

# APPLICATION COVER LETTER

**Property Name:** KENNEWICK PERRY SUITES Property  
**Address:** 66 N. Perry St. Apt, D102, Kennewick, WA 99336  
**Phone:** (509)820-1970  
**E-mail:**kpstreehouse@gmail.com

**Dear Future Tenant,**

Welcome and thank you for applying to live at the **KENNEWICK PERRY SUITES**. Please take a few minutes to read over our requirements for filling out and returning our application package. We hope that you will soon be calling our apartments your new home. Should you have any questions or concerns please give me a call at the phone number above. All interested individuals have the right to complete and submit an application.

## **Filling out the application:**

The application package may include one or more rental applications, income/asset questionnaires, citizenship/non-citizenship forms (for each household member), emergency contact forms and possibly other forms as required by the property. Each adult must complete a separate application package. The Supplement to Application for Federally Assisted Housing emergency contact form(s) is required by HUD. It is optional for you to provide additional contact information, but very useful for applicant/tenant contact for housing providers. Included in this cover letter is information regarding the policies of our apartment community regarding eligibility and our procedures for selecting tenants. More information is contained in our Tenant Selection Plan which is available upon request.

When completing the application package, please sit down and allow yourself a few minutes to read it over first, then fill it out in its entirety. This should take you about 20-30 minutes. You will need to fill it out to the best of your knowledge. Please do not leave any blank spaces or if you make a mistake please cross-out rather than using white out. If a question does not apply to you please write out the words "Not Applicable". Be sure to sign and date the application and the other forms. If you need assistance in completing the application package, we will be happy to help you. If you have a disability and require a reasonable accommodation related to the completion and return of the application, please feel free to request one.

Once you have completed and signed our rental application package, you will need to either bring it back to our office or mail it to the rental office. We will accommodate persons with disabilities who, as a result of their disabilities, cannot read or understand our application documents or utilize our preferred application process by providing alternative methods of taking applications. Please let us know if you need an accommodation. We will look over the completed application packets. As a result of our review, will either offer you an available unit, place you on the waiting list or find you ineligible based on information provided. Regardless of the disposition of your application, we will advise you in writing on our application status notification within 10 days of receiving your completed application(s).

## **Who is Eligible to live at our Property?**

This property is a HUD Project-Based Section 811 PRACS for Developmentally Disabled/ Mobility impaired individuals and families. The occupancy and income limits for this property are posted at the property or you can call for information. Our priority is to take the extremely low or very low income (below 50% median income) chronologically thereafter until our income limit goals are met for the year.

Rents at this property are all HUD subsidized and are equal to 30% of your monthly adjusted income. Water, sewer, garbage are included in your rent. You will receive a rent credit each month to help pay your electric bill.

A background screening will be performed on all applicants as they get closer to the top of the waiting list. The property (not the applicant) will pay the cost of the screening. We perform screening to determine such things as acceptable prior rental and criminal history, public records and credit history (poor credit history is not a major factor in application review).

## **The Waiting List**

We will choose applicants off of our waiting list in chronological order from the date and time they submit their application within the income targeting and/or other criteria associated with this property and HUD. We have 1 bedroom apartments. You are also welcome to request any reasonable accommodations or modifications to the units, site property policies or procedures to accommodate a disability. Please indicate on your application if you believe you qualify for an accommodation.

For office use only  
Date Application given \_\_\_\_\_  
Applicants Name \_\_\_\_\_  
Applicants Phone# \_\_\_\_\_  
Alternate Phone# \_\_\_\_\_  
Special requests/needs: \_\_\_\_\_

If you are placed on our waiting list, it will be important that you update us with any changes in your household. Changes such as change of address, phone number, household size, members or income are very important to tell us immediately. You will also need to contact us at least every 6 months to let us know that you are still interested in remaining on our waiting list. If you do not contact us, we may send you a letter (at your last known address) asking for your continued interest in remaining on our waiting list. If we do not hear back from you, we may have to remove your name from our waiting list, so please keep us informed of changes.

### **When an Apartment will be coming available:**

You will be contacted in chronological order from the waiting list when a unit becomes available or will be available soon. It is a requirement to contact all applicants at the top of the list every time a unit becomes available. Please be available by phone so we may contact you when your name comes to the top of the waiting list. If we have trouble getting hold of you, we may have to skip over or remove your application based on our policies in our Tenant Selection Plan.

