



Highland Commons Apartments
 1703 Melody Circle, Port Angeles, Washington, 98362
 Phone: (360) 457-6827 Fax: (360) 457-6775
 Property Manager: Wendy Hemmert
 Email: whemmert@pcmigroup.com

LIHTC-RENTAL APPLICATION

Please fill in every answer. If not applicable, write N/A. Incomplete applications will be denied.

Applicant Information

Name (Last, Middle Initial, First)		Phone
Current Address		City, State, Zip
Mailing Address (if different from above)		
Current landlord name		Current landlord phone
Dates of residence?	Current monthly rent	Reason for moving?
Do you currently (circle one): OWN RENT (if renting, are you in a lease now?)		

Previous Rental History

Address		City, State, Zip
Landlord name		Landlord phone
Dates of residence?	Monthly rent	Reason for moving?
OWN RENT		

Previous Rental History

Address		City, State, Zip
Landlord name		Landlord phone
Dates of residence?	Monthly rent	Reason for moving?
OWN RENT		

List All Persons Who Wish to Reside in Your Unit

Head of Household (Last, Middle, First)	Social Security Number	Birthdate	Relationship
Spouse/CoHead (Last, Middle, First)	Social Security Number	Birthdate	Relationship
Other: (Last, Middle, First)	Social Security Number	Birthdate	Relationship



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Highland Commons complies with Fair Housing Act and offers reasonable accommodations/modifications to persons with disabilities.

Accessibility Issues: Do you or a household member require any modifications or accommodations? Yes No

If yes, please explain: _____

Sources of Income: Includes but not limited to: Employment (full or part time), self-employment, welfare assistance, social security, pensions, SSI, SSDI, military pay/benefits, unemployment, child support, alimony, student grants/loans, lottery income, income from sale of property, income from trust, and any other income received from people not residing with you.

Family Member Name	Source of Income	Source contact info (name, address phone)	Annual Gross Income
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Assets: This includes, but is not limited to Checking/Savings accounts, 401K, Money Market accounts, IRA, Stocks/Bonds, Certificates of Deposit, Trusts, whole or universal life insurance policies, cash held in safety deposit boxes, items held as investments, etc. (Exclude vehicles unless being held for investment purposes)

Type of Asset	Current Balance/Value	Held Jointly? Y/N if yes, with whom?	Name of Financial Institution
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Type of Asset	Current Balance/Value	Held Jointly? Y/N if yes, with whom?	Name of Financial Institution
Do you own any real property? Y/N	If yes, type of property?	Address :	
Have you sold/dispensed of any property/assets in the past 2 years? Y/N	If yes, type of asset?	Date disposed of?	
Do you have any other assets not listed (excluding household goods)? If yes, please list: Y/N			
Are the Assets listed above for the entire household more than \$5000? Y/N			



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Personal References: List 3 persons *not related or living with you*, whom you have known at least one year.

Name	Address	Relationship	Phone

Who should be contacted in Case of an Emergency?

Name	Address	Phone

Additional Information:

Why are you leaving your current residence?	
How did you find out about our properties? Newspaper Drive By Online Family/Friends Other	
When do you desire to occupy the apartment? landlord? Y/N	Have you given notice to your current
Do you intend to have animals, caged or uncaged at this residence? Y/N	If Yes, what kind?
Have you ever filed for Bankruptcy? Y/N If yes, please explain including dates.	
Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Y/N	
If yes, please explain, including dates, rental premises address, and contact information for property owner/manager.	
Have you or any person who will be occupying the unit including caregivers ever been convicted, pled guilty or no contest to any crime?	
Who?	When? Felony?
Details:	
Are you or any other intended occupant including minors, required to register as a violent or sexual offender in any jurisdiction? Y/N If yes, who?	
Do you have a Section 8 Voucher Rental Assistance? Y/N	What is the dollar amount of the voucher?
How many bedrooms do you want? One Two Flexible	Wheelchair Assessable? Y/N

I hereby certify that all of the information supplied on this application is true and correct to the best of my knowledge and that I understand that material falsification of any information may result in the rejection of this application and/or termination of my rental agreement at any Highland Commons property.

By signing this application I understand that I am authorizing Highland Commons, its employees and agents to make such investigations, inquiries, and verification requests into my income and asset information, rental history, credit standing, criminal history, employment history, and any other information necessary to verify my eligibility to live in this apartment community. I agree to release all parties from any and all liability for any damage which may result from the furnishing or receiving the information necessary to process this application.

