



310 S Mechanic Street  
Jackson, MI 49201  
Tel: 517-780-9990  
Fax: 517-905-5921  
[www.mechaniclofts.com](http://www.mechaniclofts.com)

## APPLICATION PACKAGE

### **Please read before completing application**

Thank you for your interest in 310 S Mechanic Lofts.

In this packet you will find an application and corresponding forms. Information on the following page will help you verify if your income/household qualifies to apply. Please complete and sign all forms before submitting your application package. Should you have any questions regarding the application and forms or need additional information, please feel free to contact us at (517) 780-9990, we would be happy to assist you.

Each household member who is 18 years or older is required to fill out an application. There is a \$25 fee per each household member who is 18 years or older when the application is submitted for processing. You may choose to pay by check, money order, debit or credit card. Your application will not start to be processed until the application processing fee has been paid.

Also, when the application is returned, please be sure to include income verifications and copies of drivers' licenses for all household member who are 18 years or older and social security cards for all household members. Providing these items will speed up the application process time.

If you wish to hold an apartment, while your application is being processed, you may also include in a check or money order for the security deposit of one month rent. Or you may choose to place a \$200 holding fee, which will be applied to your security deposit due upon move in. The fee will be made refundable if the site is unable to process the application due to the household not qualifying (see Pre-Lease Agreement for more details.)

We look forward to saying "Welcome Home to 310 S Mechanic Lofts", please call if you have any questions or concerns.

Thank you,

310 S Mechanic Lofts  
(517) 780-9990  
(517) 905-5921 (FAX)  
[info@mechaniclofts.com](mailto:info@mechaniclofts.com)  
[www.mechaniclofts.com](http://www.mechaniclofts.com)

**Please call (517) 780-9990 to set up an appointment with the leasing agent to return the application or you could mail to:**

**310 S Mechanic Lofts  
310 S Mechanic Street  
Jackson, MI 49201**



We pledge not to discriminate against applicant based on their race, color, sex, age, religion, national origin, familial status or disability.

TTY/TDD 1-800-649-3777

310 S Mechanic Street

110801



## WHAT IS THE RESIDENT CRITERIA?

| Household size | Maximum Income/ Year (*) |
|----------------|--------------------------|
| 1 person       | \$37,020                 |
| 2 persons      | \$42,300                 |
| 3 persons      | \$47,580                 |
| 4 persons      | \$52,860                 |

(\*) 2022 HUD Published Information

If your household falls below the maximum income listed as stated above, your household can potentially qualify within our communities!

**Everyone over the age of 18 must submit an individual application to qualify their household**

We will be doing a credit check, background check, and housing history. In order for a household to qualify, the following criteria must be met:

### Credit Check:

- Bankruptcies need to be 5 years and older
- If utilities are owed, the household would be denied
- If there are judgements, the household would be denied
- If the amounts in collections is over \$2,000, the household will be denied – medical bills are not applicable

### Background Check:

- Misdemeanors that are violent, sex, drug, or home invasion related charges need to be 2 years or older
- Felonies that are violent resulting in great bodily harm or death, sex, or maintenance of a drug house charges need to be 10 years or older
- Felonies not violent, sex, or maintenance of a drug house related charges need to be 2 years or older
- All criminal charges will be reviewed on a case-by-case basis

### Housing History:

- Any evictions will deny the household
- Owing any previous landlords will deny a household

### Student Status:

- We cannot rent to household where all members in the household are full time students unless specific conditions are met. Please contact our leasing office at [info@mechaniclofts.com](mailto:info@mechaniclofts.com) for further details.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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|                          |
|--------------------------|
| App Fee Paid<br>\$ _____ |
|--------------------------|

## Preliminary Rental Application

Please note that this is a preliminary application and gives no lease or rent rights. It is valid for 120 days.

