

Dear Prospective Applicant,

Thank you for your interest in Westminster Place at Huntingdon. Please read these instructions entirely before submitting your application.

Completed applications may be returned by either:

- 1. Mailing your application to Westminster Place at Huntingdon, 149 Beech Lane, Huntingdon, PA 16652.
- Emailing your application to wphuntingdon@psl.org. If you choose to email your application you must also mail the original signed application to the address above.
 All applications are required to have an original ink signature.

Once we receive your application, we will evaluate it to ensure that all questions are answered before accepting the application. If the application is incomplete and we cannot determine whether you meet the selection criteria to be placed on the waiting list, your application will be returned to you. We will NOT date and time stamp the application if it is not complete. Before submitting your application, please review your application and make sure that all questions are answered. If any of the following questions are not complete, we will not be able to accept your application:

- □ Did you print your Full Name, page 2?
- Did you list Date of Birth (month/day/year) on page 2? If anyone in the household is not 62 or older, this application will be rejected, as all household members must meet the age requirement at time of application.
- Did you answer question #2, page 2 (only if you need accessible apartment features due to a mobility, hearing, vision impairment)?
- Did you list the amount of your Estimated Total Annual Income on page 4?
- Did you answer question #16, page 6 completely about whether you are or intend to become a student?
- Did you sign <u>and</u> date the application?

Please note that we accept applications during normal business hours only. Whether you mail or email your application to us, the date and time of your application receipt will be when staff reviews the application to determine whether you are eligible to be placed on the waiting list.

Thank you,

Management



For Internal Office Use Only

Date Received: ____

_____ App Received By: __

Time Received: ____

CONSUMER NOTICE FOR APPLICANTS THIS IS NOT A CONTRACT

I, Kari Godfrey, hereby state that with respect to Westminster Place at Huntingdon, I am acting in the following capacity:

Owner/Landlord of the Property; OR

 \boxtimes A direct employee of the Owner/Landlord; OR

An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement

I hereby acknowledge that I have received this Notice:

Consumer - Applicant	Date	Consumer - Co-Applicant	Date
I hereby certify that I have provided	this Notice:		
		Management Rep./Licensee	Date
		APPLICATION	Ŀ

Community: Westminster Place at Huntingdon, 149 Beech Drive, Huntingdon PA 16652

Our community is designated as Housing for Older Persons. All household members must be age 62 or older.

Name:	Desired Apartment Size				
How did you hear about us?	1 st Choice I 1BR I 2BR				
	2 nd Choice 1BR 2BR N/A				
TOBACCO-FREE AND SMOKE-FREE COMMUNITIES					
All Presbyterian Senior Living communities are Tobacco-Free and Smoke-Free communities. The use of tobacco products is not permitted anywhere on the property; including the buildings, apartments, common areas, and exterior grounds. The term "smoking" means inhaling, exhaling, using, carrying, or disposing of any lighted cigar, cigarette, pipe, or similar lighted tobacco product in any manner or in any form. Tobacco products include, but are not limited to, cigars, cigarettes; pipe smoking, and all smokeless tobacco, such as snuff, chew, vaporless cigarettes, and dip.					
By initialing here, I/we confirm that I/we understand and agree that all household members and guests will comply with the above policies. (<i>All Applicants Initial Here</i>)					

If you or a member of your household has a disability and requires a reasonable accommodation, you may request it at any time during the application process.

If you speak Limited English and need an interpreter, please contact the Management Office and one will be provided free of charge.

In order to comply with state and federal program regulations, we are required to ask the following questions. All information will remain confidential, except as necessary to prove that you qualify. Wherever possible, we are required to obtain third-party verification. Please be sure to provide the names, addresses, and phone numbers of the parties that can verify the information requested.

HOUSEHOLD COMPOSITION

List the head of your household and all persons who will live in the household within the next twelve (12) months. Give the relationship of each person to the head of household. A current, valid government-issued photo ID and social security card is required for each household member. Proof of age is required for all household members. Acceptable **age verifications** include, but are not limited to, (1) a valid Social Security Administration Benefit printout, (2) a Birth Certificate, (3) Military discharge papers, or (4) Government Issued Photo Identification. Ask the Community Manager about other acceptable forms.

