

RENTAL APPLICATION

Date _____

_____ 1 BDRM _____ 2 BDRM _____ 3 BDRM

SOUTHWIND APARTMENTS	PHONE NATIONAL RELAY / TTY	812-838-2088 711
	FAX	
	EMAIL	christina.brantley@accessgrouphousing.com

(Please return application to the above address)

For Office Use Only: Date received:	Time Received:	By:
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Applicant Name		
How did you hear about us?		
Gender	☐ Male ☐ Female ☐ Prefer not to disclose	
Citizenship Status	☐ United States Citizen ☐ Eligible Non-Citizen ☐ Ineligible Non-Citizen	
What is your relationship to the Head of Household?	☐ Head of household ☐ Co-head/Spouse ☐ Child ☐ Other Adult ☐ Foster Child/Adult ☐ Live-in Aid (live-in aides complete a different application and must be approved before moving in.) ☐ None of the above	
Current Address		
Address Line 2		
City, State and Zip		
Home Phone		
Cell Phone		
Work Phone		
Email Address		
May be contact you at work?	☐ Yes ☐ No	
Birth Date		
Social Security #		
If you have no Social Security Number, you claim you are exempt because:		
☐ You are an ineligible non-citizen ☐ You were 62 as of 1/31/2010 and receiving HUD assistance as of 1/31/2010		
Are you enlisted in the U.S. Military or are you a veteran of the U.S. Military?	☐ Yes	☐ No
Are you a victim of a recent presidentially declared disaster?	☐ Yes	☐ No
Are you or any member of your household receiving assistance from HUD or a PHA?	☐ Yes	☐ No
If the head-of-household or co-head/spouse is not 62 or older, do you claim eligibility because the head-of household or co-head/spouse is disabled?	☐ Yes	☐ No
Are you a student enrolled in an institute of higher education?	☐ Yes	☐ No

Have you ever been convicted of a crime?	☐ Yes	☐ No
If yes, indicate if the conviction(s) was a felony, misdemeanor or check both boxes if you have been convicted of both.	☐ Felony	☐ Misdemeanor
Are you or is <u>any member</u> of the household required to register with any state lifetime sex offender or other sex offender registry?	☐ Yes	☐ No

Have you ever been evicted from a federally funded housing program for a lease violation including drug use or failure to report a crime?	☐ Yes	☐ No
If yes, when?		
Are you currently using marijuana for recreational or medicinal purposes?	☐ Yes	☐ No
Please indicate each state where you have lived. <i>This disclosure is mandatory under HUD rules and criminal screening will be reviewed in each state listed and via national criminal screening/sex offender databases. Failure to provide a complete and accurate list will result in the rejection of the application.</i>		
☐ 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 ☐ WI ☐ WV ☐ WY ☐ Washington, DC		

PREFERENCES: The owner/agent places household in units based on the date and time the completed application is received and the household's eligibility for preference. Please indicate if you qualify for a unit transfer preference. I currently live on this property: ☐ Yes ☐ No
Unit Number _____

RENTAL HISTORY:

Are you currently homeless? <i>If yes, please skip questions about your current landlord and answer questions related to your most recent landlord.</i>	☐ Yes	☐ No
If you are not the head-of-household (HOH), is your current landlord the same as the HOH? <i>If yes, continue to the Previous Landlord Information; if No, complete the information below.</i>	☐ Yes	☐ No

Previous Landlord		
Address		
Address Line 2		
City, State, Zip		
Contact Agency or Name		
Phone Number		
How long at this address?		
Reason for Leaving		
Were you ever asked to allow or participate in extermination of pests other than regularly scheduled pest control? <i>(Includes roaches, bedbugs, rodents, etc.)</i>	☐ Yes	☐ No
Do you currently have any outstanding overdue balances owed to this Landlord?	☐ Yes	☐ No

Have you given this Landlord notice that you will be moving?	☐ Yes	☐ No
Have you been evicted or is this Landlord attempting to evict you or another person living with you?	☐ Yes	☐ No
Have you even been asked, by this Landlord, to sign a repayment agreement to return money to HUD?	☐ Yes	☐ No

If you are not the head-of-household (HOH), is previous Landlord #1 the same as the HOH? <i>If yes, continue to the next section. If no, complete the information below.</i>		☐ Yes	☐ No
Previous Landlord #1			
Address			
Address Line 2			
City, State, Zip			
Contact Agency or Name			
Phone Number			
How long at this address?			
Reason for leaving			
Were you or any member of your household evicted from this property?		☐ Yes	☐ No
Were you ever asked to allow or participate in extermination of pests other than regularly scheduled pest control? <i>(Includes roaches, bedbugs, rodents, etc.)</i>		☐ Yes	☐ No
Did you owe the previous Landlord any money when you left or do you currently have any outstanding balances owed to this Landlord?		☐ Yes	☐ No
Have you ever been asked, by this Landlord, to sign a repayment agreement to return money to HUD?		☐ Yes	☐ No

UTILITY PROVIDERS: You may not live in the unit unless you can establish utilities in your name.

