



# Mail your completed application to:

Creekside Terrace c/o 5071 Circle Drive, #8 Mariposa CA 95338

### Welcome To

Creekside Terrace Fournier Rd and Antone Rd Mariposa CA 95338 (209) 966-3320 TDD: 711

WE ARE A SMOKE-FREE & MARIJUANA-FREE COMMUNITY.





SMOKING, INCLUDING E-CIGARETTES, IS NOT PERMITTED AT THIS PROPERTY.

THE USE AND/OR POSSESSION OF MARIJUANA IS STRICTLY BANNED FROM THIS FEDERAL ASSISTED PROPERTY.

## ANOTHER APARTMENT COMMUNITY PROUDLY MANAGED BY AWI MANAGEMENT CORPORATION

"Dedicated To Quality Property Management"







### Dear Applicant of Creekside Terrace:

We are excited to begin the application process for Creekside Terrace, a beautiful new affordable community in Mariposa. Enclosed you will find our *Application for Admission* package. The application package must be completed in its entirety – do not leave blanks. Include the requested information for ALL household members. **All adult applicants must also sign and date the application.** 

Creekside Terrace is designated as a SMOKE-FREE COMMUNITY and smoking is not permitted at this property. No smoking pertains to all tobacco products and e-cigarettes. In addition, the use and/or possession of marijuana is strictly banned from this federally assisted property.

The first step of the process is to complete the enclosed application package, in its entirety and mail it to the address below:

### Mail Completed Applications to:

Creekside Terrace c/o 5071 Circle Drive, #8 Mariposa CA 95338

Upon receipt we will begin the initial screening which includes:

- Credit check
- Eviction check and sex offender search
- Previous landlord verifications

### Please gather the following documents, as they will be required at the time of your interview.

- Proof of all income (employed persons must provide the most recent 3 months consecutive pay stubs)
- o Proof of all assets (with documentation of current value, if possible)
- Most recent 6 months consecutive bank statements for all accounts (include all pages)
- Most current Tax Return with all attachments

**Note:** Applications will be processed in the order received. So, the sooner the complete application is received, the higher your placement on our waiting list.

**PLEASE DO NOT** send the above documents with the application package as they will be collected at the time of your interview appointment.

If you have any questions, please call: (209) 966-3320.

We look forward to working with you.



#### APPLICANT INFORMATION

#### Creekside Terrace

These apartments provide housing for low income households under the Tax Credit Program. This property may also be subject to Home Program regulations such as: the *Home Investment Partnership Program* or the *Housing Trust Funds Program*. This is an Equal Housing Opportunity complex and all are welcome to apply. We accept Section 8 certificates and vouchers.

For complexes with a senior designation, occupancy is limited to individuals who are 55 years of age or older (exceptions may apply at some properties). Please inquire with the manager as to the requirements specific to this property. Pets are permitted at those complexes designated for seniors.

Our occupancy guidelines are as follows:

			•	WHP or MHP)
<u>Unit Size</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1 Bedroom	1 person	3 persons	1 person	3 persons
2 Bedroom	2 persons	5 persons	2 persons	5 persons
3 Bedroom	3 persons	7 persons	4 persons	7 persons

To apply for an apartment you <u>must</u> complete an application. To complete an application, at minimum, the following information will be needed.

- 1. Income and assets of the household (total gross income and assets)
  - a. household income must be sufficient to cover rent, utilities and reasonable living expenses, while also meeting the tax credit eligibility requirements for income. Please inquire with the manager as to eligibility requirements and tax credit income limits for this property.
- 2. Household Composition
  - a. name(s) of all household members
  - b. number in household
  - c. household's current address and contact telephone number (identify contact person)
  - d. birth date of household members
  - e. full-time student information
  - f. unborn verification (for the purpose of determining household size)
- 3. Copies of Social Security Cards or other proof of SSN
- 4. Copies of Driver's License or other picture identification
- 5. Prior and present landlord information (for all adult household members)
- 6. Credit History (for all adult household members)
- 7. Criminal Background Check (for all adult household members)
- 8. Unlawful Detainer (eviction) Check
- 9. Personal References (preferably business/professional acquaintances)
- 10. Legible copy of the most recent Federal Income Tax Return (1040) with all attachments for each tenant who is not exempt from filing a return.
- 11. The application must be signed by all adults applying for occupancy.