Once being contacted by the manager you will be required to come into the rental office to finalize your application process within 10 days. This is when we will perform the background screening and start the verification process to verify all of your income/assets and expenses for your rent calculation. All persons expected to reside in the unit will be required to complete citizenship review and other forms at that time, if not already provided. All adult household members must come for the same final interview, including children that are expected to reside with you.

Please bring with you picture ID and original social security cards for all potential household members. Birth certificates and/or custody papers may also be required for verification of eligibility of age or family composition. Verification of Social Security numbers are required for all household members prior to move-in. There are alternatives to the actual Social Security Cards if you do not have the original. For example; Driver's license with SSN, identification card issued by a federal, state, or local agency, a medical insurance provider, employer or trade union, earning statement on payroll stubs, bank statement with SSN, Form 1099, benefit award or retirement benefit letter, life insurance policy or court records with the SSN. There are also alternatives to birth certificates such as passports, naturalization certificates and other options. Please ask the site manager if you have any questions. We may ask you to bring additional documents with you also to speed up the application process.

Please also bring with you proof of current income, assets and/or expenses of ALL potential household members. A final decision regarding your eligibility cannot be made until all of the above information has been verified, received and reviewed. Once you have passed our final screening requirements, and an apartment is available that meets your needs and requirements you will be notified to start the move-in process.

### **The Move-in**

When we have accepted you as a new tenant, a date for moving into your new apartment will be set. The manager will calculate your rent based on verifications received back from third party sources and information provided by you. Payment of a full security deposit and pet deposit (with payment plan if applicable) will be requested at that time. If your move-in date is other than the 1st of the month, your rent will be pro-rated for that month only.

You will be required to sign a lease, house rules, rent calculation certification and other property policies and addendums. We will conduct a walk-thru move-in inspection of your new apartment with you and keys will be given to you at that time. You must accompany the manager during the move-in inspection and sign a walk-thru form if you accept the unit condition. If you have any questions regarding completing the application, about the disposition of your application or about the property or regulations, please do not hesitate to call us. We look forward to hearing from you.

Kennewick Perry Suites Manager : **Zandra Zupan**



Kennewick Perry Suites does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person (agency) named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). (TDD 711 for hearing impaired). We do business in accordance with the Federal Fair Housing Act and provide persons with disabilities reasonable accommodation upon request. Persons with language barriers may request or arrange interpretation alternatives or services.

# Kennewick Perry Suites

66 N. Perry Street,  
Apartment D102  
Kennewick, WA 99336  
Phone (509)820-1970

Email: [kpstreehouse@gmail.com](mailto:kpstreehouse@gmail.com)

## Application for Affordable Housing

**APPLICATION TO RENT**

**Size of Unit Required:** 1BR

Mobility Accessible Unit

**Each adult over the age of 18 must complete a separate application and all household members must provide a social security number\_**

Applicant's (LEGAL) Name

Soc. Sec.#

Birthdate

Driver's License # and State

Spouse/Co-Applicant's Name

Soc. Sec.#

Birthdate

Driver's License # and State

**Other persons to occupy rental property:**

Name

Soc. Sec.#

Birthdate

Relationship

Name

Soc. Sec.#

Birthdate

Relationship

Name

Soc. Sec.#

Birthdate

Relationship

Name

Soc. Sec.#

Birthdate

Relationship

### RESIDENCE/ RENTAL HISTORY

All rental history listed will be verified. Include rentals, living with friends/relatives, shelters, institutions, group homes, hospitals, etc. Attach additional paper if necessary.

Applicant's Present Address

City

State

Postal Code

Move-In Date

Applicant's Present Phone#

Present Landlord

Landlord Phone #

Applicant's Previous Address

City

State

Postal Code

Move-In Date

Move-Out Date

Previous Landlord

Landlord Phone #

Applicant's Previous Address

City

State

Postal Code

Move-In Date

Move-Out Date

Previous Landlord

Landlord Phone#

**List all Previous States resided in:**

### EMPLOYMENT HISTORY / GROSS INCOME

APPLICANT Employed by

\$ Salary / Wage # of Hrs/Wk

Supervisor's Name

How long?

Address

City

State

Postal Code

Phone#

Occupation / Department

APPLICANT Employed by

\$ Salary/ Wage #of Hrs/Wk

Supervisor's Name

How Long?