Applicant Signature

Date

Applicant Signature

Date



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Tax Credit Certification Questionnaire

Applicant (Resident) Name: _____ Social Security # _____

INCOME- Include all income anticipated in the upcoming 12 months

1. [Yes] [No] I am self-employed or own my own business. Provide a copy of your rent Federal income Return. List Nature of self-employment or business _____
2. [Yes] [No] I am employed. Please List Place of employment _____
3. [Yes] [No] I am employed at more than one place Please list additional places of employment _____
4. [Yes] [No] I am currently unemployed, however looking for work. Provide a copy of your recent Income Tax Return.
5. [Yes] [No] I am Currently Pregnant.
6. [Yes] [No] Do you expect any other person(s) to join the household in the next 12 months?
7. [Yes] [No] I receive cash contributions of gifts including rent or utility payments, on an ongoing basis from persons not living in my Household.
8. [Yes] [No] I receive unemployment benefits or expect to receive in the upcoming 12 months.
9. [Yes] [No] I receive Military, Veterans, GI Bill or National Guard Benefits/Pay (If yes please circle all that apply)
10. [Yes] [No] I receive Social Security Benefits.
11. [Yes] [No] I receive Supplemental Security Income (SSI) Benefits
12. [Yes] [No] I receive Social Security or SSI Benefits on behalf of family members age 17 or under. Please List Name(s) _____
13. [Yes] [No] I receive disability or death benefits other than Social Security.
14. [Yes] [No] I receive Cash Public Assistance/Welfare/ Assistance or any other type of assistance from an agency that provides this type of assistance (example-TANF AFDC) Please list: _____
15. [Yes] [No] I am receiving assistance from a Housing Authority in the form of Section 8 assistance / vouchers to help with my rental Payments.
16. [Yes] [No] I am entitled to receive child support payment; however, I am not receiving payments.
17. [Yes] [No] I am currently receiving child support payments.
18. [Yes] [No] I receive alimony/ spousal support payments.
19. [Yes] [No] I receive income from trust, annuities, inheritance, retirement funds, insurance policies, pensions or lottery winnings. (If YES, please circle all that apply)
20. [Yes] [No] I receive income from real or personal property
21. [Yes] [No] I am receiving other forms of income that are not listed above, If YES, please list sources _____

Assets

22. [Yes] [No] I have Checking Account(s). How Many _____ Interest Rate _____ % Value _____
23. [Yes] [No] I have saving Account(s). How Many _____ Interest Rate _____ % Value _____



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24. [Yes] [No] I have Certified Deposits(CD's) How Many _____ Interest Rate _____ % Value _____
25. [Yes] [No] I have Money Market Account(s) How Many _____ Interest Rate _____ % Value _____
26. [Yes] [No] I own Stocks or Bonds How Many _____ Interest Rate _____ % Value _____
27. [Yes] [No] I have a trust. How Many _____ Interest Rate _____ % Value _____
28. [Yes] [No] I have a 401K account. How Many _____ Interest Rate _____ % Value _____
29. [Yes] [No] I have a retirement account. How Many _____ Interest Rate _____ % Value _____
30. [Yes] [No] I have money in a safety deposit box. Amount held: \$ _____
31. [Yes] [No] I own property
32. [Yes] [No] I have whole life or universal life insurance policy.
33. [Yes] [No] I hold assets for investment purpose(example- antique car, jewelry, stamp collection, ect)
34. [Yes] [No] I have disposed of assets (gave away, sold cash or assets) for less then fair market value in the past 2 years. If YES list items and date disposed
35. [Yes] [No] I have access to any other asset or receive income from any other asset not listed above. If YES list type(s), how many, interest rate(s) and value(s) _____

Student Status Questions

36. [Yes] [No] I am currently a part-time or full-time student (if YES, circle which one)
37. [Yes] [No] I am currently not a student; however I anticipate enrolling as a part-time or full-time student in the next 12 months. (if YES, circle which one)
38. [Yes] [No] There are currently minors in the household gradesk-12 that are full-time students or will become full time students in the next 12 months. Please list names of minors: _____
39. [Yes] [No] I have been a full-time student for 5 months of more of the past twelve months. (This includes recent High School Graduates).
40. [Yes] [No] Are all members of the household (adults and minors) full-time students?
41. [Yes] [No] Does your Household anticipate becoming a household in which all persons (adults and minors) will be full-time students in the next 12 months?

If you answered yes to question #40 or question #41, please answer the following:

42. [Yes] [No] Are you receiving assistance under Title IV of the Social Security Act which is AFDC or TANF?
43. [Yes] [No] Are you enrolled in a local, state or federal job-training program?
44. [Yes] [No] Are you married and filling a joint tax return?

Under penalties of perjury, I certify that the information presented on this form is true and accurate to the best of my/our knowledge. The undersigned further understands that providing false representations herein constitutes as act of fraud. False, misleading or incomplete information will result in denial of application or termination of the lease agreement.

