#### Evergreen Associates Apartments

50 Evergreen Drive East Providence, RI 02914 (401) 434-9700 phone | (401) 434-9711 fax | 711 Relay



Thank you for your interest in Evergreen Associates Apartments.

Please be advised that to qualify to live at this location, applicants must meet certain eligibility requirements.

Households must be within the Income Limit Guidelines.

#### **Pre-Application Instructions:**

- 1. Complete all sections of this application. Please make sure to read all instructions throughout this application.
- 2. Signatures are required by all household members who are 18 years or older.
- 3. Only family members who will be living in the apartment need to be listed on the "Family Summary Sheet"
- 4. **Copies** of the following documents are required:
  - Birth Certificate for all household members
  - Social Security Card\* for all household members
  - Valid Photo Identification for all household members 18 years or older

- 5. <u>ALL</u> household members are <u>REQUIRED</u> to complete the following forms.
  - "Supplement to Application for Federally Assisted Housing- HUD-92006 (exp. 02/28/2019)- (Only household members who are 18 or older)
  - "Race and Ethnic Data Reporting Form" HUD-27061-H (exp. 06/30/2017)
  - **Citizenship Declaration-** The adult applicant must fill out the form for any household member under the age of 18.
    - > If you are a noncitizen with eligible immigration status you must provide the required documents listed on page 3 of the Citizenship Declaration along with a signed Citizenship Declaration and Verification Consent Form.

You can return your completed application by mail or in person with the documents required above to:

Evergreen Associates Apartments Attn: Management Office 50 Evergreen Drive East Providence, RI 02914

Applications are reviewed with management by appointment only.

Incomplete applications and applications missing required documents will be returned to the address listed on the application.

<sup>\*</sup>Each member of an applicant's household except for those who do not claim to have eligible immigration status and persons 62 and older who were already receiving federal housing assistance somewhere else on January 31, 2010, must disclose such SSN before the household may be housed. However, they do not need to have or disclose their SSN in order to be placed on the waiting list. Furthermore, they may retain their place on the waiting list if all household members required to disclose a SSN cannot do so at the time a unit becomes available for them.

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Pleas	e print clearly. Do not	use white-out. Cro	ss-out and in	itial corrections.	
				OFF	FICE USE ONLY:
Appli	cant Name(s):				
Mailiı	ng Address:				
Cell N	Number:		Home N	lumber:	
Email	Address:				
List a		vith you, (include unb	orn children a	nd live-in-aides). If y	ou anticipate any household with you.
	Name	Relationship to Head of Household	Birth Date	Social Security Number	Student Status (Must circle for each member)
1		Head			Full-time / Part-time / Not a Studen
2					Full-time / Part-time / Not a Studen
3					Full-time / Part-time / Not a Studen
4					Full-time / Part-time / Not a Studen
5					Full-time / Part-time / Not a Studen
6					Full-time / Part-time / Not a Studen
7					Full-time / Part-time / Not a Studen
8					Full-time / Part-time / Not a Studen
the ho from Total	the date of application and GROSS (before taxes) management	2 months based on the nd projecting forward nonthly income: \$n ANY source including	eir current inco d 12 months).	ome and any income of This excludes income of the come of the commission of the comm	ceived by ALL members of earned from assets (starting

Income means money from <u>ANY</u> source including Wages (tips, bonus and commission, if applicable) Military Pay, Veterans Benefits, Disability Insurance Payments, SSA (received by all household members), SSI Federal (received by all household members), SSI State (received by all household members), Child Support, Alimony, Pension, Adoption Subsidy Payments, Education Grants, Stipends, Scholarships, Trade Union Benefits, Unemployment, Self-Employment Income, Public Assistance, Interest earned from Assets, Annuities, Workers Compensation, and Recurring Contributions such as: money someone gives you to pay your bills OR gives you as spending money OR

the person uses to pay your bills directly.

