



Dear Applicant:

Thank you for your interest in **Fairlawn Village**. Fairlawn Village is a 116-unit Section 42 Low Income Housing Tax Credit family community. In order to be eligible for housing in this community, you must meet the income eligibility requirements established by the Low Income Housing Tax Credit Program and other regulatory requirements outlined in the Tenant Selection Plan. Your gross household income cannot exceed 60% of the Orange County area median income (AMI), which is currently set at the following limits:

1 Person: \$34,860 **2 People:** \$39,840 **3 People:** \$44,820 **4 People:** \$49,740
5 People: \$53,760 **6 People:** \$57,720 **7 People:** \$61,680

If you feel you fit this requirement, please complete the application and all attachments. Incomplete applications will not be accepted.

NOTE: When you come for your initial interview, you **must** provide your original Birth Certificate, Social Security Card, Alien Registration card (if applicable) on all household members and a photo ID for all members 18 years and older, as well as verification of income. If, however, you do not have a social security card at time of application and/or initial interview, you have 90 days from date you are offered a unit to provide documentation to verify your social security number. Disclosure and verification of a SSN are required before you can be housed. Additionally, a non-refundable application fee of \$15.00 per adult household member will be required at the time of your initial interview; **this must be paid in the form of a money order or cashier's check** to our office. Incomplete applications will not be accepted.

If you have any questions, please do not hesitate to contact the office. Requests for reasonable accommodations, including materials in alternate formats, may be made by contacting the site office:

Fairlawn Village
1491 Mercy Drive, Orlando, FL 32808
Phone: 407.910.1304 **Fax:** 407.237.7955
FL Relay TTY: 1-800-955-8771 **Email:** FairlawnVillage@carteretmgmt.com

Fairlawn Village will provide assistance to applicants with disabilities or with limited English proficiency in completing this document. If you have any special needs that might impact your access to the application process and require reasonable accommodation or alternate means of communication, please notify Management.

It is the policy of Fairlawn Village to provide housing on an equal opportunity basis. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin, Sexual Orientation, Gender Identity or Marital Status. If you feel that you have been discriminated against, please contact this office, the Florida Housing Finance Corporation, or the local housing authority to report such action.

All units have reinforced walls for future installation of grab bars that meet or exceed 2010 ADA Standards for Accessible Design around each tub/shower. At the request of, and at no charge to, a resident household, the Owner will purchase and install grab bars around each tub/shower.



**THIS IS A
SMOKE FREE
BUILDING**



Professionally Managed by Carteret Management Corporation

FAIR HOUSING OPPORTUNITY



1491 Mercy Drive, Orlando, FL 32808

Phone: 407.910.1304 • FL Relay TTY: 1-800-955-8771

FOR OFFICE USE ONLY – TO BE COMPLETED UPON RECEIPT OF APPLICATION

| | |
|--|-----------------------|
| Date & Time: | Management Signature: |
| Type of apartment you are applying for: <input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR | |
| How did you hear about our community? <input type="checkbox"/> Website <input type="checkbox"/> Signage <input type="checkbox"/> Drive By <input type="checkbox"/> CASL Referral <input type="checkbox"/> Other referral | |
| Who referred you? _____ | |

INSTRUCTIONS TO APPLICANT

- Each household member over 18 must complete a separate application; however, married household members may complete one joint application.
- ALL lines must be filled in. You may write "NONE" or "NO" in a line, but DO NOT leave a line blank or write N/A.
- All information must be complete and true; false, incomplete, or misleading information will cause your application to be declined.
- If a correction is needed, put one line through the incorrect information, write the correct information, and initial the change.
- As long as your application is on file with us, it is your responsibility to contact us whenever your address, telephone number or income situation changes, or if there have been changes to your household composition.
- Submitting an application does not guarantee the offer of an apartment. See Tenant Selection Plan for details on waiting list and eligibility determination process.
- We will process your application according to our standard procedures, which are summarized in the Tenant Selection Plan that is posted in the Management Office.