Do you have any overdue/outstanding balances owed to any utility provider?	☐ Yes	☐ No
Will you be able to establish the following utilities in your unit?	☐ Yes	☐ No
Electric	☐ Yes	☐ No
Gas, if applicable	☐ Yes	☐ No
Water, if applicable	☐ Yes	☐ No
Do you receive any assistance in paying your utility bills?	☐ Yes	☐ No
Are any payments or allowances made under the HHS Low-Income Home Energy Assistance Program (LiHeap)?	☐ Yes	☐ No
If no, list the monthly amount you receive to assist with your utility bills	\$	or ☐ N/A

HOUSEHOLD COMPOSITION AND CHARACTERISTICS:

If you are the head-of-household (HOH), please complete this section which provides information about other household members. If you are not the HOH, please skip to the

question about pets & assistance animals. You must indicate one of the HUD approved relationship codes for each household member.

Will anyone else live in the unit with you? <i>If yes, please complete the following and note that all adults must complete their own application. If no, skip to the next section.</i>		☐ Yes	☐ No
How many people will live in the unit?	Adults		Minors

MEMBER # & MEMBER'S FULL NAME		RELATIONSHIP TO HOH	
2		☐ Co-head/Spouse ☐ Child ☐ Other adult ☐ Foster child / Foster adult ☐ Live-in aid (live-in aides must be approved before move in) ☐ None of the above	
SSN		Date of birth	
Citizenship Status	United States ☐ Citizen	Eligible ☐ Non-Citizen	Ineligible ☐ Non-Citizen
Please indicate each state where this person has lived			
☐ 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 ☐ WI ☐ WV ☐ WY ☐ Washington, DC			

MEMBER # & MEMBER'S FULL NAME		RELATIONSHIP TO HOH	
3		☐ Co-head/Spouse ☐ Child ☐ Other adult ☐ Foster child / Foster adult ☐ Live-in aid (live-in aides must be approved before move in) ☐ None of the above	
SSN		Date of birth	
Citizenship Status	United States ☐ Citizen	Eligible ☐ Non-Citizen	Ineligible ☐ Non-Citizen
Please indicate each state where this person has lived			
☐ 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 ☐ WI ☐ WV ☐ WY ☐ Washington, DC			

MEMBER # & MEMBER'S FULL NAME		RELATIONSHIP TO HOH	
4		☐ Co-head/Spouse ☐ Child ☐ Other adult ☐ Foster child / Foster adult ☐ Live-in aid (live-in aides must be approved before move in) ☐ None of the above	
SSN		Date of birth	

Citizenship Status	☐ United States Citizen ☐ Non-Citizen	☐ Eligible Non-Citizen ☐ Ineligible Non-Citizen
Please indicate each state where this person has lived		
☐ 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 ☐ WI ☐ WV ☐ WY ☐ Washington, DC		

PETS AND ASSISTANCE ANIMALS: Please review the property pet/assistance animal rules. Currently our property does not accept PETS. The presence of any assistance animal must be approved before the animal is allowed to be kept in the unit.

Do you plan to house an animal in the unit? ☐ Yes ☐ No

If no, please move on the next section. If yes, please provide the following information.

ANIMAL TYPE (i.e. cat, dog, etc)	BREED (if applicable)	HEIGHT	WEIGHT

Is this animal required to live in the unit to alleviate the symptom(s) of a disability for a household member? ☐ Yes ☐ No

UNIT SIZE: The owner/agent will take your unit preferences/requirements into consideration. The owner/agents occupancy standards indicate a minimum of one person per bedroom and maximum of two people per bedroom. If you request a unit size different from these standards, the owner/agent is required to verify the need for a larger or smaller unit in accordance with HUD Handbook 4350.3 Revision 1. Please indicate unit size preferences below. If you require special unit features, the owner/agent may verify the need to those features in accordance with HUD Handbook 4350.3 Revision 1. Please indicate any necessary special features below.

UNIT SIZE	SPECIAL FEATURES
☐ 1 Bedroom Unit	☐ Mobility Accessible Unit
☐ 2 Bedroom Unit	☐ Special Features, please list below:
☐ 3 Bedroom Unit	

INCOME AND ASSET INFORMATION: In order to determine eligibility and to ensure that your family receives the correct assistance, please provide the following information.