Address

City

State

Postal Code

Phone#

Occupation / Department

### ADDITIONAL INCOME - Monthly

Pension\$ \_\_\_\_\_ Social Security \$ \_\_\_\_\_ Social Security Disability\$ \_\_\_\_\_ SSI \$ \_\_\_\_\_ Unemployment\$ \_\_\_\_\_

Child Support\$ \_\_\_\_\_ Public Assistance\$ \_\_\_\_\_ Other\$ \_\_\_\_\_ Source \_\_\_\_\_

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## ASSETS

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Name of Bank or Savings and Loan \_\_\_\_\_ Address, City, State, Postal Code \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Checking Balance Savings Balance CD Balance Escrow Balance Stock Value Other

Income (Interest/Dividends) earned from all assets per year\$ \_\_\_\_\_ - Real Estate Holdings-Market Value\$ \_\_\_\_\_

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## IMPORTANT INFORMATION

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Name of Applicant's Nearest Relative/ Friend _____	Relationship _____	Address, _____	City, State _____	Postal Code _____	Phone# _____
Name of Applicant's Nearest Relative/ Friend _____	Relationship _____	Address, _____	City, State _____	Postal Code _____	Phone# _____

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## Eligibility Determinations

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- Yes  No Are you currently receiving rental assistance from HUD (Tenant based or Project based)?
- Yes  No Are you, or anyone who will be occupying the unit required to register as a sex offender?
- Yes  No Have you, or anyone who will be occupying the unit, been evicted in the last 3 years from federally assisted housing for drug related criminal activity?
- Yes  No Do you qualify for Senior Housing (62 years or over)?
- Yes  No Do you require the features of an accessible unit and wish to be on the waiting list for mobility impaired accessible units? (Will be verified)
- Yes  No Do you require a unit designed for  Hearing and/or  Sight impaired?
- Yes  No Are you currently an illegal user of a controlled substance?
- Yes  No Have you ever been convicted of the illegal manufacture or distribution of a controlled substance?
- Yes  No Has your assistance or tenancy in a subsidized housing program ever been terminated for fraud, non-payment of rent, or failure to cooperate with recertification procedures?
- Yes  No Are you currently a full-time student?
- Yes  No Are you currently a part-time student?
- Yes  No Have you been displaced by government action or a presidential declared disaster?
- Yes  No Will this be your primary residence?
- Yes  No Do you have a pet?
- Yes  No Do you have a service animal?
- Yes  No Are you, or anyone who will occupying the unit enrolled as a student in an institute of higher education?
- How did you learn about this housing? \_\_\_\_\_
- 

**Declaration of Citizenship** - Check 1, 2, or 3 which ever one you qualify for:

1. A citizen or national of the United States
2. A Non citizen with eligible immigration status
3. Not contending eligible immigration status and I understand that I am not eligible for financial assistance

**NOTE: The application must be complete, signed by applicant, and Kennewick Perry Suites before you can be placed on a waiting list. To remain on a waiting list, you must make contact to the community(s) in which you have applied every six months.**

In accordance with State and Federal laws you are hereby notified that an investigation may be made by \_\_\_\_\_ a background and reporting agency, of the information you provide on this Application, together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accuracy of information provided or by the entities you have disclosed above, and, upon written request, the right to a complete and accurate disclosure of the nature and scope of

the investigation and/or a written summary of your rights under the WA Fair Credit Reporting Act. Direct all inquiries to: Kennewick Perry Suites The venue for any legal action or proceedings related to this transaction, or breach of contract, or default, whether a lawsuit is filed or not, shall be properly laid in Spokane County, Washington. I/We certify that to the best of my/our knowledge all statements made herein are true and correct. **By signing below, I/We authorize Kennewick Perry Suites to obtain such credit reports, character reports, verification of rental and employment history it deems is necessary to verify all information set forth in the above Application, and provide an investigative report to the undersigned Landlord. I/We further understand that false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction. I also hereby release anyone furnishing information for the investigative report from all liability and responsibility that may result from providing said information.**

**I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature- Kennewick Perry Suites Manager

\_\_\_\_\_  
Date

*Kennewick Perry Suites does not discriminate against any person because of race, color, religion, sex, sexual orientation, gender identity, familial status, national origin, marital, or handicap status in the admission or access to or treatment or employment in their federally assisted programs and activities. As such, we are required to provide reasonable auxiliary aids and services necessary for effective communication with persons with disabilities when requested. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988): **Department Manager, Residential Division, 818 W Riverside, Suite 300, Spokane, WA 99201, (509) 459-6102, fax (509) 344-4939.***

*A copy of the Tenant Selection Plan for each property is available upon request.*

FOR OFFICE USE ONLY
Date Received _____
Time Received _____

Equal Housing Opportunity



# Kennewick Perry Suites

## STATISTICAL QUESTIONNAIRE

. Please complete one for each family member over the age of 18.

