

WESTMORELAND NON-PROFIT HOUSING CORPORATION

Eastmont Estates
746-2C Eastmont Drive
Greensburg, PA 15601
P: 724.838.0818
F: 724.838.0926

Enclosed please find the application paperwork you will need to complete and return to the Management Office for the admission procedure.

Along with the completed paperwork, we will need you to bring the following information **for all people who will be residing in the apartment.**

- Driver's License/ Identification Card (for family members over 18 yrs. of age)
- Social Security Card – **A COPY MUST BE INCLUDED WITH THE APPLICATION**
- Birth Certificates for all family members
- An appointment will be scheduled to complete release forms to verify all income and assets for all family members
- Applications must be completed on **ONE-SIDE** paper only. Applications submitted on double-sided paper could be returned.

We would like to take this opportunity to thank you for your interest in our properties and look forward to making your move-in experience as pleasant as possible. If you have any questions, please contact me at 724.838.0818.

Please check the property you are interest in applying to:

ALL SITES ARE NON-SMOKING

____ Eastmont Estates 1, 2, & 3 Bedroom Apartments in Greensburg, PA

____ Walnut Avenue Apartments 1 & 2 Bedroom Apartments in Greensburg, PA

____ Duff Manor 1 & 2 Bedroom Elderly (over 62) Apartments in Export, PA*

____ Troutman Building 1 Bedroom Elderly (over 62) Apartments in Greensburg, PA*

*You must be age 62 or older to qualify for the Troutman Building or Duff Manor



Rental Application

Westmoreland Non-Profit Housing Corporation
746-2C Eastmont Drive
Greensburg, PA 15601
724-838-0818

PLEASE BE ADVISED THAT THIS IS A
SMOKE-FREE BUILDING. YOU OR YOUR
GUESTS CANNOT SMOKE INSIDE THE
BUILDING, IN YOUR APARTMENT OR
IN PATIO AREAS.

MANAGER USE ONLY

Date Received:

Time Received:

Received by:

1) Household Information: Complete the following information for each household member that will occupy the unit at least 50% of the time in the next 12 months:

| Name (Last, First, MI) | Relationship to the Head of Household | Birth Date (mm/dd/yyyy) | Student (Y/N) | Veteran (Y/N) | Social Security Number |
|---------------------------|--|----------------------------|------------------|------------------|------------------------|
| 1. | Head of Household | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

Do you need any forms in a language other than English?

Yes ☐

No ☐

If yes, please explain: _____

Primary Phone: (_____) _____ Alternate Phone: (_____) _____

Email Address: _____

Bedroom Size: 1BR ☐ (all properties) 2BR ☐ (Eastmont and Walnut only) 3BR ☐ (Eastmont only)

1. Do you or anyone in your household require the features of an accessible unit (mobility, vision, or hearing impairment)?

Yes ☐

No ☐

a. If yes, please describe: _____

2. Will you or anyone in your household require a live-in care attendant?

Yes ☐

No ☐

Name and relationship of live-in care attendant: _____

3. Are there any absent household members who under normal conditions would live with you, or plan on living with you in the future?

Yes ☐

No ☐

Name and relationship: _____

4. Are there any family members confined to a nursing home or hospital on a permanent basis?

Yes ☐

No ☐

Name and relationship: _____

5. Emergency Contact

Name: _____ Relationship: _____ Phone: _____

Address: _____

2) Household Race/Ethnicity/Disability Report Form

PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS EXACTLY.

The following information is needed in order to comply with the Housing and Economic Recovery Act (HERA) of 2008, which requires all Low-Income Housing Tax Credit (LIHTC) properties to collect and submit to the US Dept of Housing and Urban Development (HUD), certain demographic and economic information on tenants residing in LIHTC financed properties. Although we would appreciate receiving this information, you may choose not to furnish it. You will not be discriminated against on the basis of this information or whether or not you choose to furnish it.

Property Name: _____ Unit #: _____

The following RACE codes should be used when completing the table below (choose all options that apply):

- 1—White
- 2—Black/African American
- 3—American Indian/Alaskan Native
- 4—Asian
- 5—Asian India
- 6—Chinese
- 7—Filipino
- 8—Japanese
- 9—Korean
- 10—Vietnamese
- 11—Other Asian
- 12—Native Hawaiian/Other Pacific Islander
- 13—Native Hawaiian
- 14—Guamanian or Chamorro
- 15—Samoan
- 16—Other Pacific Islander
- 17—Other
- 18—Decline to answer Race

The following Ethnicity codes should be used when completing the table below:

- Y—Hispanic or Latino (person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin regardless of race)
- N—Not Hispanic or Latino
- D—Decline to answer Ethnicity

Disability Status: Fair Housing Act definition of disability (or handicap): A physical or mental impairment which substantially limits one or more major life activities, a record of such an impairment or being regarded as having such impairment (24 CFR 100.201). Disability does not include illegal use of or addiction to controlled substance.

