/A
Child care expenses may be deductible for care of children under the age of 13 years when care is necessary to enable a family member to work, seek employment, or further his/her education (academic or vocational), the family has determined there is no adult member capable of providing care during the hours care is needed, the expenses are not paid to a family member living in the unit, the amount deducted reflects reasonable charges for child care and/or the expense is not reimbursed by an agency or individual outside the family. Further restrictions may apply and will be discussed with you by Management. PLEASE PROVIDE THE FOLLOWING INFORMATION:			
PLEASE LIST EACH CHILD RECEIVING CHILD CARE SERVICES THAT QUALIFIES UNDER THE EXPLANATION PROVIDED ABOVE	Last Name	First Name	M.I.

CHILD CARE PROVIDER INFORMATION:

NAME OF CHILD CARE PROVIDER:

STREET ADDRESS OF CHILD CARE PROVIDER:

CITY, STATE & ZIP CODE:

COMPLETE PHONE NO: Fax No:

AMOUNT PAID: \$ PAID PER: WEEK MONTH ◀ CHECK ONE

III. Head of Household Only Must List Self & Each Additional Household Member:

Please note that each household member you list has a number at the far left-hand side of each entry line, pre-assigned. As you fill out the second part of this information please note that the household member number must correspond with the second line of information for the same member, for example, 1 and 1a are for the same household member.

No.	Last Name	First Name	M.I.	Maiden/Alias Name		M	F	◀Sex
1.					HofH	☐	☐	Check One
2.						☐	☐	Check One
3.						☐	☐	Check One
4.						☐	☐	Check One
5.						☐	☐	Check One
6.						☐	☐	Check One
7.						☐	☐	Check One
8.						☐	☐	Check One
9.						☐	☐	Check One
10.						☐	☐	Check One

III: Continued- Please provide the following information in the same order as each household member is listed above

No.	BIRTHPLACE		BIRTHDATE			SOCIAL SECURITY NO.	is member now, or will member be, enrolled as a student in an institution of higher education?		
	City	State	MO	DAY	YEAR	### - ## - ####	Yes	No	Check One
1a.							☐	☐	Check One
2a.							☐	☐	Check One
3a.							☐	☐	Check One
4a.							☐	☐	Check One
5a.							☐	☐	Check One
6a.							☐	☐	Check One
7a.							☐	☐	Check One
8a.							☐	☐	Check One
9a.							☐	☐	Check One
10a.							☐	☐	Check One

IV. Elderly, Handicapped, &/or Disabled Households Only, Need Complete the Following: ☐ **INITIAL box if this does NOT APPLY to household**

Medical expense amounts in excess of 10% of annual income and not reimbursed by Medicare or other insurance coverage or other source, and when combined with disability assistance expenses, are in excess of 10% of annual income, are allowable deductions in determining rent. Disability &/or Life Insurance Policy expenses are NOT deductible. Voluntary disclosure of information is appreciated. LIST OUT-OF-POCKET EXPENSES:

Medicare Expense: \$		Describe:
Medical Premiums: \$		Describe:
Doctor Bill Pymts: \$		Describe:
Hospital Bill Pymts: \$		Describe:
Med. Over the Counter:\$		Describe:
Prescription Medicine: \$		Describe:
Dental Expenses: \$		Describe:
Eyeglasses & Exams: \$		Describe:
Medical/Health Products (hearing aids, wheel chairs, etc.) \$		Describe:
Live-in or Periodic Medical Care (visiting nurse, care attendant) \$		Describe:
Cost of assistance animals and its upkeep:\$		Describe:
Other:		Describe:

V. Asset Information: Check One ► ☐ Head of Household & Spouse **OR** ☐ Adult Household Member

Net Family Assets Do Not Include Necessary Personal Property such as Car(s)/vehicles that a family relies on for transportation for personal or business use (e.g., bike, motorcycle, skateboard, scooter, etc.), furniture, carpets, linens, kitchenware, common appliances, common electronics (e.g., radio, television, DVD player, gaming system, etc.), clothing, personal effects that are not luxury items (e.g., toys, books, etc.), wedding & engagement rings, jewelry used in religious/cultural celebrations and ceremonies, religious and cultural items, medical equipment and supplies, healthcare-related items, musical instruments used by the family, personal computers, phones, tablets, printers, and related equipment, professional tools of trade (e.g., professional books), educational materials and equipment used by the family, including equipment to accommodate persons with disabilities, equipment used for exercising (e.g., treadmill, stationary bike, weight lifting equipment, kayak, paddleboard, ski equipment, etc.)