Community: 310 S Mechanic Lofts in Jackson, MI Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Unit Size (check one)  1  2 Unit Type (check one)  Apartment  Loft

Preferred Move In Date? \_\_\_\_\_ Preferred rental budget? \_\_\_\_\_

How did you hear about us? (Check one)  Drive By  Internet  Property Website  Referral: \_\_\_\_\_

Do you have a Spouse and/or Significant Other who will be applying to live in the apartment with you?  Yes  No

**Please list all persons that will occupy the residence (NOTE: One Application per 18 yr or older household member)**

| Name<br>(First, Middle Initial, Last) | Maiden Name<br>(If Applicable) | Relationship<br>(i.e. co-head, child) | Date of Birth<br>Month, Day, Year | Social Security<br>Number |
|---------------------------------------|--------------------------------|---------------------------------------|-----------------------------------|---------------------------|
| 1.                                    |                                | Head of Household                     |                                   |                           |
| 2.                                    |                                |                                       |                                   |                           |
| 3.                                    |                                |                                       |                                   |                           |
| 4.                                    |                                |                                       |                                   |                           |
| 5.                                    |                                |                                       |                                   |                           |
| 6.                                    |                                |                                       |                                   |                           |

**Applicant's Housing History**

|  |   |
|--|---|
| <p><b>Current Address</b> _____</p> <p><b>Date:</b> From: _____ Rent _____</p> <p>To: _____</p> <p><b>Reason for Moving:</b> _____</p> <p><b>Current Landlord:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone:</b> _____</p> | <p><b>Previous Address</b> _____</p> <p><b>Date:</b> From: _____ Rent _____</p> <p>To: _____</p> <p><b>Reason for Moving:</b> _____</p> <p><b>Landlord:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone:</b> _____</p> |
| <p><b>Previous Address</b> _____</p> <p><b>Date:</b> From: _____ Rent _____</p> <p>To: _____</p> <p><b>Reason for Moving:</b> _____</p> <p><b>Landlord:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone:</b> _____</p>        | <p><b>Previous Address</b> _____</p> <p><b>Date:</b> From: _____ Rent _____</p> <p>To: _____</p> <p><b>Reason for Moving:</b> _____</p> <p><b>Landlord:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone:</b> _____</p> |

**If you have resided at additional addresses within the past five (5) years, Please attach Previous Address Information on a separate sheet.**

Do you expect any additions to the household within the next twelve months?  Yes  No

If "yes", please explain: \_\_\_\_\_

Do you have full custody of your child(ren)?  Yes  No  N/A

Is there anyone living with you now who won't be living with you at this property?  Yes  No

If "yes", please explain \_\_\_\_\_

Are there any absent household members who under normal conditions would live with you?  Yes  No

If "yes", please explain: \_\_\_\_\_

Are you or any other household members separated but not divorced from their spouse?  Yes  No

If "yes", please explain: \_\_\_\_\_



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Are you or any other household members (including minors) currently a part or full-time student or expect to be one in the next 12 months?  Yes  No If Yes, who and when: \_\_\_\_\_

Have you or any other household members (including minors) been a part or full-time student in the past 12 months?  Yes  No If Yes, who and when \_\_\_\_\_

Have you or any member of your household lived in subsidized (tenant or property based voucher) housing?  Yes  No If Yes, when and where \_\_\_\_\_

Have you ever committed fraud in a subsidized housing program or been requested to repay money for knowingly misrepresenting information for such housing programs?  Yes  No If Yes, please explain \_\_\_\_\_

**Tenant-based vouchers are welcome! Please submit voucher documents from your PHA (if applicable).**

| Employment   |  |
|--|--|
| 1 <sup>st</sup> Position   | 2 <sup>nd</sup> Position (if applicable)   |
| Employer _____   | Employer _____   |
| Address _____  | Address _____  |
| Phone _____  | Phone _____  |
| Length of Employment _____   | Length of Employment _____   |
| Position Held _____  | Position Held _____  |
| Supervisor: _____  | Supervisor: _____  |
| Salary/Wage: _____ Per: _____  | Salary/Wage: _____ Per _____   |
| Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time Hrs/Wk _____ | Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time Hrs/Wk _____ |

*If employment is **LESS** than one year, please provide previous employer, address, phone and length of employment on separate paper.*

Do you or any other household members expect any changes to your income in the next 12 months?  Yes  No  
If Yes, please explain \_\_\_\_\_

Does your household have or anticipate having any pets?  Yes  No

If Yes, how many pets? \_\_\_\_\_ and please explain type of pet(s): \_\_\_\_\_

Own a car?  Yes  No Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ Color \_\_\_\_\_

Second car?  Yes  No Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ Color \_\_\_\_\_

Have you or any other household members disposed or given away any asset(s) for LESS than fair market value within the past two years?  Yes  No If Yes, please list asset and value received \_\_\_\_\_

