



# PRE-APPLICATION

Date & Time Stamp  
(For Office Use Only)

<b>1. Personal information</b> Enter your Social Security Number <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin: 0 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> Birth date (mm / dd / yy)      Student? <input type="checkbox"/> Yes <input type="checkbox"/> No (      )      - Area Code      Telephone Number	<b>2. Name and address of head of household</b> Last name      First name      Middle initial <hr/> Mailing address      Apartment number      City      State      Zip <hr/> Address where you are currently living (if different from mailing address above)      City      State      Zip
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<b>3. Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>4. Ethnicity</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	<b>5. Race</b> <input type="checkbox"/> Native American <input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Other:	<input type="checkbox"/> Alaskan Native <input type="checkbox"/> White	<b>6a. What language/dialect do you speak at home?</b> <hr/> <b>6b. Do you need an interpreter?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**7. Disability** It is not necessary to give us details about your disability unless you are requesting an accommodation.

<b>7a.</b> Do you claim a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>7b.</b> Do you need an accommodation to help you complete the application process? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>7c.</b> Do you need an accommodation in housing features as a result of your disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**7d.** If "yes" to **7b** or **7c**, what accommodation do you request?

<b>8. Check all that apply</b>	See the <i>Application Guide</i> to determine your waiting list preference(s). <input type="checkbox"/> My household qualifies for Working Preference. <input type="checkbox"/> My household is not working, but is elderly or receives SSI. <input type="checkbox"/> My household is 62 or older. <input type="checkbox"/> My household is 55 or older. <input type="checkbox"/> My household is disabled.
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**9. Assets and Income** Provide gross amounts (before taxes) for all questions.

<b>9a. Value of family assets</b> Assets include bank accounts, investments and real estate. \$ _____	<b>9b. Total monthly income</b> Include income from all family members. You may estimate. \$ _____	<b>9c. Income source(s)</b> Check all that apply. <input type="checkbox"/> Wages <input type="checkbox"/> SSA <input type="checkbox"/> SSI <input type="checkbox"/> Pension <input type="checkbox"/> Unemployment <input type="checkbox"/> TANF <input type="checkbox"/> Interest/annuity income <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Child support <input type="checkbox"/> Other assistance: _____ <input type="checkbox"/> Someone pays my bills/gives me money: \$ _____ (list how much)
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**10. Housing programs and properties available** See the *Application Guide* for more information.

<b>10a. Project Based Section 8 / LIHTC</b> To apply for Project Based Section 8 housing, you must choose 1 or 2 properties. Select the property or properties of interest below (see attached list) Property #1: _____ Property #2: _____	<b>10b. Project Based Section 8 Only</b> To apply for LIHTC housing, check the box below: <input type="checkbox"/> Conneaut Manor	<b>10c. LIHTC Only</b> To apply for LIHTC housing, check the box below: <input type="checkbox"/> Villas at Wayne Trail	<b>10d. Market Rate</b> To apply for Market Rate housing, select the property or properties of interest below: <input type="checkbox"/> Kensington Place <input type="checkbox"/> Chelsea Village
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**11. List others who will live with you** Include unborn children and live-in aides. For **Ethnicity and Race**, use the categories in questions 4 and 5.

#	Relation	Last name	First name + middle initial	Ethnicity	Race	Sex (M / F)	Social Security Number	Birthdate (mm / dd / yy)	Disability? (Y / N)	Student? (Y / N)
1										
2										
3										
4										
5										

If you have more than five household members, please check here  and list them on a separate piece of paper.

**12. Certification of applicant:** I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that if I do not provide all of the information requested, or if I make inappropriate property selections based upon my eligibility, my name may not be added to the waiting list. I understand that my having provided any false information will result in my application being cancelled or denied. I understand that at the time I rise to the top of a waiting list, I will be required to verify the information I have provided here. I accept responsibility for keeping the property/properties for which I am applying updated of my current address and contact information, and I understand that my application may be cancelled if I fail to provide in writing any changes.

X	X
Signature of head of household      Date	Signature of spouse or co-head of household      Date

Below is a list of the properties for which you can apply and their property types:

Bella Vista Homes (PB Section 8/LIHTC)  
3804 Nicholas Road  
Dayton, OH 45417  
Phone: 937-268-1696

Chelsea Village Apartments (Market Rate)  
701 Village Lane  
Defiance, OH 43512  
Phone: 419-784-5773

Clinton Circle Apartments (PB Section 8/LIHTC)  
700 Kiser Road  
Defiance, OH 43512  
Phone: 419-782-6716

Villas of Wayne Trail (LIHTC Only-55 and over)  
701 Village Lane  
Defiance, OH 43512  
Phone: 419-784-5773

Conneaut Manor (PB Section 8 Only-62 and over)  
232 Harbor Street  
Conneaut, OH 44030  
Phone: 440-593-6338

Magnolia on Detroit (PB Section 8/LIHTC)  
8016 Detroit Avenue  
Cleveland, OH 44102  
Phone: 216-651-6040

Kenmore Village Apartments (PB Section 8/LIHTC)  
1588 Ansel Road  
Cleveland, OH 44106  
Phone: 216-231-8100

Kenmore Gardens Apartments (PB Section 8/LIHTC)  
1588 Ansel Road  
Cleveland, OH 44106  
Phone: 216-231-8100

Kensington Place Apartments (Market Rate)  
30 Severance Circle  
Cleveland Heights, OH 44118  
Phone: 216-691-1944

Maplewood Apartments (PB Section 8/LIHTC)  
531 Brower Road  
Lima, OH 45801  
Phone: 419-229-4488

Northwood Apartments (PB Section 8/LIHTC)  
531 Brower Road  
Lima, OH 45801  
Phone: 419-229-4488

Rockefeller Park Apartments  
(PB Section 8/LIHTC & Elderly/Near Elderly/Disabled)  
1588 Ansel Road  
Cleveland, OH 44106  
Phone: 216-791-8059

#### Understanding Working Preference

Families with at least one adult who is employed and has been employed for 12 consecutive months or who are active participants in an internship, or other training programs designed to prepare the individual for the job market shall be given the benefit of the working family preference.

The Working Family Preference is also extended to elderly families and to families whose head or spouse are receiving income based on their inability to work (such as SSI) or verified disability status.

The family member will be required to complete a working preference form in completing an application for housing. Prior to housing and in the process of verifying a family's information, the working adult family member will be required to sign employment verification consent form(s). Employment will then be verified with family member's employer.

#### Understanding Income Qualifying

HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to low-income families. In order for an applicant to be eligible for occupancy, the household's annual income must not exceed the applicable income limit. Income limits for each county are based on the median income of the geographic area. Household income cannot exceed 60% of the area median income at our Project Based Section 8/LIHTC properties and our LIHTC-only property. Additionally, to qualify for our Market Rate housing, the household monthly income must be equal to or greater than 3 times the determined monthly rent.