



Allison Rose Gardens

A Step-by-Step Guide Through the Application Process

Affordable Housing

STEP 1: Completing the Rental Application

Each adult applicant must complete his/her own application (attached) and pay a \$30 **non-refundable** application fee. Co-signers are not permitted.

1. Please type or print in black ink when filling out the rental application. For questions not applicable to your household, write “N/A”. **Applications that are incomplete, contain false or misleading information, or have excessive errors will not be processed.**
2. Contact us today to schedule your pre-leasing appointment: **812-746-9161 (Note: leaving more than one voicemail message on this line will delay the process.)**
3. Bring your completed application to your appointment. Blank applications will also be available on-site, if needed. **Applications will be processed in the order in which they are received, but not prior to your scheduled appointment.**

STEP 2: Qualification Screening

Prepare to meet with one of our highly-skilled housing professionals. Please have the following items ready when you arrive to your appointment; **fees and proof of income are REQUIRED to hold a unit:**

1. Completed Rental Application
2. Proof of income (e.g., 2 most recent paystubs, current Social Security/SSI benefit letter, etc.)
3. Driver’s license or State ID (required for all adult household members)
4. **Fees payable by Money Order only:**
 - o \$30 app fee/adult
 - o \$50 hold deposit

A program unit will be selected for you based on your household income, size and unit availability.

STEP 3: Credit/Criminal Background Check

Applicants will be notified of screening results within three (3) business days from the date of application. Individuals who meet the program criteria (outlined in the attached “Tenant Selection Plan”) will move forward with the application and lease signing process.

Note: If moving from one of our sister properties or moving unit-to-unit, a \$500 non-refundable fee applies.

RENTAL HOUSING APPLICATION

A separate application must be completed by each adult household member. Applications that are incomplete, missing information, or contain false information may result in denial. An application fee of \$30 per adult must be paid by money order only. Application will not be processed until this fee is received. Applicants must meet the criteria outlined in the attached Tenant Selection Plan.

APPLICANT INFORMATION

Full Legal Name (First, Middle Initial, Last)				Sex
Date of Birth (MM/DD/YYYY)	Social Security Number	Relationship to Head of Household	FT Student ☐ Y ☐ N	Employed ☐ Y ☐ N
Phone Number	Cellular Number	Email Address		

OTHER THAN THE ABOVE APPLICANT, LIST ALL OTHER PERSONS WHO WILL OCCUPY THE UNIT

First and Last Name	Date of Birth (MM/DD/YYYY)	Relationship to Head of Household	FT Student ☐ Y ☐ N	Employed ☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N

APPLICANT EMERGENCY CONTACT INFORMATION

Primary Emergency Contact	Phone Number	Relationship
Secondary Emergency Contact	Phone Number	Relationship

LIST ALL VEHICLES THAT ARE OWNED/OPERATED BY A HOUSEHOLD MEMBER

Vehicle Make/Model	Vehicle Color	Vehicle License Plate Number

QUESTIONS 1-10, CHECK YES OR NO

- ☐ Y ☐ N Do you expect any additions to the household within the next 12 months?
If yes, please explain: _____
- ☐ Y ☐ N Are there any absent household members who, under normal circumstances, would reside in the unit?
If yes, please explain: _____
- ☐ Y ☐ N Does an adult household member have primary physical custody of the child(ren) listed above?
If no, please explain: _____
- ☐ Y ☐ N Does your household anticipate having any service/companion animals in the unit?
If yes, please explain: _____
- ☐ Y ☐ N Does your household anticipate having any pets in the unit?
If yes, please explain: _____
- ☐ Y ☐ N Has anyone named on this application been convicted of a felony?
If yes, date of conviction: _____ Offense: _____

7. ☐ Y ☐ N Has anyone named on this application been evicted from a rental unit of any type?
If yes, date of eviction: _____ Reason: _____
8. ☐ Y ☐ N Do you have an outstanding balance with a current or previous landlord?
If yes, please explain: _____
9. ☐ Y ☐ N Will the household receive Section 8 rental assistance at move-in?
If yes, name of agency: _____
10. ☐ Y ☐ N Does your household require a wheelchair accessible unit?
If yes, please explain: _____