Are you or any other ADULT household member claiming zero income?  Yes  No

If Yes, please list who and an explanation \_\_\_\_\_

Total household income from all other sources (i.e. social security pension, child support, Section 8 Certificate, etc):

Source: \_\_\_\_\_ Amount/month: \$ \_\_\_\_\_

Source: \_\_\_\_\_ Amount/month: \$ \_\_\_\_\_

Source: \_\_\_\_\_ Amount/month: \$ \_\_\_\_\_

Have you or any other household members disposed or given away any asset(s) for LESS than fair market value within the past two years?  Yes  No If "yes", please list asset and value received: \_\_\_\_\_



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Provide your banking, credit and/or asset type of information below:

| Type of Assets | Name of Institution | Phone Number | Rate Of Interest |
|----------------|---------------------|--------------|------------------|
| 1.             |                     |              |                  |
| 2.             |                     |              |                  |
| 3.             |                     |              |                  |
| 4.             |                     |              |                  |
| 5.             |                     |              |                  |

| <b>PERSONAL REFERENCES:</b> List 3 references that we can call for a personal reference (only one can a relative): |                  |              |                  |
|--|------------------|--------------|------------------|
| Name   | Address/City/Zip | Relationship | Telephone Number |
| 1.   |                  |              |                  |
| 2.   |                  |              |                  |
| 3.   |                  |              |                  |

Are you and all other household members United States Citizens?  Yes  No If "no", please list who and an explanation: \_\_\_\_\_

**CERTIFICATION**

I certify that this will be my permanent residence and do not or will not maintain a separate subsidized rental unit in a different location. I understand that I must pay a security deposit for this apartment prior to occupancy. I acknowledge that I am responsible to inform the office of any changes to any part of this application (i.e. address, phone, income, household size, student status).

I authorize my consent to have management verify the information contained in this application for purpose of proving my eligibility for occupancy. I understand that my occupancy is contingent on meeting management's resident selection criteria and the Section 8 and/or Housing Credit Programs.

I consent to release the necessary information to determine my eligibility. I 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 certify that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that any such actions may result in criminal penalties.

**APPLICANT must sign below:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PENALTY FOR MISUSE OF THIS FORM:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false or fraudulent statements to any department of the United States Government, the PHA, and/or any other owner (or any employee of HUD, the PHA, or the Owner) and may be subject to penalties for unauthorized disclosures or improper uses of information collected based upon the use of this 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 42 U.S. Code 208 (f) (g) and (h). Violations of these provisions are cited as violations of 42 U.S. Code 408 (f), (g) and (h).



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**NOTICE AND CONSENT FOR THE RELEASE OF INFORMATION**

Owner/Management Agent Requesting Information:

|               |                              |       |                       |     |              |
|---------------|------------------------------|-------|-----------------------|-----|--------------|
| Property Name | <u>310 S Mechanic Lofts</u>  |       |                       |     |              |
| Address       | <u>310 S Mechanic Street</u> |       |                       |     |              |
| City          | <u>Jackson</u>               | State | <u>MI</u>             | Zip | <u>49201</u> |
| Phone         | <u>(517) 780-9990</u>        | Fax   | <u>(517) 905-5921</u> |     |              |

**Who Must Sign the Consent Form?**

Each member of your household who is 18 years of age or older must sign the relevant consent forms at the initial certification, at each recertification and at each interim certification, if applicable.

In addition, when new adult members join the household and when members of the household become 18 years of age, they must also sign the relevant consent forms.

**Acknowledgement:**

By signing this consent form, I am authorizing the Owner/Management Agent of the housing community for which I am applying (listed above) to obtain information from a third party about me. I understand that the purpose of this information is to determine my eligibility for housing and will be kept confidential and will not be released outside of this scope. I understand that this information can include and is not limited to information regarding my income, assets and credit bureau report which may affect my eligibility.

I further understand that income information obtained from these sources will be verified according to the initial information which I have provided on my original application for housing.

Applicant /Resident  
Signature \_\_\_\_\_

Date: \_\_\_\_\_

Applicant/Resident  
Name (Please Print) \_\_\_\_\_

This release for information will expire thirteen (13) months from the date of signature.