Va	lue of household assets: \$	Income earned from assets: \$		
	Assets include checking and saving accounts certificates of deposit, IRA accounts (for example insurance policy, and real estate of all househol the total amount of equity in the home shall be add	e, 401K, Roth Keogh or other retirement invided members. If any household member cur	vestments), v	whole life
1.	Bedroom size required?			
2.	Do you or does any member of your household need	l any specific features or apartment designs, s	such as, whee	elchair
	accessibility, visual aids (Braille), or apparatus for h  If yes, please describe:			
3.	Do you or any member of your household own a pet	1?	□Yes	□No
	If yes, please provide the following information			
	Type of Pet:	Weight of Pet:		
4.	Please list any states you or any member of your hou (Every household member <u>MUST</u> be listed even if y			
	Head of Household:	States:		
	Other Household Member:			
	Other Household Member:			
	Other Household Member:			
5.	Have you or any member of your household ever be If yes, please list household member and describe:	-		
6.	Are you or any member of household subject to a St	rate lifetime sex offender registration in any s	state? □Yes	□No
	If yes, please list which member and what state:			
	Name:	State(s):		
7.	Have you or any member of household ever been ev If yes, please list household member and describ		□Yes	
8.	As of January 31, 2010, were you 62 or older and re	ceiving HUD rental assistance at another loc	ation? □Ye	es□No
9.	Have you or any member of household ever rented a If yes, please list dates: From:		□Ye	es□No
10.	Does the household have a Federal or State mobile h		□Yes	□No
	Agency: The Management Agent will not discriminate b			
	The Management Agent will not discriminate b	pased on mobile voucher holder status. This q	uestion is as	ked for

the sole purpose to: (1) determine an applicant household's ability to pay rent for a unit that does not have project based rental subsidy; or (2) advise applicant households who are applying for a unit with project-based rental subsidy that if they move into such a unit that already has subsidy with the unit, they will be required by their voucher agency to give up their mobile voucher.

11. How did you hear about the property?	
Certification of applicant: (All adult applicants, 18 or older, mu	ust sign the Pre-Application.)
I/We certify that all information in this application is true to the b	best of my/our knowledge and I/we understand
<ul> <li>in this application to be true and that the owner/mana investigating and accepting this Pre-Application;</li> <li>✓ that the owner/manager/agent will rely on the inform determination that Applicant is eligible and qualified</li> </ul>	this apartment, I, Applicant, do represent all information ager/employee/agent may rely on this information when nation provided by the Applicant, once verified, to make a d for housing. Thich I have submitted a Pre-Application, of any change of
I/We understand I/We must pay a security deposit for an apartment for housing will be based on applicable income limits and by mainformation in this application is true to the best of my/our known information may be punishable by law and will lead to denial of All adult applicants, 18 or older, must sign application. By significantly employees to run criminal background checks including the sext landlord(s)/tenant history inquiries.	inagement's Tenant Selection Plan. I/We certify that all vledge and I/We understand that false statements or this application.  ing below, you authorize the management agent and its
Applicant hereby releases, remises and forever discharges, from a managers and employees or agents, both of landlord and their cre investigating, or credit checking this application, and will hold had otherwise limited by laws relating to the use of personal information.	edit checking agencies in connection with processing, armless from any suit or reprisal whatsoever, except as
Please note that this is a <b>Preliminary Application to be placed</b> Additional information will be required at a later date to complet will be required so that information may be obtained from source Administration, Dept. of Social Welfare, Health Care Providers, development is financed by the Department of Housing and Urba Willfully False Statement or Misrepresentation on this rental approximation.	te the processing of this application. Signed release forms es such as, but not limited to Social Security Credit and Criminal Reporting Agencies. Because this an Development, it is a Criminal Offense to make a
It is your responsibility to keep us informed in writing of any any income or household composition changes that may affect	
Signature of Head of Household	Date
Signature of Adult Applicant	Date
Signature of Adult Applicant	Date

Signature of Adult Applicant	Date

**PENALTIES FOR MISUSING THIS CONSENT:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures of 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, for misusing the social security number as provided under 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).