STARTING WITH YOUR CURRENT ADDRESS, PROVIDE HOUSING REFERENCES FOR THE IMMEDIATE 3 YEAR PERIOD

1	Current Address		Apt/Unit	Occupancy Start	Occupancy End	Current Landlord (if applicable)	
	City	State	Zip Code		Phone Number	Fax Number	
Housing Source						Email Address	
☐ Own ☐ Rent ☐ Living with Friends/Family ☐ Other:							
2	Previous Address		Apt/Unit	Occupancy Start	Occupancy End	Previous Landlord (if applicable)	
	City	State	Zip Code		Phone Number	Fax Number	
Housing Source						Email Address	
☐ Own ☐ Rent ☐ Lived with Friends/Family ☐ Other:							
3	Previous Address		Apt/Unit	Occupancy Start	Occupancy End	Previous Landlord (if applicable)	
	City	State	Zip Code		Phone Number	Fax Number	
Housing Source						Email Address	
☐ Own ☐ Rent ☐ Lived with Friends/Family ☐ Other:							

PROVIDE CURRENT EMPLOYMENT REFERENCES (IF APPLICABLE)

1	Name of Employer				Date of Hire
	Address		City	State	Zip Code
Phone Number		Fax Number	Email Address		
2	Name of Employer				Date of Hire
	Address		City	State	Zip Code
Phone Number		Fax Number	Email Address		

I understand that management is relying on this information to prove eligibility of the household for the Internal Revenue Code Section 42 Program (Section 42). I certify, under penalties of perjury, that all information and answers to the questions contained on this form are true and complete to the best of my knowledge. I consent to release the necessary information to determine the eligibility of the household. I understand that providing false information or making false statements may be grounds for denial of the application. I further understand that providing false representations herein constitutes an act of fraud and that such action may result in criminal penalties. I authorize my consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, account numbers where applicable, and any other information required for expediting this process. I further understand that my occupancy is contingent on meeting management's tenant selection criteria (which was provided to me) and Section 42 requirements.

Applicant's Signature _____

Date _____



Allison Rose Gardens
380 Vine St.
Dale, IN 47523

Phone: 812-954-1020 | Fax: _____
allisonrose@newgenmgnt.com

RELEASE AUTHORIZATION

The individual listed below has applied for or is currently residing in an apartment community that is operated under the Federal guidelines for HUD, Rural Development, Home Funds or Low-Income Housing Tax Credits (Sec 42 of the IRS tax code). One or more of these programs requires that third party written verification of the household's income and assets be completed annually. Some of the programs listed above also allow deductions for acceptable medical or childcare expenses with third party receipt of the actual expense. Please complete the attached verification form and return it to our office by fax, via email, or in the enclosed self-addressed, stamped envelope.

Initial occupancy also requires verification of the applicant's credit history, criminal history, identity, marital status, student status, residency, and rental history. Marital status, student status, medical allowances, income, and asset information will also be verified annually.

I agree that a photocopy of this form will be used to authorize the release of all information listed above. The original of this authorization will be maintained in the management office and will remain in effect for twelve (12) months from the date signed. I understand that I have a right to review my file and correct any information that can be proven incorrect.

The undersigned hereby authorizes the release of any information requested to verify my eligibility for the programs listed above.

Printed Name

XXX - XX -

SSN (last 4-digits only)

Authorized Signature

Date

Tenant Selection Plan

All applications will be screened using the criteria listed below. Applications which do not meet the approval criteria may be denied and the applicant will be notified by telephone and/or in writing. Screening criteria listed below will be used without regard to race, color, religion, national origin, sex, marital status, familial status, sexual orientation, gender identification, disability, or age. All applications must have at least one member who has the capacity to enter into a legal contract.

A non-refundable application fee (per adult) is required at the time of application. This fee will not be applied towards the security deposit or rent, if approved. A separate application must be completed by each adult household member. The application must be completed in its entirety and will remain valid for 120 days.

The following criteria must be met to be eligible for occupancy:

Project Eligibility Requirements

- **Multifamily:** Applicants must be at least 18 years of age or older. If under the age of 18, applicant must provide proof of emancipation. Some projects may have been assigned special designations which may include units that are set aside for homeless and/or disabled households.
- **Senior:** Applicants must be at least 55 years of age or older. The 80/20 rule applies at all senior projects, allowing 20% of the units to be occupied by persons age 50-54.
- **Community Integration:** Integrated settings include scattered-site apartments providing permanent supportive housing, tenant-based rental assistance that enables individuals with disabilities to lease housing in integrated developments, where 20% of the project is designated to serve persons with an intellectual or developmental disability. Such households will contain at least one member who is a person with an intellectual or developmental disability based on the definition found in Indiana Code 12-7-2-61.
- **Permanent Supportive Housing (PSH):** PSH is permanent housing in which housing assistance and supportive services are provided to assist households with at least one member with a disability in achieving housing stability. Applicants applying to such projects must meet HUD's definition of "chronic homelessness". *Also see section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)).*
- **Average Income Test:** Affordable units will utilize the average income test, with 100% of such units restricted to an average income at or below 60% AMI, if applicable.
- **Eviction Prevention and Low-Barrier:** Applicants will not be screened out for evictions that occurred more than 12 months prior to the date of application.