**PENALTY FOR MISUSE OF THIS FORM:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false or fraudulent statements to any department of the United States Government, the PHA, and/or any other owner (or any employee of HUD, the PHA, or the Owner) and may be subject to penalties for unauthorized disclosures or improper uses of information collected based upon the use of this 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 42 U.S. Code 208 (f) (g) and (h). Violations of these provisions are cited as violations of 42 U.S. Code 408 (f), (g) and (h)

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## AUTHORIZATION FOR BACKGROUND/CREDIT CHECK

**NOTICE TO APPLICANTS:** The information requested below is for the sole purpose of conducting a background/credit investigation, which includes, among other things, a criminal conviction check. The existence of a prior criminal conviction will not necessarily make you ineligible for housing with Brookstone Realty Management. It is Brookstone Realty Management's policy to evaluate any adverse information obtained in the background/credit investigation based on a range of factors including, but not limited to, rental history. Information regarding age, sex and race will not be a factor in any housing decision including.

Full Name (*no nicknames*) \_\_\_\_\_

Maiden Names(s), Nickname(s), Other Name(s) (*please include dates used*) \_\_\_\_\_  Male  Female

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License / State ID Number \_\_\_\_\_ State \_\_\_\_\_

**ALL ADDRESSES FOR THE LAST SEVEN (7) YEARS – Starting with Present Address First**

In the event you do not remember the exact street address, please include a city, state and the approximate dates of residence.

| Street Address                           | City | State | Zip | Years From-To |
|--|------|-------|-----|---------------|
| 1. _____ / _____ / _____ / _____ / _____ |      |       |     |               |
| 2. _____ / _____ / _____ / _____ / _____ |      |       |     |               |
| 3. _____ / _____ / _____ / _____ / _____ |      |       |     |               |
| 4. _____ / _____ / _____ / _____ / _____ |      |       |     |               |

(attach additional pages if necessary)

I expressly authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information concerning my qualifications for housing applied for and the information given by me herein. In reference to being considered for housing, I release Brookstone Realty Management, related entities, as well as any individual or entity providing information, from any and all liability in connection with any inquiries and investigations made, information they give and any decisions made or action taken. I also do not require a copy of any disclosure of the nature and scope of the investigation. I understand that any offer of apartment rental from Brookstone Realty Management is based upon my successful completion of the background/credit screening. I also understand that I have a right to review all disputed information and to follow up with the law enforcement agency to clear up any discrepancies. This authorization is good for one year from the date of signing.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Unit #: \_\_\_\_\_ Voucher Amount: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Lease Term: \_\_\_\_\_

Bedrooms: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Other Monthly Income: \_\_\_\_\_ Current Rental Rate: \_\_\_\_\_

APPROVED  APPROVED With CONDITONS  DECLINED By (initials): \_\_\_\_\_ Date: \_\_\_\_\_



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Michigan State Housing Development Authority  
**CHECKLIST MSHDA PROGRAMS**

(Issued under P.A. of 1966 as amended and Section 8 of the U.S. Housing (program) Act of 1937.)

**Complete a separate form for each household member who is age 18 or older or an emancipated minor.**

|       |              |
|-------|--------------|
| Name: | Unit Number: |
|-------|--------------|

|   | Yes | No | COMPLETE EACH ITEM:   |
|---|-----|----|---|
| 1 |     |    | I am a citizen of the United States or a permanent legal resident.  |
| 2 |     |    | I am presently a student. Check one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other _____   |
| 3 |     |    | I was a student sometime during the past twelve-month period or anticipate becoming a student at sometime during the upcoming twelve-month period.<br><br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <b>DATES:</b> _____ |