FULL NAME	RELATIONSHIP TO HEAD	BIRTHDATE M/D/YR	SOCIAL SECURITY OR ALIEN REG #	TYPE OF PHOTO ID & ID #

Reasonable Accommodations Consideration for Persons with Disabilities

1.	Do you want to request special accommodations in the facilities (structural changes), policies (exceptions or waivers), or communications (language interpreter or sign language)?						
2.	Please check if any household member needs an apartment with special design features for:						
	□ N/A □ Mobility impairment □ Hearing impairment	Uision impair	ment				
	Other physical modifications (describe)						
	If you checked any of the above, please explain exactly what you believe is	required to acc	commodate your				
	situation:						
	Name of household member requiring the features identified above						
	Do you or any household member require the services of a live-in aide?	Yes	🗌 No				
3.	Are you or is any member of your household a victim of domestic violence, and/or stalking? Yes No If yes, please speak with Manage under VAWA.						
4.	Are any of your household members temporarily or permanently absent?	🗌 Yes	🗌 No				
	If yes, please explain						
5.	Do you expect anyone else to move in within the next twelve (12) months?	🗌 Yes	🗌 No				
	If yes, who? When?						
6.	Do you currently have a Section 8 Voucher, VASH, or any other rental subsidy?	🗌 Yes	🗌 No				
	If yes, please provide County and State where the Voucher was issued						

APPLICANT INFORMATION - This page must be completed for EVERY HOUSEHOLD MEMBER. Attach additional copy for each household member.

Applicant's Name	Best Phone Number(s) to reach you	Email Address

RESIDENCY INFORMATION – MUST PROVIDE 3 FULL YEARS' HISTORY – USE REVERSE SIDE IF NEEDED

Present Address (include city/state/zip)		☐ Rent ☐ Own ☐ Other If other, e	xplain:		gth of dency To		nthly /ment/ nt	Mortgage Balance \$
Landlord/Mortgage Co. Name	Street City	Address		State	Zip		Daytim Numbe	e Phone er
Previous Street Address (If less than 3 y address – use reverse side if necessary)	/ears a	t above	Rent		Length of	Resi To	dency	Monthly Payment/Rent \$
Landlord/Mortgage Co. Name	Street City	Address		Sta	te Zip		Daytim Numbe	e Phone er

INCOME INFORMATION

Self-Employed? If Yes, Name and	Self-Employed? If Yes, Name and Address of Business			Type of Business		
Yes No						
Employed by another?	If Yes, Name	of Applicant's	Employer			
🗌 Yes 🗌 No						
# of Years on Job	Position/Title		Rate of Pay	Name of Supervisor		
			\$ Per			
Business Address:						
City State	Zip					
		_				
Pension(s) received?		Gross Benefit				
Yes No		\$	Monthly	′early		
Name(s) of Pension(s)						
Social Security received?		Gross Benefit				
🗌 Yes 🗌 No		\$	Monthly	⁄early		

You will need to provide 8 recent, consecutive (or a minimum of 2 months) paystubs, a <u>current</u> benefit letter or statement, or other means of documenting the amount of income received, along with the name, address, and phone number of the source that can verify the income.

ANNUAL INCOME INFORMATION – INCLUDE INCOME OF ALL HOUSEHOLD MEMBERS Does <u>anyone in your household</u> receive periodic payments from the following now, or expected within the next 12 months? Use additional pages, if necessary