You will be notified in writing that you have been placed on a waiting list. The Resident Manager can give you an <u>estimate</u> of when a unit may be available. The full application verification process will be postponed until your name is near the top of our waiting list.

For those households that move in at a qualifying income and rent level, if at recertification it is verified that their income has increased above one of the higher income levels, their rent will be increased to the correlated rent level, as it becomes available by unit size.

NON-DISCRIMINATION STATEMENT – "In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal (not all prohibited bases apply to all programs.)"

To file a complaint of discrimination, write: U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410 or call toll-free, Telephone: (800) 669-9777 or TTY: (800) 927-9275.

AWI/Site (02/20/15) **TC** w/HCD (no Fee) **TDD PHONE NUMBER:** 711





### NOTICE TO ALL TENANTS / APPLICANTS OPTIONS FOR PERSONS WITH DISABILITIES

### Attachment to Application for Admission

This apartment community is managed by AWI Management Corporation. AWI provides housing to qualified families and/or individuals and does not discriminate against applicants or residents on the basis of race, creed, color, sex, religion, age, national origin, familial status, sexual orientation, political beliefs, or disability. In addition, AWI Management Corporation has a legal obligation to provide "reasonable accommodations" to applicants and tenants if they or any family members have a disability.

A reasonable accommodation is some modification or change that the Company can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the program, as long as the change does not create discrimination elsewhere. Compliance actions may include reasonable accommodations as well as structural modifications to the apartment or premises, to the extent that these reasonable accommodations can be implemented without creating undue financial or administrative burdens to the property.

An applicant or current resident household that has a member with a disability must still be able to meet the essential obligations of the Tenant Screening Process. They must be able to pay rent in a timely manner, to care for their apartment, to report required information to the Manager, avoid disturbing their neighbors, and to maintain sanitary and safe conditions in their living space. However, there is no requirement that they be able to perform these functions without assistance.

If you or a member of your family has a disability and feel you might need or want a unit specially equipped with design features that are beneficial to wheelchair users, individuals with hearing/vision impairments or a reasonable accommodation that relates to a disability, please complete the **REASONABLE ACCOMMODATION / MODIFICATION VERIFICATION** form. You may request it at any time in the application process or after admission. This is your choice to make. If you would prefer not to discuss your situation with management, that is your right.

**USDA-RD Properties:** Non-Discrimination Policy – In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint\_filing\_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

**Tax Credit or HUD Properties:** To file a complaint of discrimination, write: U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410 or call toll-free, Telephone: (800) 669-9777 or TTY: (800) 927-9275.



Office Use Only					
Date:					
Apt. Size:	1	2	3		

### **APPLICATION FOR ADMISSION**

### **Creekside Terrace**

Office Use Only
Gross Income:
☐ Addition to Existing Household
Unit #:
Application #:

GENERAL INFORMATION							
Name of Head of Household	Social Sec	urity #	Drive	r's License #	Birth Date (mm/dd/yyyy	Sex	Attending School?
1.					//	DM DF	□ Yes □ No
List all others who will occupy the unit.							
Name	Social Security #	Driver's Lice	Driver's License #		Sex	Relationship to Head of Household	Attending School?
2.				//			☐ Yes ☐ No
3.		_		//	DM DF		☐ Yes ☐ No
4.		_		//	DM DF		☐ Yes ☐ No
5.		_		//			☐ Yes ☐ No
6.		_		//			☐ Yes ☐ No
7.	<u></u>	_		//	DM DF		☐ Yes ☐ No
Have you or has any member of your housel If yes, describe:				•	□ Yes □ No		
Do you own a pet? ☐ Yes ☐ No If yes	, please be advised that	pets are not al	llowed u	ınless this is a de	signated senior	complex.	
Do you wish to have priority for an apartmen	t with special design fea	tures for persor	ns with	disabilities? □	Yes □ No		
Do you or anyone in your household request	"Reasonable Accommo	dations" to be i	made?	□ Yes □ No			
Do you anticipate any changes in household	composition in the next	12 months?	□ Yes	□ No If yes,	olease explain:		
APARTMENT SIZE REQUESTED: (Not all	sizes available at every	location.) $\Box$	1 Bedro	om □ 2 Bedroo	om □ 3 Bedro	oom	
RENTAL HISTORY - Management's policy page of this application or attach an additional control of the control of	is to have <u>5 years</u> of c						e the back
1. (Head of Household) CURRENT Addres							
	Street	Apt. #		City	Cour	nty State	e Zip
Phone: ( )	Dates yo	ou lived here: _		/ /		, ,	
				/ /	to	/dd	
<b>MAILING</b> Address (if different from above):			mm	/	to	/// mm	уууу
MAILING Address (if different from above):_	Street		mm Apt. #	dd	to to	mm dd State	
MAILING Address (if different from above):_  CURRENT Landlord:	Street		mm Apt. #	dd	City	State	
	Street	Add	Apt. #	dd	City	State	Zip
CURRENT Landlord:	Street If apt., nam	Ado	Apt. #	dd	City	State	Zip
CURRENT Landlord:	Street If apt., nam	Ado	Apt. #	dd	City	State	Zip
CURRENT Landlord:Phone: ( ) Reason you want to move:	Street If apt., nam /mortgage amount: \$	Add	Apt. # dress:	dd have your own S	City ection 8 Certific	State cate or Voucher?	Zip
CURRENT Landlord: Phone: ( ) Reason you want to move: Do you □ Rent or □ Own? Monthly rental	Street  If apt., nam  /mortgage amount: \$  f yes, why?	Ado	Apt. # dress:	have your own S	City ection 8 Certific	State	Zip Zip No □ Yes □ No
CURRENT Landlord:	Street  If apt., nam  /mortgage amount: \$  f yes, why?  Yes □ No If yes, e	Ado	Apt. # dress:	have your own S	City ection 8 Certific	State cate or Voucher?	Zip Zip No
CURRENT Landlord:  Phone: ( )  Reason you want to move:  Do you □ Rent or □ Own? Monthly rental  Are you being displaced? □ Yes □ No □  Are you being, or have you been evicted? □  PREVIOUS Address:	Street  If apt., nam  /mortgage amount: \$ f yes, why? □ Yes □ No If yes, e	Adone of complex:	Apt. # dress:	have your own S	ection 8 Certific	State cate or Voucher?	Zip Zip No
CURRENT Landlord:	Street  If apt., nam  /mortgage amount: \$ f yes, why? □ Yes □ No If yes, e	Adone of complex:	Apt. # dress:	have your own S	ection 8 Certific	sate or Voucher?	Zip Zip No
CURRENT Landlord:	Street  If apt., nam  /mortgage amount: \$ f yes, why?  ¬ Yes □ No If yes, e	Ado	Apt. # dress:  Do you  es you I	have your own S  City ived here:	ection 8 Certific	sate or Voucher?  htty State	Zip  Yes □ No  Zip  Zip
CURRENT Landlord:  Phone: ( )  Reason you want to move:  Do you □ Rent or □ Own? Monthly rental  Are you being displaced? □ Yes □ No □  Are you being, or have you been evicted? □  PREVIOUS Address:	Street  If apt., nam  /mortgage amount: \$ f yes, why?  ¬ Yes □ No If yes, e	Ado	Apt. # dress:  Do you  es you I	have your own S  City ived here:	Cour  Cour  dd yyyy  son for Moving:	sate or Voucher?  htty State	Zip  Yes □ No  Zip  Zip



### ALL OTHER ADULT APPLICANTS NOT RESIDING WITH THE HEAD OF HOUSEHOLD APPLICANT FOR THE PAST 5 YEARS MUST PROVIDE CURRENT AND PREVIOUS ADDRESSES.