**INCOME**

|    |  |  |  |
|----|--|--|--|
| 4  |  |  | I have a job and receive money/wages, tips or bonuses. (List the businesses or companies that pay you.) _____  |
| 5  |  |  | I am self-employed or operate my own business. (List the types of jobs you do.) _____  |
| 6  |  |  | I earn income from periodic, temporary, seasonal or contractual employment /work.  |
| 7  |  |  | I receive Social Security or Rail Road Retirement Act income.  |
| 8  |  |  | I receive Supplemental Security Income (SSI).  |
| 9  |  |  | I receive quarterly payments from DHS for the State-paid portion of a SSI grant.   |
| 10 |  |  | I receive unearned income for a family member(s) age 17 or under (e.g.: Social Security, trust fund disbursements).                                      |
| 11 |  |  | I receive periodic payments from retirement funds or pensions. If yes, how many funds or pensions? _____ List name(s) of fund or pension provider. _____ |
| 12 |  |  | I receive disability or death benefits other than Social Security.   |
| 13 |  |  | I receive Veteran's Administration benefits.   |
| 14 |  |  | I receive Public Assistance. (does not include food stamps or Medicaid)  |
| 15 |  |  | I receive cash contributions or gifts including rent or utility payments, on an ongoing basis from persons not living with me.                           |
| 16 |  |  | I receive unemployment benefits.   |
| 17 |  |  | I receive periodic payments from Workers' Compensation.  |
| 18 |  |  | I receive periodic payments from trust, annuity or inheritance. If yes, from how many sources? ____  |
| 19 |  |  | I receive income from the rental of real estate or personal property.  |
| 20 |  |  | I receive periodic payments from lottery or other types of winnings.   |
| 21 |  |  | I receive adoption assistance payments.  |
| 22 |  |  | I receive alimony, maintenance, or spousal support.  |
| 23 |  |  | I receive GI Bill benefits.  |
| 24 |  |  | I receive military active duty allotments or regular pay as a member of the National Guard or Reservist pay.   |
| 25 |  |  | I am a member of an Indian Tribe receiving gaming payments.  |



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|   | Yes | No | <b>COMPLETE EACH ITEM:</b>  |
|---|-----|----|---|
| 26  |     |    | I receive periodic payments from insurance policies or any type of settlement, if yes, how many policies or settlements? _____  |
| 27  |     |    | I receive long term care insurance payments that exceed \$180/day or \$67,000 annually.   |
| 28  |     |    | I receive other recurring or periodic income not listed above. Describe _____   |
| 29  |     |    | I receive student financial assistance. (does not include student loans)  |
| <b>CHILD SUPPORT</b>  |     |    |   |
| 30  |     |    | I receive child support. If yes, from how many parents do you receive support? If yes, is child support paid directly to DHS? <input type="checkbox"/> Yes <input type="checkbox"/> No                                    |
| 31  |     |    | I have been awarded a judgment for child support but have not been receiving any payments or have not been receiving the full payments on a regular basis.  |
| 32  |     |    | I anticipate filing a claim for child support within the next twelve months.  |
| <b>ASSETS</b><br>(Include all assets held or owned either in or outside of the United States) |     |    |   |
| 33  |     |    | I have a savings account(s) at: _____ (List name(s) of institution)   |
| 34  |     |    | I have a checking account(s) at: _____ (List name(s) of institution)  |
| 35  |     |    | I have certificates of deposit at: _____ (List name(s) of institution)  |
| 36  |     |    | I have a prepaid card, debit card, or paycard on which funds from Social Security, SSI, Child Support, DHS, unemployment or other agency are directly deposited. If yes, how many? _____<br>From which Agency(ies)? _____ |
| 37  |     |    | I have cash held in my home or in a safety deposit box.   |
| 38  |     |    | I have savings bonds. If yes, how many? _____   |
| 39  |     |    | I have Treasury Bills. If yes, how many? _____  |
| 40  |     |    | I have stocks.  |
| 41  |     |    | I have bonds  |
| 42  |     |    | I have mutual funds or securities.  |
| 43  |     |    | I have IRA's or Keogh account(s) at: _____ (List name(s) of institution)  |
| 44  |     |    | I have time certificate(s) at: _____ (List name(s) of institution)  |
| 45  |     |    | I own real estate and/or receive income from the rental of real estate. If yes, how many properties? _____  |
| 46  |     |    | I own a mobile home.  |
| 47  |     |    | I have land contracts. If yes, how many? _____  |
| 48  |     |    | I hold a mortgage or deed of trust.   |
| 49  |     |    | I have revocable trusts. If yes, how many trusts? _____   |
| 50  |     |    | I have whole life or universal life insurance policy(ies). If yes, Somehow many policies? _____   |
| 51  |     |    | I have personal property held for investment purposes (gems, jewelry, collections, etc.).   |
| 52  |     |    | I have lump sum receipts or one-time receipts.  |
| 53  |     |    | I have another name(s) listed on one or more of the above assets for beneficiary or other purposes, such as, power of attorney. These other persons do not own the assets and receive no income from the assets.          |