Applicant/ Resident Signature

Date



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Release of Information to: Highland Commons, 1703 Melody Circle, Port Angeles WA 98362

YOU DO NOT HAVE TO SIGN THIS FORM IF EITHER THE REQUESTING ORGANIZATION OR THE ORGANIZATION SUPPLYING THE INFORMATION IS LEFT BLANK.

I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. I authorize this release to be used to verify any form of my household's income or asset as well as credit information and criminal background.

By signing this release I understand that I am authorizing Highland Commons, its employees and agents to make such investigations, inquiries, and verification requests into my income and asset information, rental history, credit standing, criminal history, employment history, and any other information necessary to verify my eligibility to live in this apartment community. I hereby waive any right of action now or thereafter accruing against any person or entity as a consequence of the release or exchange or such Confidential Information.

Signature _____ Date _____

PENALTIES FOR MISUSING THIS CONSENT

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD, the PHA and any owner (or any employee of HUD the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).



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This section to be completed by applicant

I, _____, authorize the release of all information requested on this Landlord Verification form. I understand it will be used only to determine my eligibility for housing.

Signature of applicant

Date

The person named above has applied for housing at Highland Commons Apartments and has identified you as a current or former landlord. The tenant selection policy of our client requires that certain information about all household members of persons applying for residency be verified. By their signature above, they have authorized you to release this information. In most cases, a final decision regarding the application for tenancy will be deferred until your reply is received. Therefore, we thank you in advance for your prompt reply. Please return this completed form via fax or email at your earliest opportunity. Fax: 360-457-6775 Email: whemmert@pcmigroup.com

This section to be completed by current/former landlord

Landlord Name: _____

Address where applicant resides(ed) _____

Tenancy from _____ to _____ Payment History Amount of rent _____ per month

Did applicant pay rent on time? Always Usually Almost Never Never

Did you ever begin eviction proceedings for non-payment? Yes No

Does applicant currently owe any money to you? Yes No Did applicant have a lease? Yes No

Did applicant keep the rental unit clean, safe and sanitary? Yes No

Did applicant, family or guest damage the rental unit? Yes No If yes, did applicant pay for damages? Yes No

Was it necessary to make deductions from security deposit? Yes No

Did you ever begin eviction proceedings for cause? Yes No

Did applicant, family or guests engage in unsafe smoking habits? Yes No

Did applicant have any unauthorized person(s) residing in rental unit? Yes No

Did applicant, family or guests engage in unlawful acts? Yes No

Did applicant, family or guests create any disruptive, noisy or other offensive use of the rental unit? Yes No

Would you re-admit this applicant to your property? Yes No

Additional Comments: _____

Printed name of person completing this form _____

Signature _____ Date _____

HIGHLAND COMMONS APARTMENTS, LLC
RESIDENT SCREENING CRITERIA

IT IS THE POLICY OF THIS COMPANY TO PROVIDE HOUSING ON AN EQUAL OPPORTUNITY BASIS. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, DISABILITY, FAMILIAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL STATUS, OR ANY OTHER PROTECTED CLASS OUTLINED IN SPECIFIC CITY OR COUNTY AREAS. ALL FAIR HOUSING AND EQUAL OPPORTUNITY REQUIREMENTS WILL BE ADHERED TO, INCLUDING REASONABLE ACCOMMODATION REQUESTS.

MANAGEMENT does not accept portable or reusable tenant screening reports

Pre-applications will be accepted in our leasing office located at 1703 Melody Circle, Port Angeles, WA 98362. Our office phone number is 360-457-6827. This office does not operate on a waiting list. Apartment units will be rented on a first come first serve basis. An application is considered complete when all blank lines are answered, a signed form of authorization is received from all applicants that authorizes the property to verify eligibility, income, assets, and student status, and application fees are paid.

ELIGIBILITY CRITERIA

The following are required criteria for tenancy:

-Providing all required information. All applicants must cooperate in completing a rental application and providing information necessary to determine their eligibility, and be legally able to enter into a binding contract under state law.

-Consent for background and rental history. Applicants must sign appropriate consent forms in which to allow screening of criminal, credit, and rental history.

-Income Limits (Maximum). Applicants and Households must qualify under the income guideline restrictions set by the Washington State Housing and Finance Commission for the property and household size. Income limits can be found on the application cover page provided with rental application.

-Valid Social Security Number. Family members must provide the property with a complete and accurate social security number. For any members of the household who do not have a social security number, the applicant or family member must provide a valid tax ID number or other acceptable form of identification (see attached list).

-Criminal History. Owner and management desire to provide well maintained and well-kept property for the benefit of all the residents. Screening criteria herein are adopted with the intent of maximizing the ability to provide safe housing for residents, managerial staff, the property, and neighbors. Screening shall be designed to provide housing to individuals who do not constitute or pose an unreasonable risk of direct threat to persons and/or property of physical harm and/or adverse housing environment. Owner and management agree to limit screening of conviction history to serious offenses against person and/or property.

