



MARSHALL MANOR
109 Manor Lane
Milford, DE 19963



(302) 422-2446
email: marshallmanor@ecpmgt.com

TDD#: 711

Enclosed is the application that you requested. Please fill it out **completely** and return it with the following items:

- copies of drivers' licenses or photo ID's for all adult household members
- copies of social security cards for all household members
- copies of birth certificates for all household members.

If you have any questions, please call our office at (302) 422-2446. Thank you for considering our property.

Sincerely,

Property Manager

NOTICE TO APPLICANTS

PLEASE BE ADVISED THAT FEDERAL LAW AND THE IRS REQUIRE YOU TO GIVE TRUTHFUL, COMPLETE ANSWERS REGARDING YOUR INCOME AND STUDENT STATUS SO WE CAN DETERMINE WHETHER YOU QUALIFY FOR A LOW-INCOME UNIT.

IF WE LEASE A LOW-INCOME UNIT TO YOU BUT LATER DISCOVER THAT YOU PROVIDED FALSE OR INCOMPLETE INFORMATION ABOUT YOUR QUALIFICATIONS, YOU WILL BE SUBJECT TO EVICTION UNDER THE LEASE.

This institution is an equal opportunity provider.



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<i>Office use only</i>	
date	_____
time	_____

APPLICATION FOR HOUSING

The information below is requested for the purpose of qualifying for an apartment. All information provided by the applicant will be kept confidential.

FULL NAME OF APPLICANT _____
 PERMANENT ADDRESS _____
 MAILING ADDRESS IF DIFFERENT _____
 PHONE (DAY) _____ (EVENING) _____

FULL NAME OF CO-APPLICANT _____
 PERMANENT ADDRESS _____
 MAILING ADDRESS IF DIFFERENT _____
 PHONE (DAY) _____ (EVENING) _____

Each household member age 18 and over must fill out an Income page and an Asset page and sign the criminal background disclosure and final page of this application.

Information below is required for all persons to occupy the unit including those listed above.

NAME	SEX	BIRTH DATE	AGE	RELATIONSHIP	SOCIAL SECURITY #
1. _____	_____	_____	_____	head of household	_____
2. _____	_____	_____	_____	_____	_____

Do you anticipate any change in household composition during the next 12 months? _____
 If YES, please describe the change: _____

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Income

One of these pages must be completed by each household member age 18 and older.

Applicant's Name: _____

CURRENT LANDLORD'S NAME _____ PHONE #: _____
MAILING ADDRESS _____
MONTHLY RENTAL AMOUNT \$ _____ LENGTH OF OCCUPANCY _____ DATE LEASE EXPIRES _____
REASON FOR MOVING _____

IF YOU HAVE RESIDED AT YOUR CURRENT ADDRESS FOR FEWER THAN 5 YEARS COMPLETE THE FOLLOWING:

YOUR PREVIOUS ADDRESS _____
PREVIOUS LANDLORD'S NAME _____ PHONE #: _____
MAILING ADDRESS _____
REASON FOR MOVING _____

EMPLOYER'S NAME _____
EMPLOYER'S ADDRESS _____
EMPLOYER'S PHONE # _____
ANNUAL INCOME \$ _____ DATE EMPLOYMENT BEGAN _____
POSITION HELD _____

<u>OTHER INCOME</u>	<u>MONTHLY AMOUNT</u>	<u>COMMENTS</u>
PUBLIC ASSISTANCE OR TANF	\$ _____	
ALIMONY	\$ _____	
CHILD SUPPORT	\$ _____	
Support is (circle which applies) Court Ordered Agency Private Agreement		
FROM NON-HOUSEHOLD MEMBERS	\$ _____	
MILITARY	\$ _____	
PENSION	\$ _____	
SOCIAL SECURITY	\$ _____	Claim # _____
SSI	\$ _____	Claim # _____
UNEMPLOYMENT	\$ _____	
VA BENEFITS	\$ _____	
OTHER (EXPLAIN)	\$ _____	

Are you enrolled as a student? _____ If YES, where? _____
Do you receive student financial assistance? _____ If YES, from whom? _____

Do you pay someone to care for your child(ren) so that you can work or attend school? _____
If YES, fill in that person's name and mailing address: _____

If you are age 62 or older or disabled at any age, do you have out-of-pocket medical expenses or expenses related to a disability? _____

If you have additional income from any source not included on this page (such as a second job) please give details below:

Applicant's signature _____ Date _____

Assets

One of these pages must be completed by each household member age 18 and older, even those with no assets

Applicant's Name: _____

To be filled out by the household member named above

Please answer every question

Under Federal regulations we must verify the value of assets held by each household.

