

Miramar Village Apartments (Estimated Opening March 2010) Resident Selection Criteria

Thank you for your interest in Miramar Village Apartments. Please review the following required qualifications prior to submitting your application:

1. All occupants 18 years of age or older are required to complete a separate application which includes credit and criminal background check.
2. Applicants must not exceed maximum income requirement for family size and must meet income requirements.
3. Employed applicants are required to provide verifiable income/work history. Six consecutive pay stubs will be required at interview process.
4. If self employed, applicants must submit one (1) year of Federal Income Tax signed return including Schedule C and a Profit and Loss statement of anticipated income for the next 12 (twelve) months from a Certified accountant or Attorney.
5. If applicant is retired or disabled proof of benefit payments must be received.
6. The household may not be comprised of all full time students unless one of the four exceptions is met as per the Student Affidavit.
7. A credit background will be reviewed on all applicants 18 years of age and older. Previous rental history will be verified, and applicants with poor rental history may not be accepted.
8. Criminal Background is completed on all occupants 18 years of age and older. The following will result in denial of application: Any Felonies, convictions for crimes against a person (s) or drug related Felony. All charges will be reviewed.
9. False information provided on the application will be cause for immediate denial of residency.
10. No pets will be allowed.
11. No smoking will be permitted anywhere in the building premises
12. Maximum occupancy: Two bedroom – 5 persons; Three bedroom – 7 persons
13. Required third party verifications must be completed and received within 10 days of the time they are sent out. If they are not received within 10 days your application may be placed back on the end of applicant waiting list. Please make sure employers and agencies are aware of the time frame to return verifications.
14. If your application is approved, you will have seven (7) days to take possession of apartment from the time you are notified that the apartment is ready for occupancy. If lease is not signed within seven (7) days your application may be placed back on the end of applicant waiting list.

The following information must be provided at time of interview:

- Photo ID and Social Security Card
- If employed: Most recent six (6) consecutive pay check stubs
- If you have a Checking Account: Six (6) most recent bank statements
- If you have a Savings Account: Current bank statement
- Application fee: \$50.00 per adult applicant

Security Deposit:

- Two Bedroom \$1,000.00 with approved credit
- Three Bedroom \$1,200.00 with approved credit

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Maximum Annual Gross Income limits

60%	<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>
Max	\$33,300.00	\$38,040.00	\$42,840.00	\$47,580.00	\$51,360.00	\$55,200.00
50%	<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>
Max	\$27,750.00	\$31,700.00	\$35,700.00	\$39,650.00	\$42,800.00	\$46,000.00
45%	<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>
Max	\$24,975.00	\$28,530.00	\$32,130.00	\$35,685.00	\$38,520.00	\$41,400.00
30%	<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>
Max	\$16,650.00	\$19,020.00	\$21,420.00	\$23,790.00	\$25,680.00	\$27,600.00

Minimum Income Requirement

	<u>Two Bedroom</u>	<u>Three Bedroom</u>
60% AMI unit rate	\$30,150.00	\$32,599.00
50% AMI unit rate	\$24,780.00	\$26,790.00
45% AMI unit rate	\$22,110.00	\$23,885.00
30% AMI unit rate	\$14,070.00	\$15,171.00

Rental Rates**

	<u>Two Bedroom</u>	<u>Three Bedroom</u>
60% AMI unit rate	\$ 1,005	\$ 1,156
50% AMI unit rate	\$ 826	\$ 950
45% AMI unit rate	\$ 737	\$ 847
30% AMI unit rate	\$ 469	\$ 538

**Subject to change based on annual agency limits and lease agreement

CONTACT INFORMATION:

Name: _____ E-mail: _____ Phone Number: _____

Property Name: Miramar Village
 Address: 240 S. Westlake Avenue
 Los Angeles, CA 90057

LOW INCOME HOUSING TAX CREDIT RENTAL APPLICATION

All co-applicants, age 18 or older, including spouse, should complete a separate application.

The information you provide below will be used to determine if you meet the eligibility guidelines for becoming a resident of our community. All information will be kept confidential. Failure to provide the required information will prevent us from considering your application. Misrepresentation of information is punishable by law.

