

**Pennsylvania Interfaith Community Programs, Inc.**

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"Embracing the Community Since 1969"

June 2011

Dear Applicant,

**Old Friends at New Oxford**, located in Borough of New Oxford, is currently accepting applications for their 1 bedroom units. This **non-smoking elderly persons ages 62 and older property** features a computer lab, health/wellness room, community space with a full kitchen, an on-site management office, security system, secure tenant storage area, community garden located behind the building and 50 off-street parking spaces. This building also meets the new energy efficiency standard set by the International Energy Conservation Code. A final building feature is the use of a geothermal system to heat and cool the building, which helps keep the project utility cost down.

Property Management is provided by Pennsylvania Interfaith Community Programs, Inc. The owner and the management are committed to establishing Old Friends at New Oxford as a racially and economically integrated community.

All of the apartments (50 1 bedroom units) 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
40%	\$18,880	\$21,600
50%	\$23,600	\$27,000
60%	\$28,320	\$32,400

Each unit is equipped with a full kitchen, air conditioning, dishwasher, emergency notification system for the tenant, digital accessibility, and washers and dryers in each unit. Garbage removal, heat, water and sewer utilities are paid by the landlord, PICPI. Tenant must pay electric, cable, internet and telephone if elected. Monthly rent is a fixed and is anticipated to be as follows:

BEDROOM SIZE	40%	50%	60%
1	\$454	\$557	\$557

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



This institution is an equal opportunity provider.



<b>Date and Time Application Received</b>	
<b>Requested Accessible Unit:</b>	
<b>Tax Credit Set Aside:</b>	

## 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				
			<b>TOTAL:</b>	

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				
<b>TOTAL:</b>				

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.**

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**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 [ ]