The regulations state:

Assets are items of value other than necessary personal items and are considered along with verified income to determine the eligibility of a household.

If you have any of the following, please indicate the **name and mailing address** of the bank or financial institution as well as the current value of the asset. **If you do not have an item listed, please indicate that in the space.**

CHECKING account # _____ at _____

SAVINGS account # _____ at _____

CERTIFICATE OF DEPOSIT account # _____ at _____

MONEY MARKET _____

STOCKS _____

BONDS _____

IRA _____

401K _____

OTHER RETIREMENT _____

WHOLE LIFE INSURANCE _____

REAL ESTATE _____

Location of property _____

Name and address of mortgage lender _____

Do you own this property jointly with someone who is not a member of your household? _____

ADDITIONAL ASSETS (DESCRIBE) _____

Have you disposed of any assets for less than fair market value during the past two years? _____

If YES, give details:

Applicant's signature _____

Date _____

CRIMINAL BACKGROUND REPORTS

Marshall Manor will require a criminal background check on all adult persons prior to being accepted for residency at this property.

An applicant will be rejected if the report shows any one of the following:

- a. One or more convictions for a violent crime in the past ten (10) years.
- b. One or more convictions for the illegal manufacture, distribution, use or possession of a controlled substance in the past ten (10) years.
- c. One or more felony convictions for theft, burglary or robbery in the past ten (10) years.
- d. a conviction for a sex offense

To obtain a report the management will run a computerized criminal background check on the applicant.

Please list the names of every household member age 18 and over.

Head of Household: _____

Co-Applicant: _____

Other adult members: _____

I understand that the Owner/Manager has a right to deny occupancy of a unit in this complex if an applicant, or any adult member of an applicant's household, has a history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety or welfare of other tenants.

I hereby acknowledge that I have read and understand the above statements.

_____ signature date

_____ signature date

_____ signature date

_____ signature date

If a household member has special needs as defined by the Americans with Disabilities Act, or has special requests, please explain what accommodations are required:

I understand that if I am accepted for residency and Rural Development Rental Assistance is available to subsidize my rent, I must accept that Rental Assistance and may not accept a subsidy through the Section 8 Voucher Program or any other federal, state or local rent subsidy program.

I hereby authorize management or its agent to investigate my past history for the purpose of determining approval of this application for residency. This consent includes any history of residency, employment, credit and any other references the management deems necessary. Please note: This is an application and gives no lease or rental rights. Additional information will be required at a later date to complete processing. Falsified statements on this form shall be considered sufficient cause for denying lease rights. By signing this form you are certifying that all the information is true and complete; and that the unit you are applying for will be your household's permanent residence and you do not maintain a separate residence elsewhere.

Tenant may be permitted to have a guest(s) visit their household. However, an adult person(s) making recurring visits or one continuous visit of 14 days and/or nights in a 45 day period without consent of the management will be counted as a household member(s).

applicant DATE management DATE
co-applicant DATE
other adult DATE

The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way.

ETHNICITY (CIRCLE ONE) HISPANIC/LATINO NON-HISPANIC/LATINO
MINORITY (CIRCLE ONE) AMERICAN INDIAN OR ALASKAN NATIVE ASIAN BLACK OR AFRICAN
AMERICAN NATIVE HAWAIIAN OR PACIFIC ISLANDER WHITE

FOR OFFICE USE ONLY DO NOT WRITE BELOW
CREDIT REPORT
CURRENT RESIDENCE
PREVIOUS RESIDENCE
EMPLOYMENT
OTHER INCOME
ASSETS
CRIMINAL BACKGROUND REPORT

SIX MONTH UPDATE
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.



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By signing below, I do verify that I have received a copy of "Things You Should Know About USDA Rural Rental Housing".

Applicant/Tenant

date

Property Manager

date

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Rural Housing and Community Programs

Things You Should Know About USDA Rural Rental Housing

Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification

Penalties for Committing Fraud

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

How To Complete Your Application

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
 - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
 - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
 - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
 - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
 - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
 - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

Ask for Help If You Need It

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

Before You Sign the Application

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

Tenant Recertification

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must immediately report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

Report Abuse: If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

PA 1998
December 2008

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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