PROPERTY INFORMATION (For Office Use Only):			
Unit Address: _____		_____ Initial Certification	
Unit Number: _____		_____ Recertification	
# of Bedrooms: _____		_____ Other _____	
Date Application Received: _____	Time: _____	am/pm	

HOUSEHOLD COMPOSITION AND STATUS:						
<i>List the Head of Household (applicant) and all other persons who will be living in your unit. Give the relationship of each family member to the Head. Choose only one member to be Head of Household. Please answer all questions. Write N/A if a particular question is not applicable. Do no leave any questions blank or unanswered. List all members you anticipate to live with you at least 50% of the time in the next 12 months and include anyone who is not currently a household member but is anticipated to become one in the next 12 months.</i>						
Household Member's Full Name (first and last)	Relationship to Head S=Spouse O=Other Adult C=Minor Child F=Foster Adult or Child L=Live-In Attendant	Date of Birth	Marital Status M=Married D=Divorced SP=Separated S=Single W=Widowed	Social Security Number	Student Y or N	If "yes" Parttime (PT) or Fulltime (FT)*
Head						

***For each household member listed above - List this member as a full-time or part-time student if he/she has attended school in the current calendar year, is currently attending, OR plans to attend school in the next 12 months. The educational institution defines student status. Please include all school-age children, even if home-schooled.**

1. If every household member listed above is indicated as a full-time (FT) student, please answer the following questions:

Circle One

- a. Does the household receive assistance of Title IV of the Social Security Act? (AFDC/TANF)
Yes or No
- b. Are any full-time students enrolled in a job training program receiving assistance under the Job Training Partnership Act or similar Federal, State, or local programs?
Yes or No
- c. Are any full-time students married and filing a joint tax return?
Yes or No
- d. Is the household comprised entirely of a single parent & child(ren) none of whom are dependents of another individual?
Yes or No

2. If you are divorced or separated, please provide date effective: _____



If divorced within last 3 years, please provide full copy of divorce decree.

3. Do you expect any changes in the household in the next 12 months? Yes or No
 If yes, please describe change _____
 When will this occur? _____
 (If adding a new member, this person should be listed as a household member on page 1 of this application.)
4. Are any household members, under age 18, claiming emancipation (yourself included)? Yes or No
 If yes, please provide documentation to validate emancipation.

CURRENT EMPLOYMENT INFORMATION:		
Company Name: _____	Title: _____	
Address: _____	Date of Hire: _____	
City/State/Zip: _____	Monthly Gross Wage: \$ _____	
Phone: _____	Fax: _____	Supervisor: _____
ADDITIONAL EMPLOYER INFORMATION:		
Company Name: _____	Title: _____	
Address: _____	Date of Hire: _____	
City/State/Zip: _____	Monthly Gross Wage: \$ _____	
Phone: _____	Fax: _____	Supervisor: _____
PREVIOUS EMPLOYMENT INFORMATION:		
Company Name: _____	Title: _____	
Address: _____	Date Left: _____	
City/State/Zip: _____	Monthly Gross Wage: \$ _____	
Phone: _____	Fax: _____	Supervisor: _____

OTHER INCOME INFORMATION:		
<i>Identify each source of income currently received or anticipated to be received in the next 12 months.</i>	Circle Yes or No for each item listed	Monthly Gross Income (Enter N/A if none)
1. Self-Employment	Yes or No	\$ _____
2. Not Employed	Yes or No	\$ _____
3. Unemployment Compensation	Yes or No	\$ _____
4. Disability/Worker's Compensation/Severance Pay	Yes or No	\$ _____
5. Social Security/SSI Benefits	Yes or No	\$ _____
6. VA Benefits	Yes or No	\$ _____
7. Pension/Annuity	Yes or No	\$ _____
8. Military Pay	Yes or No	\$ _____
9. Public Assistance (AFDC/TANF/W-2)	Yes or No	\$ _____
10. Child Support/Alimony/Family Maintenance	Yes or No	\$ _____
11. Recurring Gift/Contribution	Yes or No	\$ _____
12. Rental Income	Yes or No	\$ _____
13. Lottery Winnings Paid Periodically	Yes or No	\$ _____
14. Adoption Assistance	Yes or No	\$ _____
15. Trust Income	Yes or No	\$ _____
16. Other Income (i.e. inheritance, insurance policies)	Yes or No	\$ _____
17. Zero Income (No income from any source)	Yes or No	\$ _____



ASSET INFORMATION: List all assets for this household member. Complete one for every household member.