SOURCE OF INCOME (Check all that apply)	APPLI	CANT	CO- APPLICANT (□ Check if N/A)		TOTAL YEARLY AMOUNT <u>BEFORE</u> TAXES OR DEDUCTIONS ARE TAKEN OUT	
				1	APPLICANT	CO- APPLICANT
Social Security (Regular) and/or	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Supplemental (SSI) Disability (SSDI) State (SSP)	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
• Pension(s)	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
 Regular and/or Special Armed Forces pay (including allowances for a member of the family) 	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Veteran's Benefits	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
• Employment: 🗌 FT 📋 PT 📋 Seasonal	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Commissions Fees Tips Bonuses	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
 Self-employed or own a business (Uber, Lyft, Etsy, Ebay, food delivery, pet sitting, cleaning, etc.) 	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
 Work for someone who pays in cash 	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Unemployment Compensation	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Worker's Compensation	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Severance Pay	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
• Long- or Short-Term Disability (other than SSI)	☐ Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Death Benefits	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Welfare and/or Other CASH public aid: (not including Food Stamps or Medicaid)	☐ Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Child Support Spousal Support Alimony	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
 Student Financial Assistance or Grant(s) (Public or private - <u>not</u> including loans) 	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
 Regular Distributions from an IRA (including annual RMD) or 	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Regular payments from a Settlement (check type) Legal Insurance Lottery Inheritance	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
Rental and/or Investment Property Income	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
• Other:	🗌 Yes	🗌 No	🗌 Yes	🗌 No	\$	\$
TOTAL AMOUNT FROM ABOVE					\$	\$

7. Does any household member receive or anticipate receiving income from any other source? This includes anyone who will not be living with you paying any of your expenses and/or giving you money regularly. It also includes payments toward your rent or utilities or regularly buying household and/or personal items for you or any member of your household (not including groceries).

Yes	🗌 No	If yes, please explain _					
Household mem	ber			\$		per	
Source Name				[Phone		
Address			City		State	Zip	

ASSET INFORMATION – INCLUDE ASSETS OF ALL HOUSEHOLD MEMBERS (Now, or expected within the next 12 months)

Assets (Check all that apply)	Total # of accts	Cash Value	Annual Income from Asset	Name of Financial Institution(s)	Account Number(s)
Checking account(s)		\$	\$		
Savings account(s)		\$	\$		
		\$	\$		
 Money Market(s) 		\$	\$		
 Mutual Fund(s) 		\$	\$		
Certificates of Deposit (CD's)		\$	\$		
Individual Retirement Account (IRA)		\$	\$		
		\$	\$		
• Keogh or Other similar account(s)		\$	\$		
Annuity(ies)		\$	\$		
• Other investment/brokerage account(s)		\$	\$		
• Trust Fund(s) including Special Needs Trusts		\$	\$		
• Stocks Bonds or T-Bills		\$	\$		
Savings Bonds		\$	\$		
Life Insurance Policies		\$	\$		
Burial plot(s)		\$	\$		
Real Estate: Current home Rental pro Vacant land Vacation home Farm	operty	\$	\$		
Promissory Note Mortgage or Deed Trust <u>held by you</u> from the sale of property to <u>someone else</u>	of	\$	\$		
 Personal Property held as an <u>Investment</u>: Coins/Stamps Art/Gems/Jewelry Collector Auto Other: 		\$	\$		
 Cash or other Assets (not listed above) at home or in a Safe Deposit Box: (Explain) 		\$	\$		
Cash app Venmo Paypal Zelle Bi Crypto-currency	tcoin	\$	\$		
Other:		\$	\$		
TOTAL AMOUNT FROM A	BOVE	\$	\$		

You will need to provide a recent statement or other means of documenting each asset/account. For real estate or personal property, we will need to confirm proof of the Fair Market Value and what it would cost to sell or otherwise dispose of the property.