Citizenship Requirements

- Every applicant is required to have a social security number (SSN). If an SSN is not available, applicant must have an Individual Taxpayer Identification Number (ITIN) or documented proof from a United States (US) governmental agency as verification that all household members are in the US legally.
- Applicant must also provide proof they are eligible to legally reside in the IS for the full length of the lease.
- Applicant is required to have a valid photo I.D. (e.g., driver's license, passport, or state issued I.D.). A birth certificate (if applicable) and social security card is also required for all household members.
- Every applicant is required to have an SSN or Individual Taxpayer Identification Number (ITIN) or documented proof from a United States (US) governmental agency as verification that all household members are in the US legally.

Income Limits

- Unless otherwise stated, the low-income limit schedule applies. *Please see property for the most current income limits.*

Student Status

Households consisting of all full-time students, as defined by the educational institution, are not generally permitted due to Section 42 requirements. Full-time students are defined as individuals who are enrolled 5 months (months need not be consecutive) during the current and/or upcoming calendar year. A household consisting of all full-time students during said period may qualify for one of the exemptions under the Internal Revenue Code. Exemptions include the following:

- At least one person in the household is not a full-time student;
- Household members are married and eligible to file a joint tax return;
- At least one person in the household is receiving assistance under Title IV of the Social Security Act;
- At least one person in the household is receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or under other similar, federal, state, or local laws; or
- At least one person in the household was under the care and placement responsibility of the state agency responsible for administering foster care.

Occupancy Standards

- A dwelling should provide adequate space for its occupants. In determining initial eligibility, the suggested number of persons to occupy a unit will be 2 per bedroom/sleeping area. However, occupancy standards will conform to state and local laws governing this issue.
- A "household" consists of individuals residing in the unit at least 50% of the time. Custody and/or guardianship must be documented prior to move-in.



Tenant Selection Plan

Live-in Care Attendants (LICA)

A live-in care attendant is a person who resides with one or more elderly, near-elderly, or disabled persons. To qualify as a live-in care attendant, the individual (a) must be determined to be essential to the care and well-being of the tenant, (b) must not be financially obligated to support the tenant, and (c) must certify that they will not be living in the unit except to provide the necessary supportive services. Additionally, the following criteria applies:

- Additions of LICA will be permitted after a criminal screening is obtained and approved. Documentation from a licensed physician stating the household's need for a LICA will be obtained by management.
- Family members, including spouses, may qualify as live-in aides if they meet the criteria. Additionally, the LICA cannot move a spouse, child, or other member into the unit, as doing so would indicate that the aide is living in the unit for reasons other than the care of the tenant.
- A live-in care attendant is not counted as a household member for purposes of determining the applicable income limit, the income of the attendant is not counted as part of the total household income. A live-in care attendant is subject to a criminal background check (payable by money order only) and must comply with tenant house rules.

Income Requirements (Not allowable on PSH units)

- Must provide all income and asset information as requested.
- Must have a legal source of verifiable income (e.g., employment, self-employment, social security, pension, child or spousal support, etc.) unless applicant/tenant receives 100% tenant-based subsidy.
- Must have sufficient income to meet the minimum monthly rent payment amount without using more than 45% of the family's gross income unless applicant/tenant receives 100% tenant-based subsidy.

Credit Screening (Not allowable on PSH units)

- An industry scoring model will be used to help predict the rental behavior of an applicant.
- Applicant must have a credit score of no less than 500. If screening indicates a credit score less than 500 or indicates an insufficient amount of information to provide a score, at least one adult applicant must provide proof of one of the following: (1) at least 12 full months of current, stable employment; (2) a current 12 month history of a checking or savings account with a positive balance; (3) a current 12 month landlord reference which indicates a paid-to-date account; (4) a current, verifiable 12 month history of Social Security benefits; or (5) applicant will reside in a previously qualified household (applies to household additions only).
- If none of the above exceptions are met, upon application approval and a unit is available for move-in, applicant must pay two months' rent plus the pro-rated rent amount at move-in.
- By law, a copy of your credit report will not be provided to you. You may contact the credit agency to request a copy of your report.