#### RIGHT TO REASONABLE ACCOMMODATION

The Agent for this property provides persons with disabilities the opportunity to request a reasonable accommodation in order to apply to and participate in such programs and activities. The Agent for this property will consider a reasonable accommodation, upon request, for qualified people with disabilities when an accommodation is necessary to ensure equal access to the development, its amenities, services and programs. Reasonable accommodations may include changes to the building, grounds, or an individual unit; changes to policies, practices, and procedures; and mitigating circumstances.

#### **LIMITED ENGLISH PROFICIENCY**

The Agent provides people whose primary language is not English and as a result have limited English proficiency, the opportunity to request free language assistance to apply to or participate in its programs and activities.

#### FAIR HOUSING/EQUAL OPPORTUNITY INFORMATION

The Agent for this property does not discriminate on the basis of race, color, religion, national origin, gender, disability, familial status, marital status, sexual orientation, genetic information, veteran/military status, receipt of public assistance, ancestry, age, gender identity or other basis prohibited by federal, state, or local law in the access or admission to its programs or employment or its programs, activities, functions or services.







Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

#### SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization**: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update**, **remove**, **or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:				
Mailing Address:				
Telephone No:	Cell Phone No:		_	
Name of Additional Contact Person or Organization:			_	
Address:				
Telephone No:	Cell Phone No:			
E-Mail Address (if applicable):				
Relationship to Applicant:				
Reason for Contact: (Check all that apply)				
Emergency	Assist with Recertification P	rocess		
Unable to contact you	Change in lease terms			
Termination of rental assistance	Change in house rules			
☐ Eviction from unit ☐ Late payment of rent	Other:			
<b>Commitment of Housing Authority or Owner:</b> If you are apprarise during your tenancy or if you require any services or special issues or in providing any services or special care to you.				
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.				
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.				
Check this box if you choose not to provide the contact	information.			
Signature of Applicant		Date		

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 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. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

## Race and Ethnic Data Reporting Form

**Signature** 

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

OMB A	Approval No.	2502-0204
	(Exp.	06/30/2017)

Name of Property	Project No.	Address of Property	
Name of Owner/Managin	g Agent	Type of Assistance or Pro	gram Title
Name of Head of Househ	old	Name of Household Member	
Date (mm/dd/yyyy):			
	Ethnic Categories*	Select One	
Hispanic or l	Latino		
Not-Hispanio	c or Latino		
	Racial Categories*	Select All that Apply	
American In	dian or Alaska Native		
Asian			
Black or Afr	ican American		
Native Hawa	niian or Other Pacific Islander		
White			
Other			

**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.

Date

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 incompliance 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 cohead 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.

#### 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.

## **INSTRUCTIONS:** Complete this Declaration for each member of the household listed on the Family Summary Sheet

LAST NAME		
FIRST NAME		
RELATIONSHIP TO HEAD OF HOUSEHOLD	SEX	DATE OF BIRTH
SOCIAL SECURITY NO	ALIEN REGISTRATION N	NO
ADMISSION NUMBER94, Departure Record)	if applicable	(this is an 11-digit number found on DHS Form I-
NATIONALITY legal allegiance. This is normally but not always	ys the country of birth.	ter the foreign nation or country to which you owe
SAVE VERIFICATION NO		
(to be entered by	y owner if and when r	eceived)
NACEDIA CONTRACTOR OF THE PROPERTY OF THE PROP		

INSTRUCTIONS: Complete the Declaration below by printing or by typing the person's first name, middle initial, and last name in the space provided. Then review the blocks shown below and complete either block number 1, 2, or 3:

#### PENALTIES FOR MISUSING THIS FORM

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



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#### **DECLARATION**

	hereby declare, under
alty of perjury, that I am	
	(print or type first name, middle initial, last name):
1. A citizen or national o	f the United States.
letter. If this block is	nd return to the name and address specified in the attached notification checked on behalf of a child, the adult who will reside in the assisted unit for the child should sign and date below.
(1) The following	re a citizen or national of the United States, you must submit proof of such status. documents will be accepted as proof of citizenship  States (U.S.) Passport
(2) The following	documents will be accepted as proof of citizenship when proof of identity is also provided irth Certificate
(b) Certifi	cation or Report of Birth Abroad issued by USCIS or the State Department itizen ID card issued by USCIS
(d) U.S. N	faturalization Certificate issued by U.S. Citizenship & Immigration Services (USCIS) cate of Citizenship issued by USCIS
(f) Ameri	can Indian card issued by USCIS for the Kickapoo tribe Adoption Decree
(h) Evidei	nce of Civil Service employment by U.S. Government before 6/1/1976 al Military Record of Service showing U.S. place of birth (i.e. a DD-214)
(j) North	ern Mariana ID card issued by USCIS to a naturalized citizen born before 11/4/1986
(3) Proof of Identi	t of U.S. hospital birth record established at the time of birth ty includes
(a) Driver	
(b) Certain inform	n government issued ID cards with photo (if no photo, must include identifying
	government issued ID and documents, including Certificate of Indian Blood
` /	are or nursery record (minors only)
	record or report card (under 16 only)
(f) Schoo	ID with picture
	filitary ID, U.S. Military Dependent ID or U.S. Military Draft Record (over 16 years only)
Signature	Date



☐ Check here if adult signed for a child,

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☐ 2. A	noncitizen with eligible immigration status as evidenced by one of the documents listed below:
If you che	cked this block, you must submit the following documents:
From	non-citizens claiming eligible status who is 62 or older:
a. b.	
From	non-citizens claiming eligible status who is not 62 or older:
a. b. <u>AND</u>	
c.	One of the following documents:
1. 2.	<ul> <li>a. "Admitted as a Refugee Pursuant to Section 207";</li> <li>b. "Section 208" or "Asylum";</li> <li>c. "Section 243(h)" or "Deportation stayed by Attorney General"; or</li> <li>d. "Paroled Pursuant to Section 212(d)(5) of the INA."</li> </ul>
٥.	<ul> <li>a. A final court decision granting asylum (but only if no appeal is taken);</li> <li>b. A letter from an DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (application filed was before October 1, 1990);</li> <li>c. A court decision granting withholding of deportation; or</li> <li>d. A letter from an asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).</li> </ul>
4.	
5.	Other acceptable evidence. If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.
verification behalf of below. If	ck is checked, sign and date below and submit the documentation required above with this declaration and a on consent format to the name and address specified in the attached notification. If this block is checked on a child, the adult who will reside in the assisted unit and who is responsible for the child should sign and date for any reason, the documents shown in subparagraph c above are not currently available, complete the Requestion block below.
Signature	Date



☐ Check here if adult signed for a child.

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#### **EXTENSION**

I hereby certify that I am a noncitizen with eligible immigr to support my claim is temporarily unavailable. Therefore, evidence. I further certify that diligent and prompt efforts	
Signature Date	
Check here if adult signed for a child.	
☐ 3. I am not contending eligible immigration star assistance.	tus and I understand that I am not eligible for housing
	ligible for assistance. Sign and date below and forward this otification. If this block is checked on behalf of a child, the below.
Signature	Date
Check here if adult signed for a child.	



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## **Verification Consent Form**

**INSTRUCTIONS:** Complete this format for each noncitizen family member who declared eligible immigration status on the \*\*Citizenship\*\* Declaration format. If this format is being completed on behalf of a child, it must be signed by the adult responsible for the child.

CONSENT	
I, hereby consent to the following:	
(Print or type first name, middle initial, last name) hereby consent to the following:	
<ol> <li>The use of the attached evidence to verify my eligible immigration status to enable me to receive assistance for housing; and</li> </ol>	financial
2. The release of such evidence of eligible immigration status by the project owner without respons further use or transmission of the evidence by the entity receiving it to the following:	bility for the
a. HUD, as required by HUD; and	
b. The DHS for purposes of verification of the immigration status of the individual.	
NOTIFICATION TO FAMILY:	
Evidence of eligible immigration status shall be released only to the DHS for purposes of establishing elifinancial assistance and not for any other purpose. HUD is not responsible for the further use or transmis evidence or other information by the DHS.	
Signature Date	
☐ Check here if adult signed for a child.	

## **Family Summary Sheet**

Member No.	Last Name of Family Member	First Name	Relationship to Head of Household	Sex	Date of Birth
Head					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					