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|  | Yes | No | <b>COMPLETE EACH ITEM:</b>   |
|--|-----|----|--|
| 54   |     |    | I have joint ownership on one or more of the above assets.   |
| 55   |     |    | I have income/assets from sources other than those listed above. (Describe) _____  |
| 56   |     |    | A member of my household is under the age of 18 and has assets. (Describe)   |
| <b>ALLOWANCES / DEDUCTIONS</b><br><b>(Complete the items below for Section 8, Section 236, and Moderate Projects Only)</b>                         |     |    |  |
| 57   |     |    | I am Elderly (age 62 or older), Handicapped or Disabled and pay Medicare premiums.   |
| 58   |     |    | I am Elderly (age 62 or older), Handicapped or Disabled and pay medical insurance premiums, other than Medicare.   |
| 59   |     |    | I am Elderly (age 62 or older), Handicapped or Disabled and pay medical or prescription or chore provider expenses which are not reimbursed by insurance.  |
| 60   |     |    | I am Elderly (age 62 or older), Handicapped or Disabled and pay long term care insurance premiums.   |
| 61   |     |    | I pay child care expenses for a child age 12 or under in order to be gainfully employed or to further my education.  |
| 62   |     |    | The Department of Human Services (DHS) pays child care expenses for a child(ren) age 12 or under in order for me to be gainfully employed or further my education.<br>If yes, FIA pays <input type="checkbox"/> full <input type="checkbox"/> partial.   |
| 63   |     |    | I pay handicap care expenses for a handicapped/disabled family member in order to be gainfully employed.   |
| 64   |     |    | I pay handicap equipment expenses for a handicapped/disabled family member that are not covered by insurance.  |
| <b>OTHER ITEMS</b>   |     |    |  |
| 65   |     |    | I have provided proof of Social Security number (or certification) for all household members. (The certification for individuals under 18 years of age will be executed by a parent or guardian.)  |
| <b>DISPOSAL / DIVESTITURE OF ASSETS</b><br><b>(all tenants and prospective residents in all types of projects must complete the section below)</b> |     |    |  |
| 66   |     |    | I have sold, given away or otherwise transferred ownership of assets within the last two (2) years. <u>Initial</u> the "Yes" column or the "No" column at left. If yes, list item(s) and date(s):<br><br>_____<br><br><i>Assets include cash (totaling in excess of \$999), cash held in savings and/or checking accounts, trust funds, equity in real estate and other capital investments, stocks, bonds, Treasury bills, certificates of deposit, money market funds, IRA accounts, retirement and pension funds, lump sum receipts (i.e., lottery winnings, insurance settlements, etc.), and personal property held as an investment (i.e., gem or coin collections, paintings, antique cars, etc.). Do not include necessary personal property such as furniture, automobiles, and clothing.</i> |

Under penalties of perjury, I certify that the information presented in this certification is true and accurate to the best of my (our) knowledge. The undersigned further understands that providing false representation herein constitutes an act of fraud. I will notify the Resident Manager when circumstances change, for possible recertification. False, misleading or incomplete information may result in the termination of the lease agreement and/or benefits.

\_\_\_\_\_  
Applicant / Tenant Signature

\_\_\_\_\_  
Date



*We pledge not to discriminate against applicant based on their race, color, sex, age, religion, national origin, familial status or disability.*

TTY/TDD 1-800-649-3777

110801



**Race and Ethnic Data**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 3/31/2014)

**U.S. Department of Housing**

OMB Approval No. 2502-0204  
**Reporting Form**

**310 S Mechanic Lofts**

**W06003**

**310 S Mechanic Street  
Jackson, MI 49201**

Name of Property

Project No.

Address of Property

**310 S Mechanic Lofts LDHA LP**

**LIHTC**

Name of Owner/Managing Agent

Type of Assistance or Program Title:

Name of Head of Household

Name of Household Member

Date (mm/dd/yyyy): \_\_\_\_\_

| <u>Ethnic Categories*</u>                 | Select One            |
|---|-----------------------|
| Hispanic or Latino                        |                       |
| Not-Hispanic or Latino                    |                       |
| <u>Racial Categories*</u>                 | Select All that Apply |
| American Indian or Alaska Native          |                       |
| Asian                                     |                       |
| Black or African American                 |                       |
| Native Hawaiian or Other Pacific Islander |                       |
| White                                     |                       |
| Other                                     |                       |

**\*Definitions of these categories may be found on the reverse side.**

**There is no penalty for persons who do not complete the form.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Public reporting burden** for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provide and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does no require any special protection.

form HUD-27061-H (9/2003)



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## Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

### A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
  1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
  2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. The five racial categories to choose from are defined below: You should check as many as apply to you.
  1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
  2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
  3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
  4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

form HUD-27061-H (9/2003)



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# 310 S MECHANIC LOFTS

## Pre-Lease Agreement

Applicant(s) Name: \_\_\_\_\_

The above applicant(s) has applied on the date listed below to rent an apartment home in 310 S Mechanic Lofts located in Jackson, Michigan.