2. (Applicant #2) CURRENT Address:	Street	Apt. #		City	County	State	Zip
Phone: ( )		Dates you lived here			·		
CURRENT Landlord:							уууу
Phone: ( )							
Reason you want to move:							
Do you □ Rent or □ Own? Monthly rental/mo				have your own Section	on 8 Certificate o	or Voucher?	Yes □ No
Are you being, or have you been evicted? □ Y				-			
PREVIOUS Address:							
	Street	Apt. #		City	County	State	Zip
If apt., name of complex:		[	Dates you liv	ved here: / dd	/t	o//_dd	
PREVIOUS Landlord:		Phone: ( ) _		Reason f	or Moving:		
Address: Street Apt. #		City	County	State	Zip	Did you □ Rent	t or □ Own?
·					· 		
3. (Applicant #3) CURRENT Address:	Street	Apt. #		City	County	State	Zip
Phone: ( )		Dates you lived here		,	•	/ /	·
					to mm	dd	уууу
CURRENT Landlord:			Address:				
Phone: ( )	If	apt., name of comple	ex:				
Reason you want to move:							
Do you □ Rent or □ Own? Monthly rental/mo	rtgage amo	unt: \$	_ Do you l	have your own Section	on 8 Certificate o	or Voucher?	Yes □ No
Are you being, or have you been evicted? □ Y	es 🗆 No	If yes, explain:					
PREVIOUS Address:							
If any many of complete	Street	Apt. #		City	County	State	Zip
If apt., name of complex:		L	Dates you in	ved nere: / dd	/ t	mm dd	уууу
PREVIOUS Landlord:		Phone: ( ) _		Reason f	or Moving:		
Address: Apt. #		City	County	State	Zip	Did you □ Rent	t or 🗆 Own?
4. (Applicant #4) CURRENT Address:							
4. (Applicant #4) CONNENT Address.	Street	Apt. #		City	County	State	Zip
Phone: ( )		Dates you lived here	e: /	/	to mm	_/	
CURRENT Landlord:							
Phone: ( )	If	apt., name of comple	ex:				
Reason you want to move:							
Do you □ Rent or □ Own? Monthly rental/mo				have your own Section	on 8 Certificate o	or Voucher?	Yes □ No
Are you being, or have you been evicted? □ Y	es □ No	If ves. explain:	•	•			
PREVIOUS Address:		, 500, 004,0000					
	Street	Apt. #		City	County	State	Zip
If apt., name of complex:		[	Dates you li	ved here: /	/ t	to//_	
PREVIOUS Landlord:		Phone: ( ) _		Reason f	or Moving:		
Address:Street Apt. #		City	County	State	Zip	Did you □ Rent	t or □ Own?



PERSONAL RE	FERENCES (Do not list relative	s. Business or professional	friends/acquaintances	are preferred.):	
Applicant #1	Name	Address		Phone #	Relationship
				)	
			(	)=	
Applicant #2	Name	Address		Phone #	Relationship
			(	) –	
			(	) -	
Applicant #3	Name	Address		Phone #	Relationship
			(	) –	
			(		
Applicant #4	Name	Address		/	Relationship
дричин и	Name	Address	(	1 Hone #	relationship
			( -		
			()		
EMERGENCY O	CONTACT PERSON(S):				
Applicant #1	Name	Address		Phone #	Relationship
			(	)	
			(	)	
Applicant #2	Name	Address		Phone #	Relationship
			(	)	
			(	)	
Applicant #3	Name	Address		Phone #	Relationship
			(	) –	
			(	) -	
Applicant #4	Name	Address		/	Relationship
			(		
				)	
				/	
AUTOMOBILE(	S):				
Make:	Model:	Color:	Year:	License Plate #:	
Make:	Model:	Color:	Year:	License Plate #:	
Make:	Model:	Color:	Year:	License Plate #:	
	Model:				

Per the terms of the lease agreement at this complex, trailers, boats and campers are not permitted.



**HOUSEHOLD FINANCIAL OBLIGATIONS:** List ALL credit card payments, car payments, child support, alimony, loans, etc. **NOTE:** THIS SECTION <u>MUST</u> BE COMPLETED.

Payable To: (company name)				onthly syment		Payable To: (company name)	Monthly Payment
INCOME: Do you or an mark every question YE	y mem S or N	nber of IO. If y	hour household anticipate r	eceiving incor	me from any of the	e following sources during the next 12 on the right.)	months? (Please
	Yes	No	Amount Received (per time period)		ived By Which ehold Member	Source of Inc	
Employment (Earned Income)			\$per				
Employment (Earned Income)			\$ per				
Employment (Earned Income)			\$per				
Alimony			\$per				
Child Support			\$per				
Disability Benefits (worker's compensation disability income)			\$per				
Monetary Gifts			\$per	1			
Pension or Retirement Benefits			\$per				
Public Assistance			\$per	n			
School Grants or Scholarships			\$ per	1			
Social Security / SSI			\$per				
Unemployment Compensation			\$ per				
Veterans Administration			\$ per				
Other:			\$ per	n			
Do you anticipate any ch	nange	in this	income in the next 12 month	hs? □ Yes	□ No If yes, ple	ease explain:	
Does an outside party party	av you	ır utiliti	es, phone service or other h	ousehold expe	enses?   Yes	□ No If yes, amount paid per mor	 nth \$