- Y—Disabled
- N—Not Disabled
- D—Decline to answer Disability

Enter both Relationship to Head of Household, Race, Disability codes (as shown above) for each household member:

| Last Name, First Name, MI | Relationship to HOH* | Race (use code above) | Ethnicity (Y/N/D) | Disabled (Y/N/D) | Gender M = Male F = Female N = Nonbinary O = Other D = Declined |
|---------------------------|----------------------|-----------------------|-------------------|------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

*Please enter one of the following codes to indicate Relationship to Head of Household: H – Head; S – Spouse; A – Adult co-tenant; O – Other Family Member; C – Child (17 years and younger); U – Unborn Child; F – Foster child/adult; L – Live-in caretaker; N – None of the above.

Resident/Applicant’s Signatures (all HH members 18 and over must sign/date):

_____ (date) _____ (date)
_____ (date) _____ (date)

3) Housing History

List your last two addresses. Include your landlord's name and address. If you lived with family or friends, list their name and address instead.

| | | | | | | |
|---------------------------|--|----------------------|-----|--|------|--|
| Current Address | | | Own | | Rent | |
| Landlord Name and Address | | Date Moved In | | | | |
| Reason for leaving | | Rent/Mortgage Amount | | | | |

| | | | | | | |
|---------------------------|--|----------------------|-----|--|------|--|
| Previous Address | | | Own | | Rent | |
| Landlord Name and Address | | Date Moved In | | | | |
| Reason for leaving | | Rent/Mortgage Amount | | | | |

Have you or any other household members ever been evicted or otherwise involuntarily removed from rental housing? If yes, please explain: Yes ☐ No ☐

4) Background History

1. Have you or any member of your household ever been convicted of a crime? Yes ☐ No ☐

If yes, please explain:

2. Are any of the above convictions a felony? Yes ☐ No ☐

If yes, please explain:

3. Are there any criminal charges pending now? Yes ☐ No ☐

If yes, please explain:

4. Are you or any member of your household subject to a lifetime sex offender registration program in any state? Yes ☐ No ☐

If yes, please explain:

5) Current Employment Information

Household Member: _____ Date of Hire: _____
Employer: _____ Title: _____
Address: _____ City, State, Zip: _____
Phone: _____ Supervisor: _____

6) Additional Employment Information

Household Member: _____ Date of Hire: _____
Employer: _____ Title: _____
Address: _____ City, State, Zip: _____
Phone: _____ Supervisor: _____

7) Current Income

Identify each source of income currently received and/or anticipated to be received in the next 12 months. Income should be listed as gross not net.

| | Check One | | Member #1 Annual Gross Income | Member #2 Annual Gross Income |
|--|-----------|----|-------------------------------------|-------------------------------------|
| | Yes | No | | |
| Employed | | | | |
| Wages, salaries (include overtime, tips, bonuses, commissions, etc.) -OR- Cash pay under the table | | | | |
| Self-employed (including gig income Uber, eBay, etc.) | | | | |
| Public assistance (AFDC/TANF, not food stamps) | | | | |
| Unemployment Compensation | | | | |
| Worker's Compensation/Severance Pay | | | | |
| Social Security/SSI Benefits | | | | |
| Disability benefits including social security disability | | | | |
| Regular payments from pensions (railroad, etc.) | | | | |
| Income from annuities or life insurance dividends | | | | |
| Income from inheritance, insurance settlements, lottery winnings | | | | |
| Military Pay | | | | |
| Child Support/Alimony | | | | |
| Student financial assistance (public, private, not including student loans) | | | | |
| Regular gifts or payments from anyone outside of your household | | | | |
| Rental Income | | | | |
| Death Benefits | | | | |
| Trust Income | | | | |
| Other Income (Inheritance, insurance policies, required minimum distribution) | | | | |
| Zero Income (No income from any source) | | | | |

8) Assets

List all assets for all household members.

| | Check One | | Financial Institution | Member #1 Cash Value | Member #2 Cash Value |
|--|-----------|----|--------------------------|-------------------------|-------------------------|
| | Yes | No | | | |
| Checking Account #1 | | | | | |
| Checking Account #2 | | | | | |
| Savings Account #1 | | | | | |
| Savings Account #2 | | | | | |
| Cash cards used to receive government benefits or other income | | | | | |
| <u>Cash</u> on hand (in your wallet, at your residence, etc.) | | | | | |
| Stocks | | | | | |
| Certificates of Deposits | | | | | |
| Money Markets or Mutual Funds | | | | | |
| Treasury Bills | | | | | |
| US Savings Bonds | | | | | |
| IRA/Keogh | | | | | |
| 401K | | | | | |
| Pension/Retirement/Annuity | | | | | |
| Whole/Universal Life Insurance | | | | | |
| Land Contract/Deed of Trust | | | | | |
| Real Estate | | | | | |
| Safety Deposit Box | | | | | |
| Personal property held as an investment (stamps, jewelry, coins, etc.) | | | | | |
| Digital/Cash Apps (Venmo, Paypal, etc.) | | | | | |

In the past 2 years have you sold or given away any assets in excess of \$1000 or less than Fair Market Value?

