

LIBERTY SQUARE APARTMENTS

1100 S. BEVERLY STREET ~ CASPER, WY 82609 ~ P: 307.233.7052

APPLICATION & RESIDENT SELECTION INFORMATION

Note to applicant: This page is for you to retain in reference to our resident selection criteria.

Submit your completed application to:
Liberty Square Apartments
1100 S. Beverly Street
Casper, WY 82609
307-233-7052

The application must be signed and the following must be included for the application to be accepted:

- Copies of picture identification on all occupants age 18 and older.
- Copies of Social Security card or Birth Certificate on all occupants.

Once received, the application will be dated and reviewed for completeness. A pre-eligibility determination will be made based upon the information contained in the application.

Eligibility will be determined based upon the following factors:

- The applicant(s) meet the income criteria.
- References (i.e. employer, current & former landlords) will be contacted to verify employment, length of time on the job and verify rental payment history.
- A Credit & Criminal background check will be obtained and reviewed.
- **Once qualified** a \$39 application fee will be charged to **each adult applicant**.

Applicant(s) will be notified in writing within ten (10) days of receipt of the application as to the acceptance or denial of this application. If no unit is available at the time of acceptance, applicant's name will be placed on the waiting list.

Liberty Square Apartments is committed to the non-discrimination provision in the Fair Housing Act and Section 504 of the Americans with Disabilities Act. If you require assistance in the form of readers, interpreters, large print or any other way to enable you to fully participate in our housing program, please let us know and we will assist you to the fullest extent feasible.

USDA is an equal opportunity provider, employer and lender.
To file a complaint of discrimination write USDA, Director, Office of Civil Rights,
1400 Independence Ave., S.W., Washington D.C. 20250-9410
Or call (800)795-3272(voice) or (202)720-6382 (TDD)



OFFICE USE ONLY					
Please Return Application to: LIBERTY SQUARE APTS. 1100 S. Beverly Street Casper, WY 82609	Date Rec'd		Annual Income		# Occupants
	Time Rec'd		Set Aside %		App. Fee Paid
	Manager's Signature:				Background CK ran

APPLICATION FOR RESIDENCY

I. Applicant/Co-Applicant

Applicant's Name: _____	Co-Applicant's Name: _____
Driver License #: _____ State: _____	Driver License #: _____ State: _____
SS#: _____ DOB: _____	SS#: _____ DOB: _____
Phone #: _____ Cell #: _____	Phone #: _____ Cell #: _____
Email: _____	Email: _____
Student Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not Student	Student Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not Student
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated

II. Other Household Members

If listing children: List only children who are dependent of person listed on this application: **Check Student Status:**

Name: _____ Current Age: _____ DOB: _____ SS#: _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Not Student
Name: _____ Current Age: _____ DOB: _____ SS#: _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Not Student
Name: _____ Current Age: _____ DOB: _____ SS#: _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Not Student
Name: _____ Current Age: _____ DOB: _____ SS#: _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Not Student
Name: _____ Current Age: _____ DOB: _____ SS#: _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Not Student
Name: _____ Current Age: _____ DOB: _____ SS#: _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Not Student

Are there any other household members not listed on this or a separate application (i.e. spouse, roommate, etc)?

☐ No ☐ Yes If yes, please explain: _____

Do you anticipate any changes in the size of your household *within the next 12 months*?

☐ No ☐ Yes If yes, please explain: _____

III. Residency History

List the past **two** years of residency history. If additional space is needed, please attach additional pages to application:

Current Address: _____ City, State, Zip: _____ From: _____ To: _____ <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other: _____ Landlord's Name: _____ Landlord's Phone #: _____ Rent: _____	Previous Address: _____ City, State, Zip: _____ From: _____ To: _____ <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other: _____ Landlord's Name: _____ Landlord's Phone #: _____ Rent: _____
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IV. Employment History

Applicant's Current Employer:

Employer's Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone #: _____ Fax #: _____
 Supervisor's Name: _____
 Anticipated Gross **Annual** Income: _____

Co-Applicant's Current Employer:

Employer's Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone #: _____ Fax #: _____
 Supervisor's Name: _____
 Anticipated Gross **Annual** Income: _____