State

Name and address of outside party: \_

Address

City

Name

If yes, which members:	Name		, Name	, -	Name	, Name
	INAIII		Name		Ivanie	Name
Treasury bills, certificate settlements, etc.) and pe	es of dersona	eposit, I prope	money market funds, IRA accour erty held as an investment (i.e. gen	nts, retirement and per n or coin collections, p	nsion funds, lump sum paintings, antique cars, e	ther capital investments, stocks, bonds, receipts (i.e. lottery winnings, insurance etc.). Please mark every question either erty such as furniture, automobiles and
DO YOU HAVE ?						
	Yes	No	Name on Account	Account #	Balance/Value	Bank (name & address)
Checking Account(s)						
Checking Account(s)						
Checking Account(s)						
Savings Account(s)						
Savings Account(s)						
Money Market Account(s)						
Certificate/Time Deposit						
Safety Deposit Box						
Trust Account(s)						
Stocks or Bonds						
IRA/Keough/Life Insurance or other retirement account						
Rental Property						
Other Real Estate						
Other:						
SUBSIDIZED HOUSING	 3:					
Have you or any membe	er of yo	our hou	sehold lived in subsidized housing			nember(s):ed housing program ever been
terminated for fraud, nor	npavm	ent of ı	ent or failure to cooperate with the		-	yes, please explain the circumstances:



#### STATE REGISTERED LIFETIME SEX OFFENDERS HOUSING NOTICE:

Prior to admission into assisted housing programs, applicants must provide a complete list of all states in which EVERY adult household member has resided. Please provide the residency information below for each adult household member. If additional space is needed, please use the back page of this Application.

Head of Household	Co-Tenant	Co-Tenant	Co-Tenant	Co-Tenant	Co-Tenant	Co-Tenant
All States Resided	All States Resided	All States Resided	All States Resided	All States Resided	All States Resided	All States Resided
		ļ			ļ	
		ļ			ļ	
Yes No						
•	•	of your household subje	ect to a lifetime sex offe	ender registration requi	rement in any state?	
ir yes, w	hich household memb	Name a	and State Registered	<del></del>	Name and State	Registered
		nits that they or a meml			sex offender registrati	on requirement, it
would be	e cause for eviction and	d/or termination of assi	stance for the househo	old member.		
IAMa cortify that the	information given is a	ccurate and complete	and understand any m	vicroprocontation will d	licaualify the applicant	I/Ma understand th
responsibility, as app	licant, to keep Manage	ement notified of any ch	nanges. This includes	a change in household	size, current address,	income and/or assets
I/We also authorize t landlords.	the owner to obtain cre	edit and criminal backg	round reports, verify in	come, assets and emp	ployment and to contact	ct current and previou
ianaiorao.						
Signature		Date	Signatu	ıre		Date
Signature		Date	Signatu	ıre		Date
Signature		Date	 Signatu	ıre		Date
Liberty all discounting and the		D	) of a made		□ Navenanan A. I	
now did you near ab	out this complex?   □  □	Prove By ☐ Tenant R	Referral   Internet S	earch   Craigslist	☐ Newspaper Ad	
		Phone Book/Yellow Pag	ges   Other:			



#### **DEMOGRAPHIC INFORMATION**

RRH and FLH Borrowers are required to keep track of the demographics of their applicants and tenants (even though their participants may decline to cooperate in the gathering of this data).

"The information regarding race, ethnicity and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal Laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with."

"You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname."

Please	lease check (✓) the applicable <u>Ethnicity</u> of Head of Household:						
ſ	☐ Hispanic or Latino (any race)						
ſ	☐ Not Hispanic or Latino						
Please check (✓) the applicable Race/National Origin of Head of Household:							
	1.		American Indian or Alaskan Native				
,	2.		Asian				
(	3.		Black or African American				
4	4.		Native Hawaiian or Other Pacific Islander				
į	5.		White				

"In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal (not all prohibited bases apply to all programs.)"

**To file a complaint of discrimination, write:** U.S. Department of Housing and Urban Development 451 7th Street S.W. Washington, DC 20410

Or call toll-free, Telephone: (800) 669-9777 or TTY: (800) 927-9275