A. Non-Necessary Personal Property:

CHECKING		Name of Bank or Credit Union:	
☐ Single Acct.	Full Street Address:		
☐ Joint Acct.	City, State, ZIP Code:		
☐ No Ckg. Acct.	Complete Account No:		Current Balance: \$
SAVINGS		Name of Bank or Credit Union:	
☐ Single Acct.	Full Street Address:		
☐ Joint Acct.	City, State, ZIP Code:		
☐ No Svgs. Acct.	Complete Account No:		Current Balance: \$

CD or Money Market		Name of Bank or Credit Union:			
☐	Single Acct.	Full Street Address:			
☐	Joint Acct.	City, State, ZIP Code:			
☒	No CD or MM Acct.	Complete Account No:		Current Balance:	\$
Other Assets		Trust Fund Officer:			
☐	Trust Fund	Principal Value:	\$	Contact No:	
☒	No Trust Fund	Beneficiary:			
☐	Real Estate	Complete Address:			
☒	No Real Estate	Est. Value: \$		Rental Income:	☐ YES ☐ No
☐	Stocks or Bonds	Provide Company Name & Address:			
☒	No Stocks or Bonds	City, State, ZIP:		Phone No:	
		▼ If You Own, Describe Each Item In Detail, <u>or enter- NO</u> ▼			
Recreational Vehicle (camper, ATV, UTV, etc.)					
		Declared Value:			
Recreational Boat/Watercraft					
		Declared Value:			
Expensive Jewelry Valued at \$500 or more (without religious or cultural value or which does not hold family significance)					
		Declared Value:			
Collectibles items valued at \$500 or more (Stamps, coins, cards, memorabilia, etc.)					
		Declared Value:			
Equipment/machinery (not used to generate income for a business)					
		Declared Value:			
Gems, Semi & Precious Stones & Metals items valued at \$500 or more (includes gold, silver, copper, etc. ingots)					
		Declared Value:			
Antique Vehicles					
		Declared Value:			
Other:					
		Declared Value:			
Other:					
		Declared Value:			
Have you disposed of any assets (home, land, bus., etc.) within the past 2 yrs. for less than fair market value?					
					☐ No
☐	YES	What Asset:		Est. Value: \$	
				Amt. Rec'd: \$	

VI. Rental and Occupancy History:		Check One ► ☐ Head of Household & Spouse OR ☐ Adult Household Member	
1. Are you currently residing in a HUD assisted unit?	☐ Yes ☐ No		
2. If you are receiving, or have ever received HUD rental assistance, has your assistance ever been terminated for fraud, non-payment of rent, failure to comply with the recertification process or for any other reason?	☐ Yes ☐ No		
3. Are you displaced by government action or a presidentially declared disaster?	☐ Yes ☐ No		
4. Have you ever been, or are you now, being evicted or a party to any dispute over rent, resident relations, or HUD-subsidy?	☐ Yes ☐ No		
5. Have you notified your current Landlord you are moving?	☐ Yes ☐ No	Reason for moving:	
If you answered YES to questions 2, 3, or 4 please provide an explanation of the circumstances:			
Please provide the following information of your continuous five (5) year rental/residential history:			
Current Landlord Name:		Rented from:	to
Landlord Street Address:		Current Rent Amount per Month: \$	
City, State, Zip Code:		Does rent include all Utilities:	☐ Yes ☐ No
Phone Number:		Facsimile No:	
Previous Landlord Name:		Rented from:	to
Landlord Street Address:		Rent Amount per Month: \$	
City, State, Zip Code:		Did rent include all Utilities:	☐ Yes ☐ No
Phone Number:		Facsimile No:	
Previous Landlord Name:		Rented from:	to
Landlord Street Address:		Rent Amount per Month: \$	
City, State, Zip Code:		Did rent include all Utilities:	☐ Yes ☐ No
Phone Number:		Facsimile No:	
Previous Landlord Name:		Rented from:	to
Landlord Street Address:		Rent Amount per Month: \$	
City, State, Zip Code:		Did rent include all Utilities:	☐ Yes ☐ No
Phone Number:		Facsimile No:	
Previous Landlord Name:		Rented from:	to
Landlord Street Address:		Rent Amount per Month: \$	
City, State, Zip Code:		Did rent include all Utilities:	☐ Yes ☐ No
Phone Number:		Facsimile No:	

VII. Credit Information:		Check One ► ☐	Head of Household & Spouse OR		☐	Adult Household Member
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Vendor/Creditor Name	Current Balance	Are you current with payments:	Yes	No	Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One
	\$	Are you current with payments:			◀Check One

VIII. Other Income Sources:		Check One ► ☐	Head of Household & Spouse OR		☐	Adult Household Member
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Type of Income Source	Is this a source of income- Check Yes or No			Monthly Amount Rec'd	Household Member Receiving Income
	Yes		No		
Social Security [SS]		Yes	No	\$	
Supplemental Security Income [SSI]		Yes	No	\$	
Black Lung Benefits		Yes	No	\$	
Unemployment Benefits		Yes	No	\$	
Disability Compensation		Yes	No	\$	
Military Wages/Allotment		Yes	No	\$	
National Guard Earnings		Yes	No	\$	
Pension/Retirement		Yes	No	\$	
Alimony		Yes	No	\$	
Child/Parental Support		Yes	No	\$	
Baby-sitting Income		Yes	No	\$	
General Relief		Yes	No	\$	
ADC/AFDC/TANF		Yes	No	\$	
Worker's Compensation Benefits		Yes	No	\$	
Scholarship		Yes	No	\$	
Education Grant(s)		Yes	No	\$	
Lottery Winnings		Yes	No	\$	
Other: _____		Yes	No	\$	