V. Sources of Income

Applicant's Sources of Income:

Source:	Gross Amount Received:
SSI/SSA:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Retirement/Pension:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Unemployment:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Recurring Contribution:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Alimony:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
AFDC/TANF:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Child Support:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Have Child Support Order:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Military/VA Benefits:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Other:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
If other, list source: _____	

Other Household Members' Sources of Income:

Source:	Gross Amount Received:
SSI/SSA:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Retirement/Pension:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Unemployment:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Recurring Contribution:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Alimony:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
AFDC/TANF:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Child Support:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Have Child Support Order:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Military/VA Benefits:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
Other:	<input type="checkbox"/> NO <input type="checkbox"/> YES \$ _____
If other, list source: _____	

Does anyone expect any changes in income *within the next 12 months*?

☐ No ☐ Yes If yes, please explain: _____

Does any adult member have zero income: ☐ No ☐ Yes If yes, which one: _____

Will your household be receiving Section 8 rental assistance at time of move-in: ☐ No ☐ Yes

VI. Household Assets

Does any household member (including children) have a checking or savings account, IRA, CD, Bonds, Real Estate, or any other type of asset(s)?

☐ No ☐ Yes If yes, list type of asset and name of institution:

Account Owner	Type of Asset	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has anyone in your household disposed of any asset(s) in the past twenty-four (24) months?

☐ No ☐ Yes If yes, please explain: _____

Does anyone in your household own a home: ☐ No ☐ Yes

Does anyone in your household in the process of selling a home: ☐ No ☐ Yes

I/We certify that if selected to move into this project, the unit occupied will be my/our only residence. I/We understand that the above information is being collected to determine eligibility for income restricted units. Federal regulations require that in order for a household to be eligible for this type of housing, the income of the household, as well as their assets must not exceed certain established limits. I/We authorize the Agent to verify all information provided on this application and to contact previous or current landlords or other sources for 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.** I/We understand I/We must pay a security deposit for this apartment prior to occupancy.

ALL ADULTS LISTED ON THIS APPLICATION MUST SIGN AND DATE BELOW:

(Signature of Applicant)

(Printed Name of Applicant)

(Date)

(Signature of Co-Applicant)

(Printed Name of Co-Applicant)

(Date)

AUTHORIZATION FOR RELEASE OF INFORMATION

Liberty Square Apartments

Applicant's Name: _____ Co-Applicant's Name: _____

Please see the attached verification form. The referenced individual is applying/recertifying for residency at a community that is regulated by the LIHTC, HOME, or RD programs, which require that we obtain written confirmation of the projected annual gross earnings for the next twelve (12) months of all applicants / residents.

To comply with this regulation, we ask that you complete and return the attached verification via fax or mail at the shown number or address on the attached form. The information will be used solely for the determination of residency eligibility under the applicable program(s). We appreciate your timely response in completing this verification. If you have any questions regarding the needed information, please do not hesitate to telephone our leasing office at the number given above.

THIS SECTION TO BE COMPLETED BY APPLICANT/CO-APPLICANT

I/We hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income, and/or assets to said property above for purposes of verifying information on my/our housing rental application.

TERMS AND CONDITIONS

I/We understand that current or previous information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, employment, income, assets, student status, medical or child care allowances, and utility information. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued residency participation as a Qualified Resident.

The groups or individuals that may be asked to release the above information include, but are not limited to:

- | | |
|----------------------------------|------------------------------------|
| • Credit Bureaus | • Child Care Providers |
| • Past and Present Employers | • Veterans Administration |
| • State Unemployment Agencies | • Retirement Systems |
| • Current and Previous Landlords | • Banks and Financial Institutions |
| • Public Housing Agencies | • Utility Provider |
| • Support and Alimony Providers | • Departments of Health |
| • Welfare Agencies | • Medicaid/Medicare Offices |
| • Educational Institutions | • Division of Healthcare Financing |
| • Social Security Administration | • Public Assistance Agencies |

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect until revoked in writing and submitted to said property above.

(Signature of Applicant)

(Social Security Number)

(Date)

(Signature of Co-Applicant)

(Social Security Number)

(Date)

"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 disclosure or improper use 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 willingly 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 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)."**