Yes ☐No ☐

9) Student Status

- | | | |
|---|---------------------------|--------------------------|
| 1. Are you or any other household member enrolled as a FULL-TIME student at an institute of higher education? | Yes <input type="radio"/> | No <input type="radio"/> |
| 2. Where you or any other household member a FULL-TIME student at any time in the current calendar year? | Yes <input type="radio"/> | No <input type="radio"/> |
| 3. Do you or any other household member expect to be a FULL-TIME student at any time in the current calendar year? | Yes <input type="radio"/> | No <input type="radio"/> |
| 4. Do you or any other household members (INCLUDING MINORS) expect to be a full-time student in the next 12 months? | Yes <input type="radio"/> | No <input type="radio"/> |

10) Additional Questions

- | | | |
|---|---------------------------|--------------------------|
| 1. Are you currently receiving assistance from HUD? (Tenant or project-based voucher) | Yes <input type="radio"/> | No <input type="radio"/> |
| 2. Will this be your sole place of residency? | Yes <input type="radio"/> | No <input type="radio"/> |

- I/We understand that management is relying on this information to prove my household's eligibility for the Housing Program(s) applicable to this Community. I/We will provide all necessary information including source names, addresses, phone numbers, and account numbers where applicable and any other information required for expediting this process. I/We understand that my occupancy is contingent on meeting management's resident selection criteria and the Program requirements applicable to this Community.
- I/We consent to release the necessary criminal background information to determine eligibility, by signing the "Authorization for Criminal Background Record Check".
- **I/We understand that it is our responsibility to contact the Management Office if any of the information provided on this application changes, including but not limited to, changes in mailing address, phone numbers, household composition, income, or asset information.**
- I/We declare that all of the above information and representations contained herein are to the best of my/our knowledge and believe true and correct. I/We understand that providing false information or making false statements may be grounds for denial of my application and may result in criminal penalties.
- I/We understand that any Lease Agreement I/We enter into for an apartment may be cancelled at any time without liability by the Owner or its Agent if any information or representation upon which they relied and made in the application is misleading, incorrect or untrue regardless of my/our intent.
- I/We certify that if approved for occupancy, the unit I/We occupy shall be my/our only residence.
- **All Household Members 18 years of age or older must review this application and then sign below:**

Applicant Signature

Date

Co-Applicant Signature

Date

If, upon preliminary review, your application appears to be eligible based upon the information you have provided, you will be placed on the waiting list. This does not indicate that you will be offered an apartment. When we expect an apartment to be available in the near future, we will process your application in accordance with the Resident Selection Criteria. If this establishes that your household is not eligible or not qualified, your application will be denied in writing.

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 and any owner (or any employee of HUD 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 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 ** 208 (a) (6), (7) and (8). ** Violation of these provisions are cited as violations of 42 U.S.C. Section ** 408 (a) (6), (7) and (8). **

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Authorization for Release of Information

I (we) hereby certify that the information given to evaluate my application for tenancy is correct and complete. I authorize you to make any and all inquiries you feel necessary to evaluate my application for housing

I (we) further understand that any false or incomplete information is grounds for immediate rejection of this application.

I (we) specifically authorize and request all present or previous employers, mortgage holders, landlords, rental agents, credit grantors, banks, accountants, stock brokers and local, state and Federal Government Agencies to release any requested information in the evaluation of my application for rental housing.

Applicant

Date

Co-Appllcant

Date

Release Information to: Management Office, Eastmont Estates

We do business in Accordance with the Federal Fair Housing Law. We will not discriminate against any person because of race, color, religion, sex, handicap, familial status, elderliness, or national origin. (The Fair Housing Amendment Act of 1988). In compliance with Section 504 regulations, we do not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in, our federally assisted programs and activities. Management will consider requests from individuals with disabling conditions or military impairments for reasonable accommodations in policies, practices, or facilities.

WARNING! 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 OR AGENCY OF THE UNITED STATES.

WESTMORELAND COUNTY HOUSING AUTHORITY

137 South Greengate Road

Greensburg, PA 15601

Office: 724-832-7248

Fax: 724-836-0988

Westmoreland County Housing Authority, does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Michael L. Washowich, Executive Director

504 Coordinator

167 South Greengate Road

Greensburg, PA 15601

Office: 724-832-7248

Fax: 724-836-0988