	Name of Financial Institution(s)	Circle One	Amount
1. Checking	_____	Yes or No	\$ _____ \$ _____
2. Savings	_____	Yes or No	\$ _____ \$ _____
3. Cash on Hand		Yes or No	\$ _____
4. Stocks/Mutual Funds	_____	Yes or No	\$ _____ \$ _____
5. CD/Money Markets	_____	Yes or No	\$ _____ \$ _____
6. Treasury Bill	_____	Yes or No	\$ _____ \$ _____
7. Bonds	_____	Yes or No	\$ _____ \$ _____
8. IRA/KEOGH	_____	Yes or No	\$ _____ \$ _____
9. 401K	_____	Yes or No	\$ _____ \$ _____
10. Pension/Annuity	_____	Yes or No	\$ _____ \$ _____
11. Whole Life Insurance	_____	Yes or No	\$ _____ \$ _____
12. Universal Life Insurance	_____	Yes or No	\$ _____ \$ _____
13. Land Contract/Deed of Trust	_____	Yes or No	\$ _____ \$ _____
14. Real Estate	_____	Yes or No	\$ _____ \$ _____
15. Safety Deposit Box	_____	Yes or No	\$ _____ \$ _____
16. Personal Property Held as an Investment	_____	Yes or No	\$ _____ \$ _____
17. Trusts	_____	Yes or No	\$ _____ \$ _____
18. Lottery Winnings (Lump Sum)	_____	Yes or No	\$ _____ \$ _____
19. Lump Sum Receipts	_____	Yes or No	\$ _____ \$ _____

1. Do all combined assets of the entire household total less than \$5000? Yes or No
 2. In the past two (2) years, have you sold or given away any assets listed Yes or No



in the chart above, for more than \$1,000 less than Fair Market Value?

If yes, please completed the following:

Asset Disposed: _____
 Date Disposed: _____
 Amount Disposed: _____

Was the disposal of this asset due to:

Bankruptcy Yes No
 Foreclosure Yes No
 Marital Separation Yes No
 Divorce Yes No

Asset Disposed: _____
 Date Disposed: _____
 Amount Disposed: _____

Was the disposal of this asset due to:

Bankruptcy Yes No
 Foreclosure Yes No
 Marital Separation Yes No
 Divorce Yes No

3. Have you given any gifts of money totaling more than \$1,000 in the past two (2) years? Yes or No

Gifted To: _____
 Date Gifted: _____
 Amount Gifted: _____

Gifted To: _____
 Date Gifted: _____
 Amount Gifted: _____

RESIDENTIAL HISTORY: Please provide 3 years of housing history	
Current Address: _____	____ Own ____ Rent ____ Other _____
City/State/Zip: _____	Date Moved In: _____
Landlord Name/Mortgage Company: _____	Rent/Mortgage: \$ _____
Phone: _____	Reason for leaving: _____
Previous Address: _____	____ Own ____ Rent ____ Other _____
City/State/Zip: _____	Date Moved In: _____
Landlord Name/Mortgage Company: _____	Rent/Mortgage: \$ _____
Phone: _____	Reason for leaving: _____
Previous Address: _____	____ Own ____ Rent ____ Other _____
City/State/Zip: _____	Date Moved In: _____
Landlord Name/Mortgage Company: _____	Rent/Mortgage: \$ _____
Phone: _____	Reason for leaving: _____

1. Have you ever been evicted from tenancy? Yes or No
 If yes, please list date: _____

2. Have you ever filed for bankruptcy? Yes or No
 If yes, please list date: _____

3. Have you ever been convicted of a felony? Yes or No



If yes, please list what for: _____

4. Will this be your only place of residence? Yes or No
If no, please explain: _____
5. Will you have 50% or more physical custody of all minor members in household? Yes or No
If no, please explain: _____
6. Will you be receiving rental assistance while living at this community? Yes or No
If yes, please list source of assistance: _____
- a. Has your rental assistance ever been terminated for fraud, nonpayment of rent or failure to recertify? Yes or No
If yes, please explain: _____
7. Do you own any pets that would be moving with you into the community? Yes or No
If yes, please list types: _____

OTHER INFORMATION:		
Type of Vehicle: _____ (car, truck, etc..)	License Plate # _____	
Make/Model: _____	Year: _____	Color: _____
Type of Vehicle: _____ (car, truck, etc..)	License Plate # _____	
Make/Model: _____	Year: _____	Color: _____

EMERGENCY INFORMATION: <i>In case of emergency, notify...</i>	
Name: _____	Phone #1 _____ Phone #2 _____
Address: _____	Relationship: _____

CERTIFICATION OF ACCURACY AND COMPLETENESS

I/We certify that all information provided in this rental application is true and complete to the best of knowledge and understand that this information will be used to verify income eligibility for the tax credit program under which I/We applied. I further understand and agree that the owner/management agent will use this information to investigate My/Our credit worthiness through credit bureau, criminal checks and landlord verification. I/We further understand that any applicant who purposefully falsifies, misrepresents or withholds any information related to program eligibility or submits inaccurate and/or incomplete information on this application will not be considered for housing. Furthermore, if such misrepresentation or omission is discovered after tenancy has begun, I/We understand that we may be subject to eviction or punishable by law.

I swear that I have read the above statement and I grant my consent for the release of information to all necessary third parties as needed for verification purposes.

Applicant's Signature

Date