The applicant(s) desired move-in date is \_\_\_\_\_  
Month Day Year

The applicant(s) has been informed that 310 S Mechanic Lofts is a Section 42 Tax Credit Program property with guidelines that dictate that the applicant(s)'s household must income qualify and receive Final Approval before signing a 12-month lease. As part of the move-in approval process, third party inquiries will be made in reference to income and assets in addition to a background-credit check and a landlord reference. The applicant(s) has been informed that the information obtained from these inquiries will be a determining factor in the decision of the Approval Team to give Final Approval for the applicant(s)'s application.

The applicant(s) is aware that the applicant(s) is responsible to provide necessary information and sign appropriate paper work to begin the certification process. Any information requested by the management company needs to be provided within 72 hours of the request date. Failure to provide requested information to the management company will result in the forfeit of the holding fee, removed from the waiting list, and to wait 6 months from the date of the Denial Letter to reapply for housing.

Also, the applicant(s) has been informed that the utilities - gas (DTE) and electric (Consumers) are to be transferred to the applicant(s)'s name effective the lease signing/move-in date.

The applicant(s) has been informed that if a lease has not been signed, the applicant(s) will receive written notification as to why the application was denied. The applicant(s) fully understands that the \$25.00 processing fee WILL NOT be refunded.

The applicant(s) fully understands that 310 S Mechanic Lofts is not liable to the Applicant(s) if the apartment home is not ready for occupancy at the desired move-in time due to a current occupant's holding over or because of a reason beyond 310 S Mechanic Lofts' control. Unit selection is subject to change based on availability or any unforeseen circumstances. Management reserves the right to change unit selection even after the hold fee has been placed on a specific unit; based on the availability of the property or for any reasons deemed necessary by the management company. Applicant(s) acknowledges that unit selection is subject to change and understand that preferences for floor plans will be taken into consideration, but not guaranteed and holds 310 S Mechanic Lofts and owner(s) harmless. Holding fee can be refunded in this case if the applicant in writing elects not to move forward within 3 business days.

The applicant(s) is aware that \$200.00 is required to hold an apartment home off the market and if the applicant(s)'s application is Approved for move in, the holding fee will be credited towards the applicant(s)'s move in expenses (security deposit, prorated and/or first month's rent, and additional fees).

1. If, for any reason, the applicant(s) **decides to cancel on the offered apartment before 72 hours have expired from the date the holding fee was placed as noted below,** the holding fee will be refunded in full to the payer via paper check to be delivered by the Postal Service to the provided address.
2. **If the 72 hours has expired from the date the holding fee was placed as noted below,** the holding fee will be forfeited, applicant(s) will be removed from the waiting list, and to wait 6 months from the date of the Denial Letter to reapply for housing. Examples include:
  - Cancelling on the apartment the day of the Lease Signing
  - Touring the apartment and deciding it is not desired
  - Not monetarily prepared for Lease Signing and/or utility account & confirmation numbers not provided at signing
  - For **ANY REASON** outside of the 72 hours of when the holding fee was placed as noted below.
3. If the applicant(s) **do not income qualify for the reserved apartment,** the holding fee will be refunded in full to the payer via a paper check to be delivered by the Postal Service to the provided address or an alternate apartment will be offered to the household.

By signing below the applicant(s) acknowledges and understand the terms and conditions involved in renting an apartment home at 310 S Mechanic Lofts and accept the conditions of this pre-lease agreement in its entirety.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Landlord/Owner Representative Signature Date/Time Received

|  |   |
|--|---|
| OFFICE USE                               |   |
| <input type="checkbox"/> \$25.00 App Fee | <input type="checkbox"/> \$200.00 Holding Fee |
| Date Pd: _____                           | Date Pd: _____                                |



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