Applications that return criminal conviction within the last seven years that include crimes against persons or property will be denied.

Owner and management will screen for criminal convictions for crimes against person or property. Crimes listed below, as well as substantially similar crimes, may result in denial of application:

- Murder
- Manslaughter
- Assault
- Robbery
- Rape
- Child Molestation
- Rape of a child
- Kidnaping
- Theft
- Burglary
- Malicious Mischief
- Arson
- Reckless Burning
- Delivery or sale of controlled substance
- Possession of a controlled substance
- Manufacturing a controlled substance

In matters relating to criminal conviction history, circumstances that may be considered include: age of individual at time of conduct; evidence of good tenant history before or after conviction or conduct; evidence of rehabilitation efforts; nature and severity of offense(s); and/or number of similar past offenses or lack thereof.

-Student Restrictions. Student restrictions do apply under the Washington State Housing and Finance Commissions guidelines for this property, and all households must meet those requirements. See management for additional information.

-Acceptable Rental History. Applicants must be able to show verifiable rental history for the previous three consecutive years. Negative referrals from past landlords that indicate substantial lease non-compliance, repeated violations that would interfere with the quiet and peaceful enjoyment of others, and/or housekeeping, property damage, or other issues with tenant

occupancy that would constitute impact to the safety and well-being of others, within the last seven (7) years, may constitute grounds for denial of application.

-Income Requirements (Minimum). Applicant's household must be able to show proof of income that is equal or greater than two times the monthly rent for the apartment of which they are approved for occupancy. HIGHLAND COMMONS APARTMENTS, LLC will consider other sources of assistance on a case by case basis to be credited towards this minimum. Such applicable assistance may include, but not limited to, food stamps, utility assistance and others.

-Misrepresentations on Application. Any false, misleading information, and/or misrepresentation in the application process may be cause for denial of application. The return of any check used for payment of any fees required in the application process from a financial institution shall be considered misrepresentation. If any misrepresentations are found after a rental agreement is entered into, such rental agreement may be terminated by rescission at landlord's decision due to lack of informed consent.

-Evictions from Previous Landlord. Any record of eviction from a previous landlord or place of residence within the last seven (7) years will be cause for denial of application.

-Owing Past Landlord. Any record of amounts owing to a past landlord within the last seven (7) years will be cause for denial of application.

-Ability for Utility Service. All applicants must be able to obtain utility service in the name of the applicant at the proposed leased premises. Not being able to do so shall be considered a misrepresentation as described above.

-Intoxication/Impairment. During any part of the application and screening process, if any applicant appears to management staff to be intoxicated or impaired, this may constitute grounds for denial of application.

ADVERSE ACTION NOTICES:

All applications will be screened in accordance with RCW 19.182 et seq. Any denied or conditionally accepted applications will be issued a letter of adverse action.

SUGGESTED ALTERNATIVE DOCUMENTS FOR SCREENING IMMIGRANT POPULATIONS

Documents that establish identity	Documents that establish past rental history	Documents that establish credit or ability to pay rent
<ul style="list-style-type: none"> • Citizenship Card, Consulate Cards • INS Form I-864 Sponsorship verification • Certificate of Naturalization (INS I-550) • Voter's registration card • U.S. Passport • Certificate of U.S. Citizenship (N-550 or N-561) • Unexpired foreign passport, with I-555 stamp or INS form I-94 indicating unexpired employment authorization • Alien registration receipt card with photograph (I-151 or I-551) • Unexpired temporary resident card (I-688) • Unexpired employment authorization card (I-688A or I-688B) • Unexpired reentry permit (I-327) • Unexpired refugee travel document (I-571) • Driver's license or ID card • Military card or draft record or military depend card • School ID card with photograph • Hospital records • Day care or nursery school records 	<ul style="list-style-type: none"> • Records from school district to establish stability • Letter from utility company to establish rental history • Letter from former landlord with a phone number • Copy of lease from former residence 	<ul style="list-style-type: none"> • Letter from employer • Current contracts for major purchases to help identify credit • Bank records • Sponsorship letters • INS Form I-864 Sponsorship verification • Social Security card • Individual Taxpayer Identification number (ITIN) • Current pay stubs • Benefit Award Letter (SSA, DSHS, etc.) • Section 8 Voucher • School payment contracts • Paid off installment contracts • Paid utility bills

We gratefully acknowledge the work that provided the basis for this publication, supported by funding under a grant from the U.S. Department of Housing and Urban Development (HUD). As well as the work of The Fair Housing Center of South Puget Sound, the agency which developed this document.