

Pennsylvania Interfaith Community Programs, Inc.

40 East High Street
Gettysburg, PA 17325
Voice: (717) 334-1518 or (717) 334-2911
Fax (717) 334-8326
TDD/TTY Relay Service: 1-800-654-5984
www.adamscha.org



"Embracing the Community Since 1969"

June 2011

Dear Applicant,

Cedarfield Apartments, located in Bonneauville Borough, is currently accepting applications. This **non-smoking family property** features an onsite jungle gym, ½ court basketball court, laundry room equipped with 3 washers and 3 dryers and a community room that are all available for tenant use.

Property Management is provided by Pennsylvania Interfaith Community Programs, Inc. The owner and the management are committed to establishing Cedarfield Apartments as a racially and economically integrated community.

All of the apartments (23 two-bedroom and 9 three-bedroom) are available to persons who meet not only the traditional resident selection criteria, but also an income restriction. When determining an applicant's eligibility, in addition to the standard credit and criminal background checks, we will look to ensure no applicant is paying more than 45% of their monthly income towards rent. Applicants may use the rental assistance of a Housing Choice Voucher but this is not required.

Below you will find the current income limits as determined by the Pennsylvania Housing and Finance Agency for Adams County. All units are assigned an income tier percentage and are filled with applicants who fall into that particular tier only.

INCOME TIER	1 PERSON HOUSEHOLD	2 PERSON HOUSEHOLD	3 PERSON HOUSEHOLD	4 PERSON HOUSEHOLD	5 PERSON HOUSEHOLD	6 PERSON HOUSEHOLD
40%	\$18,880	\$21,600	\$24,280	\$26,960	\$29,120	\$31,280
50%	\$23,600	\$27,000	\$30,350	\$33,700	\$36,400	\$39,100
60%	\$28,320	\$32,400	\$36,420	\$40,440	\$43,680	\$46,920

Monthly rent is a fixed rate. Garbage removal, water and sewer utilities are paid by the landlord, PICPI. Tenant must pay electric, cable, internet and telephone if elected. Rents are anticipated to be as follows:

BEDROOM SIZE	40%	50%	60%
2	\$450	\$570	\$570
3	N/A	\$684	\$789

Enclosed please find an application. Completed, original applications can be mailed or hand delivered to the address above.



This institution is an equal opportunity provider.



2 bedroom 3 bedroom

Date and Time Application Received	
Requested Accessible Unit:	
Tax Credit Set Aside:	

RENTAL APPLICATION FORM (4/2011)

HOUSEHOLD COMPOSITION: List the head of your household and all members who will live in your home. All questions must be answered. Enter the race & ethnicity codes by using the following definitions: Race Codes: 1. American Indian or Alaska Native, 2. Asian, 3. Black or African American, 4. Native Hawaiian or other Pacific Islander, 5. White, (choose all that apply), or enter a D if you do not wish to provide this information. Ethnicity Codes: Y if Hispanic or Latino, N if Not Hispanic or Latino, or enter a D if you do not wish to provide this information.

Member No.	Full Name, including middle initial, if applicable	Relation to HOH	Race	Ethnicity	Disabled [Y/N]	Gender [M/F]	Date of Birth	Age	Full-Time Student [Y/N]	Social Security No.
1										
2										
3										
4										
5										
6										

- STUDENT STATUS:** Are all of the residents full time students? Yes No
- If yes:** Are/is the full-time adult student(s) married and filing a joint tax return? Yes No
- If yes:** Is full-time adult student receiving assistance under Title IV of the Social Security Act: AFDC or TANF? Yes No
- If yes:** Is full-time student enrolled in a job training program comparable to the Job Training Partnership Act? Yes No
- If yes:** Is the full-time adult student a single parent residing with his/her minor child(ren), and such parent is not a dependent of another individual, and the child(ren) are not dependents of another individual other than the non-resident parent of the child(ren). Yes No
- If yes:** Did the full-time student previous receive foster care assistance under Part B or E Title IV of the Social Security Act? Yes No

RENTAL HISTORY:

Current Address: _____ **Landlord's Name:** _____
 _____ **Landlord's Address:** _____

Rent: \$ _____ Length of Residency: _____

If length of residency is less than three years, provide previous address and landlord's name:

Previous Address: _____ **Landlord's Name:** _____
 _____ **Landlord's Address:** _____

Rent: \$ _____ Length of Residency: _____

Is your household currently homeless? A homeless person is someone who is living on the street, in an emergency shelter, sleeping in places not meant for human habitation, or who would be living on the street or in an emergency shelter without the help of housing assistance. Yes No

Is your household currently receiving rental assistance? Yes No If yes, please explain: _____



CONTACT INFORMATION:

Home Phone: _____
 Cell Phone: _____

Day Phone: _____
 Other Phone: _____

EMPLOYMENT:**HEAD OF HOUSEHOLD:**

I am not employed at this time.