Are you employed?		☐ Yes	☐ No
If yes, please provide the name and address of your present employer below.			
Employer #1			
Address			
Address Line 2			
City, State, Zip			
Phone			
How much employment income do you expect to receive in the next 12 months?		\$	

Employer #2			
Address			
Address Line 2			
City, State, Zip			
Phone			
How much employment income do you expect to receive in the next 12 months?		\$	

How much do you expect to receive in other income in the next 12 months?				
<i>Please write \$0, N/A or None if you will receive NO income from these sources. The owner/agent will not process the application if these fields are not complete.</i>				
Monthly social security	☐ Check	☐ Direct Deposit	☐ Pre-paid Debit Card	\$
Monthly SSI	☐ Check	☐ Direct Deposit	☐ Pre-paid Debit Card	\$
Monthly Retirement Benefits	☐ Check	☐ Direct Deposit	☐ Pre-paid Debit Card	\$
Monthly VA Benefits	☐ Check	☐ Direct Deposit	☐ Pre-paid Debit Card	\$
Monthly Unemployment	☐ Check	☐ Direct Deposit	☐ Pre-paid Debit Card	\$

Are you entitled to monthly Child Support?		☐ Yes	☐ No
☐ Check ☐ Direct Deposit ☐ Prepaid Debit Card			
Monthly Child Support Amount		\$	
Are you entitled to Alimony?		☐ Yes	☐ No
Monthly Alimony Amount		\$	
Monthly Public Assistance?		\$	
☐ Check ☐ Direct Deposit ☐ Prepaid Debit Card			
Income from a pension or annuity or other asset?		\$	
Regular contribution from organizations or persons not living in unit?		\$	
Periodic payments from long-term care insurance, disability or Death benefits?		\$	
Contributions from family for rent, child care or other bills?		\$	
Any lump sum amounts from delay of payments for SSI or VA disability		\$	
Do you receive financial aid for education assistance?		☐ Yes	☐ No
Amount of education assistance		\$	
Other		\$	
Other		\$	
Other		\$	

ASSETS

Have you sold or given away real property or other assets (including cash donations) in the past two years?	☐ Yes	☐ No
Have you given any money to charities in the past two years?	☐ Yes	☐ No
Are any benefits deposited in to a Direct Express Debit Card account?	☐ Yes	☐ No
Do you have a checking account?	☐ Yes	☐ No
<i>If you answered yes, you will be required to provide the most recent bank statements in order to correctly verify and estimate the value of the asset in accordance with HUD requirements. Please save your bank statements.</i>		

Do you have a savings account?	☐ Yes	☐ No
Current balance- Please write in \$0, N/A or None if account balance is zero	\$	
Do you have cash that is not deposited into an account?	☐ Yes	☐ No
Current Value- Please write in \$0, N/A or None if the asset value is zero	\$	
Do you have a 401K or other employment savings account?	☐ Yes	☐ No
Current Value- Please write in \$0, N/A or None if the asset value is zero	\$	
Do you own an IRA or other retirement account?	☐ Yes	☐ No
Current Value- Please write in \$0, N/A or None if the asset value is zero	\$	
Do any of your retirement accounts have a Required Minimum Distribution?	☐ Yes	☐ No
Amount	\$	
Do you own a home or other property?	☐ Yes	☐ No
Current Value- Please write \$0, N/A or None if the asset value is zero.	\$	
Do you have business income?	☐ Yes	☐ No
Current Value of business- Please write in \$0, N/A or None if the asset value is zero.	\$	
Do you own stocks/bonds/certificates of deposit? (CD)	☐ Yes	☐ No
Current Value- Please write in \$0, N/A or None if the asset value is zero	\$	
Do you own a life insurance policy?	☐ Yes ☐ Whole ☐ Term ☐ Universal	☐ No
Current Value- Please write in \$0, N/A or None if the asset value is zero	\$	
Do you own an annuity?	☐ Yes	☐ No
Current Value- Please write in \$0, N/A or None if the asset value is zero	\$	
Is there a trust fund in your name or have you established a trust fund for someone else?	☐ Yes	☐ No
Current Value- Please write in \$0, N/A, or None if the asset value is zero	\$	
Do you have a safety deposit box?	☐ Yes	☐ No
Are assets stored in the safety deposit box such as US Savings Bonds, cash, stocks, etc.	☐ Yes	☐ No
Do you have access to any other assets, property, insurance policies, businesses, etc?	☐ Yes	☐ No
If yes, please a description of the asset(s) and the current asset value below:		

DEDUCTIONS: Household income can be reduced based on the amount of qualified monthly expenses. Please let us know if you have out-of-pocket expenses for the following:

MEDICAL EXPENSES: Households in which the head-of-household, co-head of household or spouse is disabled or at least 62 years old qualify for deductions based on out-of-pocket medical expenses. Please let us know if you or any members of your household have out-of-pocket expenses for the following:

Health Insurance 1 – annual premium	\$	
Health Insurance 1 – annual deductible	\$	
Health Insurance 2 – annual premium	\$	
Health Insurance 2 – annual deductible	\$	
Dr. visit / medical treatments – annual out-of-pocket expense	\$	
Prescription Drugs – annual out-of-pocket expense	\$	
Do you have an HMO, a medical plan, or health insurance policy, which pays all or part of the cost your medications?	☐ Yes	☐ No
If yes, please list the name of HMO, plan, or insurance company:		

Over-the-counter medical expenses to treat a specific medical condition - annual out-of-pocket expense (<i>i.e. aspirin to treat heart condition, calcium supplements to treat osteoporosis</i>)	\$
Personal use items - annual out-of-pocket expense (<i>i.e. glasses, incontinent supplies, hearing aids, etc.</i>)	\$
Mileage to and from medical appointments	\$
Other	\$
Other	\$
Other	\$
Please list any other medical expenses, which you pay, that we should consider when calculating your rent.	
	\$
	\$
	\$

CHILD CARE: HUD allows you to deduct a certain amount of child care expenses to allow a resident living in the unit to work, look for work, or to go to school. Please indicate any child care expense for any child listed on HUD Form 50059 who is 12 years of age or younger. Expenses for children 13 or older are not allowed as part of the deduction unless the child is disabled and such expense is necessary to allow an adult household member to work. See Disability Assistance Expense below:

Do you pay for Child Care for a minor 12 years of age or younger?		☐ Yes	☐ No
Monthly Amount Child #1	Name	\$	
Enables someone to:	☐ Work	☐ Seek employment	☐ Go to school

Monthly Amount Child #2	Name	\$	
Enables someone to:	☐ Work	☐ Seek employment	☐ Go to school

Monthly Amount Child #3	Name	\$	
Enables someone to:	☐ Work	☐ Seek employment	☐ Go to school

DISABILITY ASSISTANCE EXPENSE: Families are entitled to a deduction for unreimbursed, anticipated costs for attendant care and “auxiliary apparatus” for each family member who is a person with disabilities, to the extent these expenses are reasonable and necessary to enable any adult to be employed. The deduction may not exceed the earned income received by the family member or members who are enabled to work by the attendant care or auxiliary apparatus.

Do you pay for care or expenses for a disabled family member that allows any adult family member to work?		☐ Yes	☐ No
Monthly amount		\$	
Name of Family Member who can work as a result of such an expense			
Do you pay for equipment that allows any adult family member to work? (i.e. costs to equip a vehicle to make it accessible in order to allow a disabled member to drive to work, etc.)		☐ Yes	☐ No
Monthly Amount		\$	
Name of Family Member who can work as a result of such an expense			

Southwind Apartments has partnered with WorkOne to provide financial education and job opportunities for our tenants. For financial and employment education, exploring careers or getting career advice, tenants may reach out to our contacts listed here to speak with an expert and learn about the programs and services available through WorkOne.

Nancy Schoering, nschoering@workonesouthwest.org, (812) 827-1917
Michael Thomas, MThomas@workonesouthwest.org, (812) 428-4418

PENALTIES FOR MISUSING THIS FORM

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, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties or unauthorized disclosures or improper use 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, the PHA 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). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6) (7) and (8).

APPLICANT CERTIFICATION:

By signing is document, I certify that if selected to receive assistance, the unit I/we occupy will be my/our only residence. I/we understand that the above information is being collected to determine my/our eligibility. I/we authorize the owner/manager/PHA to verify all information provided on this application and to contact previous or current landlords or other sources of credit/criminal history and verification information which may be released to appropriate Federal, State, or local agencies. I/we certify that the statements made in the application are true and complete. I/we understand that providing false statements or information is punishable under Federal Law.

I would like to request a complete copy of the owner/agents Tenant Selection Plan.

☐ Yes ☐ No If yes, which option do you prefer? ☐ Paper copy ☐ Electronic copy

Applicant Name (please print)_____

Signature_____Date_____

Southwind Apartments does not discriminate against any person because of race, color, religion, sex, national origin, familial status or handicap/disability. Management will assist any applicant who request assistance in filling out this application. If you are handicapped or disabled, or have difficulty completing this application, please advise us of your needs when you receive the application or call to schedule assistance. Our telephone number is 812-838-2088. Please call between the hours of 9:00 am and 4:00 pm Monday through Friday. Management will treat the information you provide on this application as confidential. In accordance with program regulations, information may be released to appropriate Federal, State, or local agencies. Any misrepresentation of information related to eligibility, preference for admission, allowance, rent, family composition, or prior tenant history will affect approval for residence. It is understood by the undersigned that this an application only and does not insure occupancy.



Certification of Application Changes

My application for residency at Southwind Apartments, dated _____

☐ Has the following changes: (i.e. change in household members, income, rental history, student status, criminal charges, etc.)

☐ There have been no changes since my initial application, dated _____

Head of Household

Date

Property Manager