### Minority & Ethnicity:

Minority: (*circle one*) White Black Asian Pacific Islander Native American

Ethnicity: (*circle one*) Hispanic Non-Hispanic

### Special Needs Population: (Check all those that apply)

The following information is voluntary and will not be used to determine eligibility or suitability.

- |  |   |
|--|---|
| <input type="checkbox"/> Developmentally Disabled                              | <input type="checkbox"/> People Living with HIV/AIDS              |
| <input type="checkbox"/> Survivors of Domestic Violence                        | <input type="checkbox"/> Substance Abusers and People in Recovery |
| <input type="checkbox"/> People Living with Chronic Mental Illness             | <input type="checkbox"/> Physically Challenged                    |
| <input type="checkbox"/> Traumatic Brain Injured                               | <input type="checkbox"/> Veterans                                 |
| <input type="checkbox"/> Frail Elderly   | <input type="checkbox"/> Population At-Risk of Homelessness       |
| <input type="checkbox"/> Mentally-ill, chemically addicted                     |   |
| <input type="checkbox"/> Multiple Special Needs ( <i>Specify Needs</i> ) _____ |   |



# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- **Evicted** from your apartment or house.
- **Required to repay** all overpaid rental assistance you received.
- **Fined** up to \$10,000.
- **Imprisoned** for up to five years.
- **Prohibited** from receiving future assistance.
- **Subject** to State and local government penalties.

## Do You Know...

**You are committing fraud if you sign a form knowing that you provided false or misleading information.**

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

**(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees:** HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410



# *Kennewick Perry Suites*

## Owners Notice No. 1

Date: /.....

**Property Name:** Kennewick Perry Suites  
**Address:** 66 N. Perry St.  
Apartment D102  
Kennewick, WA 99336

**Telephone:** 509-820-1970  
**Email:** kpstreehouse@gmail.com

**TO:** \_\_\_\_\_

Dear .....

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than U.S. citizens or nationals, or certain categories of eligible noncitizens, in the following HUD programs:

- a. Section 8 Housing Assistance Payments programs;
- b. Section 236 of the National Housing Act including Rental Assistance Payment (RAP);  
and
- c. Section 101/Rent Supplement Program.

You have applied, or are applying for, assistance under one of these programs; therefore, you are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. You must do the following:

1. Complete a Family Summary Sheet, using the attached blank format to list all family members who will reside in the assisted unit.
2. Each family member (including you) listed on the Family Summary Sheet must complete a Citizenship Declaration. If there are 10 people listed on the Family Summary Sheet, you should have 10 completed copies of the Citizenship Declaration. The Citizenship Declaration has easy-to-follow instructions and explains what, if any other forms and/or evidence must be submitted with each Citizenship Declaration.
3. Submit the Family Summary Sheet, the Citizenship Declarations, and any other forms and/or evidence to the name and address listed below by \_\_\_\_\_

Kennewick Perry Suites  
66 N. Perry St, Apt. D102  
Kennewick, WA 99336

This Section 214 review will be completed in conjunction with the verification of other aspects of eligibility for assistance. If you have any questions or difficulty in completing the attached items or determining the type of documentation required, please contact (insert name and telephone number). He/ she will be happy to assist you. Also, if you are unable to provide the required documentation by the date shown above, you should immediately contact this office and request an extension, using the block provided on the Citizenship Declaration Format. Failure to provide this information or establish eligible status may result in your not being considered for housing assistance.

If this Section 214 review results in a determination of ineligibility, you will have an opportunity to appeal the decision. Also, if the final determination concludes that only certain members of your family are eligible for assistance; your family may be eligible for proration of assistance. That means that when assistance is available, a reduced amount may be provided for your family based on the number of members who are eligible.

If assistance becomes available and the other aspects of your eligibility review show that you are eligible for housing assistance, that assistance may be provided to you if at least one member of your household has submitted the required documentation. Following verification of the documentation submitted by all family members, assistance may be adjusted depending on the immigration status verified. You will be contacted as soon as we have further information regarding your eligibility for assistance.