Current Employer: _____ Position: _____ Supervisor: _____

Address: _____ Phone: _____ Fax: _____

Current Wages: \$ _____ per: (circle one) Hour Week Month Year

Hours Worked Per Week: _____ Tips or Commissions per Week: \$ _____ Annual Bonus: \$ _____

Do you have more than one job? Yes No

CO-APPLICANT OR ADULT MEMBER:

I am not employed at this time.

Current Employer: _____ Position: _____ Supervisor: _____

Address: _____ Phone: _____ Fax: _____

Current Wages: \$ _____ per: (circle one) Hour Week Month Year

Hours Worked Per Week: _____ Tips or Commissions per Week: \$ _____ Annual Bonus: \$ _____

Do you have more than one job? Yes No

ANNUAL INCOME: For each type of income that your household received, give the source of the income and the amount of income that can be anticipated from that source during the next 12 months:

SOURCE	APPLICANT	CO-APPLICANT	OTHER ADULT	TOTAL
Gross Salary including any Overtime Pay				
Commissions/Tips/Bonuses/Fees				
Unemployment Benefits				
Worker's Compensation/Disability				
Social Security/SSI/SSP				
Pensions/Retirement Funds, etc.				
Alimony/Child Support				
Student Financial Assistance				
TANF Payments				
Income from Business				
Recurring Income or Gifts				
			TOTAL:	

Does any member of your household who is not now working, expect to work for any period during the next twelve months? Yes No



ASSETS: Assets include cash (wherever held), all bank accounts, stocks, bonds, money market accounts, certificates of deposit, IRA's, annuities, retirement/pension funds, 401K's, 403B's, cash value of whole or universal life insurance policies, equity in real estate or capital investments, items held as an investment, (i.e., jewelry, art, coin/stamp collections), etc. You must also include the value of any assets disposed of in the past 24 months for less than fair market value.

ASSETS	CASH VALUE	INCOME FROM ASSETS	NAME OF FINANCIAL INSTITUTE	ACCOUNT NUMBER
Checking Account				
Savings				
Certificate of Deposit				
Mutual Funds/ Stocks/Bonds				
401K/IRA/Other Retirement Account				
Real Estate				
Life Insurance				
Savings Bonds				
Other				
TOTAL:				

I/We have no assets at this time.

Have you disposed of any assets at less than fair market value within the last 24 months? Yes No

OTHER:

Have eviction charges ever been filed against you at a District Magistrate's office for nonpayment and/or late payment of rent to your landlord or for any other reason? Yes No

Have you or any other household member or person you wish to reside with you ever been convicted of a crime? (Omit only minor Traffic Violations; DUI is considered a crime.) Yes No

Have you or any other household member or person you wish to reside with you been released from jail in the past five (5) years? Yes No

Are there any special housing needs or reasonable accommodations that the household will require to meet the needs of a disabled family member? For example, a unit for mobility impaired, unit for visually impaired, unit for hearing impaired, a live-in aide, etc. Yes No If yes, please list:

EMERGENCY CONTACT:

Name: _____ Relationship: _____ Phone: _____

Address: _____



I/We certify that if selected, the unit I/we occupy will be my/our only residence. I/We understand the above information is being collected to determine my/our eligibility. I/We authorize the owner/manager to verify all information provided on this application and to contact previous or current landlords or other sources of credit and verification information, which, may be released to appropriate federal, state, or local agencies. I/We certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under federal law.

ALL ADULT HOUSEHOLD MEMBERS MUST SIGN BELOW:

Head of Household Signature: _____ Date: _____

Co-Head Signature: _____ Date: _____

Adult Member: _____ Date: _____

Adult Member: _____ Date: _____

Owner/Manager: _____ Date: _____

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense for any person to make false or fraudulent statements to any department or agency of the United States Government or public housing authority as to any matter within its jurisdiction or to make unauthorized disclosures or improper use of the information collected hereunder.

FOR MANAGEMENT USE ONLY:

Received Social Security Cards []	Received Income Verification []	Passed Criminal []
Received Birth Certificates []	Received Asset Verification []	Passed Credit []
Received Photo Ids []	Received Rental Verification []	Passed Home Inspection []