Criminal Screening

NGM will conduct a limited criminal history screening for the applicant and household members who are 18 years of age or older. The screening will consider the following items:

- Must not have a history of felony convictions (including guilty pleas) for violent crimes, sex offenses, child molestation, arson, or manufacturing methamphetamines. Such convictions will result in an automatic denial.
- Must not have a history of felony convictions (including guilty pleas) for drug or alcohol-related offenses that occurred within the most recent 5 years unless proof is provided that a substance abuse recovery program was successfully completed (or is in progress) since the conviction.
- Must not have a history of felony convictions (including guilty pleas) for fraud, forgery, counterfeiting, check deception, or identity deception within the most recent 5 years.
- Must not have a history of felony convictions, including guilty pleas, related to theft crimes, including receiving or possessing stolen property, embezzlement, robbery, burglary, extortion, or conversion within the most recent 5 years.
- Must have no false social security numbers listed on credit and criminal screening report.
- An applicant who is denied based on criminal criteria will be allowed 10 days from the date of denial to submit a written appeal, which will be reviewed on a case-by-case basis.

Housing References

- Applicant must provide housing references for the immediate 3 year period without gaps. Failure to do so may result in denial of application.
- Applicant must not have a residential history of repeated (more than 3 instances in the most recent 12 months) late rent payments or nonpayment of rent.
- Must not have unpaid receivables with a landlord including, but not limited to those managed by NGM.
- Must not have a residential history of lease termination due to material breach of lease by tenant, from any property managed by NGM.

Tenant Selection Plan

Transfers

A unit transfer will be permitted to residents requesting or requiring a transfer to a different unit due to domestic abuse in accordance with VAWA, or accommodation for a disability. Transfers will be made to current residents who meet the transfer criteria, and requested transfers will be prioritized in the following order:

1. Emergency transfer request for victims of domestic abuse in accordance with VAWA protections.
2. Transfer requested based on the need for an accessible unit to accommodate a disability.
3. Transfer requested for medical reasons as certified by a doctor.

Depending on the circumstances with the transfer, the resident may be obligated to pay all costs associated with the move. A transfer for a program covered household must be handled in accordance with all regulatory guidelines.

Marketing Accessible Units

To ensure that eligible persons with disabilities benefit from the particular accessibility feature of a specific unit, a special priority approach to leasing accessible units will be utilized. When accessible units become available, the unit will be offered in the following order:

1. To current residents with disabilities who would benefit from the available unit's accessibility features, but whose current unit does not have such features.
2. To qualified applicants on the call list (or walk-in) that require an accessible unit.
3. Market the unit to attract new qualified applicants that require an accessible unit.
4. Finally, offer the unit to a non-disabled household on the call list (or walk-in) that does not require the accessible features of the unit. If this is done, management will require the household to agree, in writing, to transfer to a non-accessible unit at the landlord's request should another household need the accessible features in the unit.

Call List Procedures

- Placement on the call list does not guarantee eligibility and/or occupancy for the next available unit.
- If a prospect is interested in residency, but a unit is not available, management will place the prospect on a call list, if open. A call list that reaches 25 or more potential prospects will be closed.
- Prospects on the call list will be contacted in the order in which they were added, starting at the top of the list.
- Units are leased on a first come, first served basis. Therefore, if no contact is made after the first call to the prospect, the next person on the list (or walk-in) will apply.

Violence Against Women Act (VAWA)

The Violence Against Women and Justice Department Reauthorization Act provides protections for victims of domestic violence, dating violence, sexual assault, and stalking. This protection applies to all individuals regardless of sex, gender identity, or sexual orientation.

- An applicant for or the Tenant of a RHTC unit may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the assisted-housing on the basis or as a direct result of the fact that the applicant or the Tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.
- HUD-5380 Notice of Occupancy Rights under VAWA will be distributed at time of move in which outlines the protections and guidelines for the Violence Against Women Act.
- HUD-5382 Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking will be attached with the HUD-5380 form.

Privacy Protection

Your privacy is very important to us. We are committed to earning your trust by safeguarding your personal information. All the information you provide us is securely maintained and is kept strictly confidential. We do not, and will not, sell or rent our customer list or private health or income information to other companies. We are not responsible for outside third-party privacy.