IX. ALL Criminal History		Check One ► ☐	Head of Household & Spouse	OR	☐	Adult Household Member
In the past three (3) years have you or any member of your household been evicted from federally subsidized housing for drug-related criminal activity?						
☐ Yes ☐ No ◀ Check One						
Have you, a co-applicant, or any member of your household ever been charged or convicted of any of the following?						
Type of Crime/Felony/Misdemeanor	Yes	<u>Check One</u>	No	If YES, provide Household Member's Name Involved:		
Murder (all degrees) or Attempted		<u>Check One</u>				
Aggravated Assault/Assault		<u>Check One</u>				
Theft/Burglary/B & E		<u>Check One</u>				
Trespass/Restraining Order Violation		<u>Check One</u>				
Violent Acts to Persons or Property		<u>Check One</u>				
Drug Use/Sale or Possession		<u>Check One</u>				
Drug Production/Paraphernalia Poss.		<u>Check One</u>				
Criminal Mischief		<u>Check One</u>				
Sex Offense (all types)		<u>Check One</u>				
Registered Sex Offender		<u>Check One</u>				
DUI/OMI/OMVI/Drunk Driving		<u>Check One</u>				
Alcohol Abuse		<u>Check One</u>				
Fraud/Embezzlement/Bad Checks		<u>Check One</u>				
Other: _____		<u>Check One</u>				
Other: _____		<u>Check One</u>				

Circle Each State Head of Household & Spouse or Adult Household Member Has Lived In:									
Alabama	Alaska	Arizona	Arkansas	California	Colorado	Connecticut	Delaware	Florida	Georgia
Hawaii	Illinois	Indiana	Iowa	Kansas	Kentucky	Louisiana	Maine	Maryland	Massachusetts
Michigan	Minnesota	Mississippi	Missouri	Montana	Nebraska	Nevada	New Hampshire	New Jersey	
New Mexico	New York	North Carolina	North Dakota	Ohio	Oklahoma	Oregon	Pennsylvania		Rhode Island
South Carolina		South Dakota	Tennessee	Texas	Utah	Vermont	Virginia	Washington	West Virginia
Wisconsin	Wyoming	Washington District of Columbia							

X. Certification of Applicants: You are about to sign a legally binding document; please read the following: I/WE CERTIFY THAT THE APARTMENT UNIT APPLIED FOR WILL BE MY/OUR SOLE RESIDENCE. I/WE FURTHER CERTIFY THAT I/WE DO/WILL NOT MAINTAIN A SEPARATE SUBSIDIZED RENT UNIT IN A DIFFERENT LOCATION. I/WE CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE, AND I/WE AUTHORIZE INQUIRES TO BE MADE TO VERIFY THE STATEMENTS ABOVE. I GIVE CONSENT TO RELEASE WAGE MATCHING DATA TO RURAL DEVELOPMENT. Purpose: Your income and other information are being collected to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Penalty: You must provide all of the information requested by the owner, including social security numbers you, and all other household members have and use. Giving the social security numbers of all household members is mandatory, and not providing the social security numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties For Misusing This Consent:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208(a) (6), (7) and (8).** Violations of these provisions are cited as violations of 42 USC **408 (a), (6), (7) and (8).**

How did you learn about this community?

Please Check All That Apply or Supply Information if Other:

☐ Current Resident	☐ Newspaper	☐ Other Periodical (Penny Saver, for example)
☐ HUD/Contract Administrator Referral	☐ Former Resident	☐ Property Signage/Drive-by
☐ Yellow Pages/Phone Directory	☐ Internet/Website	☐ Other: _____

This property does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs or activities. Each applicant is encouraged to make known accessibility needs and/or reasonable accommodations necessary at initial application or as part of occupancy consideration.

I/we certify the information given in this application (pages 8 of 8), is accurate and complete, and has been provided based on a complete review and understanding of the "Resident Selection Plan", the basis for determining eligibility. I/we understand that any intentional inaccuracies or information withheld may be a basis for immediate denial of my/our application by the owner/agent. I/we, by signature below, authorize the owner/agent to request a complete criminal, credit, sex offender, employment and landlord investigation through the use of an outside independent service provider to secure a written report of all information pertaining to my/our application request. There is no separate verification form used in the processing of this background check other than this application as applicable. I/we understand individual verification forms will be presented for signature if/when the eligibility for occupancy process begins. I/we further agree and understand that this application does not constitute an oral and/or written commitment on the part of the owner/agent for eligibility or occupancy. I/we understand the owner/agent will request only that information necessary to determine eligibility and/or level of assistance.

Signature of Applicant (Head of Household)	Month, Day & Year Signed
Signature of Co-Applicant (Spouse)	Month, Day & Year Signed
OR	
Signature of Adult Household Member	Month, Day & Year Signed
Signature of Adult Household Member	Month, Day & Year Signed

Applicants on the waiting list will be reviewed and contacted by letter once annually to insure continued interest to remain on the waiting list and to update any changes to the original information supplied at the time of initial application. Failure to respond to this annual review will result in the applicant being removed as "inactive", requiring the applicant to reapply. All inactive (including denied applications) will be held for three years as required by regulation.