8.	Are any assets held jointly with someone who does not live in the household?(For example, is another person's name listed on a bank account?)					
	Yes No If yes, please explain					
9.	Has any household member disposed of any asset(s) valued at \$1,000 or more in the past 2 years for least than fair market value? This includes gifts to family.	SS				
	 Examples: Mr. Jones gave each of his three children \$500. Because the total is more than \$1,000, the gifts a treated as assets disposed of for less than fair market value. The fair market value of Mrs. Smith's house is \$100,000. A friend offered her \$90,000 and Mrs. Smi accepted the offer. Since the difference between the sale price and fair market value is more that \$1,000, the difference is treated as an asset disposed of for less than fair market value. 	th				
	Yes If yes, please explain					
	10. Has any household member received any LUMP SUM payments in the last twenty-four months (Example: ☐ Inheritance ☐ Capital Gains ☐ Legal or Insurance Settlements ☐ Lottery Winnings Pension or Annuity Disbursements ☐ Cash from the sale of an asset ☐ Othe					
	Yes If yes, please explain					
	If yes, what did you do with the funds?					
	11. Do you have a pet? Yes No If yes, what kind?					
	Breed? Weight?Lbs. Age in Years? Years Old					
	(Please complete a Pet Application)					
	12. Do you own a waterbed or any other water furniture, such as a fish tank? Yes No					
	If yes, type and size					
	(Waterbeds are not permitted above the ground floor in any multi-story building)					
	13. Has any household member filed bankruptcy within the last three years? Yes No					
	If yes: Household Member's Name:					
	Status: Pending, Date Filed: Or, Discharged, Date:	_				
	14. Has any household member <u>ever</u> been convicted of a crime?)				
	15. Has any household member <u>ever</u> been evicted for any reason?					
	 16. Is any household member enrolled in school now or within the last 6 months? Yes Will anyone become enrolled in school in the next 12 months? Yes 					
	If yes, Name of household member & school					
	17. Has any household member <u>ever</u> lived in a community owned/managed by Presbyterian Senior Living	J?				

No Yes If yes, Name of Community _____

Please note: In the event that the household becomes an ineligible student household, as described in Section 42 of the Internal Revenue Code or the HOME Final Rule, Owner may, at its sole discretion and at any point during the lease term, terminate or refuse to renew the lease.

18. Emergency Contact – Please list someone not on the application and in the immediate area.

Name	Relationship
Street Address	
City/State/Zip	Phone:

There is no penalty for not completing this section of the application. The information is used for statistical reporting to the Department of Housing and Urban Development (HUD) and PHFA, and is not used to determine eligibility for housing. Please provide the following information for the <u>head of household</u>.

RACE	
☐ White	American Indian/Alaska Native & White
🗌 Black or African American	🗌 Asian & White
Asian	Black/African American & White
American Indian or Alaska Native	🗌 American Indian/Alaska Native & Black/African American
Native Hawaiian or Other Pacific Islander	Other Multi-racial
ETHNICITY	GENDER
Hispanic or Latino	Male
Not Hispanic or Latino	Female

I/We certify that all answers given in this Rental Application are true and complete to the best of my/our knowledge and belief. I/We authorize investigation of all statements contained in this Rental Application as may be necessary to qualify for housing in the community.

I/We understand that any intentional misrepresentation or failure to disclose required information will result in the rejection of my/our application and that I/we will not be permitted to re-apply for residency in the future. I/We understand that federal law and the IRS require me/us to give truthful, complete answers regarding my/our income and student status so the landlord can determine whether I/we qualify for housing in this community.

If I/we rent an apartment and it is discovered later that I/we provided false or incomplete information about my/our qualification, I/we will be subject to eviction.

I/we understand that there is a non-refundable Application Fee for each applicant.

All applicants and co-applicants initial below:

I/We agree to provide documentation of all income and assets as required and further authorize disclosure of all information that will verify my/our income and assets. I/We hereby certify that I/We have reviewed and/or received a copy of the Resident Selection Plan for this apartment community and understand that all applicants must be eligible for the programs that funded this community and qualify under the Resident Selection Plan.

I/We authorize Presbyterian Senior Living, its subsidiaries, and its agents to investigate my/our credit worthiness, income, assets, residency history, criminal history, financial histories, and employment through any investigation, credit bureau, housing reference, or other reasonable means. I/We have read this application and understand it.

THIS RENTAL APPLICATION IS NOT A RENTAL AGREEMENT, CONTRACT, OR LEASE. ALL APPLICATIONS ARE SUBJECT TO APPROVAL.

It is our aim to ensure that this apartment community is a drug-free zone. The sale or use of illegal controlled substances will not be tolerated. By signing this application, I/we verify my/our support for this policy.

All Applicants, Co-Applicants, and Household Members must sign below.

Applicant Signature	Date
Co-Applicant Signature	Date
Other Household Member	Date
Other Household Member	Date

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 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 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).