APPLICANT INFORMATION

| | |
|--|--------|
| Applicant Name (Head of Household): | |
| Please list any names any member of the household has used, including maiden names or any alias: | |
| Mailing Address (include City, State, Zip Code): | |
| Phone: | Email: |
| Do you speak English? (Please check one) Yes: <input type="checkbox"/> OR No: <input type="checkbox"/> If no, what language is spoken? _____ | |
| Do you need an interpreter? Yes: <input type="checkbox"/> OR No: <input type="checkbox"/> | |

HOUSEHOLD COMPOSITION

List your name and the names of persons who **will be** living with you. Please list the head of household first. Include all temporarily and permanently absent household members that are still considered living with you.

| Full Name of Household Member | Date of Birth | Sex M/F | SSN | Marital Status | Relationship to Head of Household |
|-------------------------------|---------------|------------|-----|----------------|-----------------------------------|
| | | | | | HEAD |
| | | | | | |
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Do you expect to add any additional family members over the next 12 months? Yes: No:

RESIDENCE HISTORY

You **must** report **all** places you have lived for the past five years. Attach additional sheet if necessary.

Do you currently own any real estate? Yes: No: Do you consider yourself homeless? Yes: No:

Are you seeking protection from domestic violence under the VAWA guidelines? Yes: No:

Current Address (include City, State, Zip Code):

From: _____ To: Present Reason For Moving: _____

Landlord Name: _____

Landlord Address (include City, State, Zip Code): _____

Landlord Phone: _____ Do you: Own Rent Live with others Amount of Rent: _____

Previous Address (include City, State, Zip Code):

From: _____ To: _____ Reason For Moving: _____

Landlord Name: _____

Landlord Address (include City, State, Zip Code): _____

Landlord Phone: _____ Did you: Own Rent Live with others Amount of Rent: _____

You **must** report **ALL** states you have resided in since the age of 18. It is not necessary to repeat the addresses listed above. All applicants over 18 are required to report this information. Attach extra sheet if necessary.

| Household Member | State | Household Member | State |
|------------------|-------|------------------|-------|
| | | | |
| | | | |

HOUSEHOLD INFORMATION

- Has any household member ever been evicted for drug related activity? Yes: No:
If YES, please explain with notes on the back of this page (where, when, why?).
- Has any household member, ever been convicted of a felony **and/or** sexual offense? Yes: No:
If YES, please explain with notes on the back of this page (provide State and County).
- Is any household member subject to a lifetime state sex offender registration program in any state? Yes: No:
If YES, please explain with notes on the back of this page (provide State and County).
- Have you or any member of your household ever committed fraud in a Federally Assisted Housing Program or been asked to repay money for knowingly misrepresenting information for such housing programs? Yes: No:
- Do you have any **ANIMALS**? Yes: No:
If YES, what type of animal(s)? _____ Weight? _____ How many? _____
If YES, Is this Animal an Assistance Animal? or Pet?
- Do you receive child support? Yes: No:
- Have you ever been awarded court ordered child support? Yes: No:
- Is anyone (including minors) in the household **currently** a **STUDENT**? Yes: No:
- Has anyone in the household been a student for 5 months or more within the past year? Yes: No:

If YES, to either question number 8 or 9, please complete the below table:

| Student Household Member | Full Time | Part Time | Student Household Member | Full Time | Part Time |
|--------------------------|-----------|-----------|--------------------------|-----------|-----------|
| | | | | | |
| | | | | | |

HOUSEHOLD INCOME

List all money earned or received **by everyone** living in your household. Attach additional sheet if necessary.

Household Member: _____

- Employment \$_____/month Employer: _____
Date of Hire: _____ Phone: _____
- SSI/SSDI/Social Security Benefits \$_____/month **SUBMIT CURRENT AWARDS LETTER**
- Employer Disability Payments \$_____/month Source: _____
- Child Support \$_____/month Source: _____
- Retirement Benefits \$_____/month Source: _____
- Veteran's Benefits \$_____/month Source: _____
- Worker's Compensation \$_____/month Source: _____
- W2/TANF \$_____/month Source: _____
- Contributions \$_____/month Source: _____
- Gig Work (Uber, Lyft, Shipt, Pet Sitting etc.) \$_____/month Source: _____
- Other: _____ \$_____/month Source: _____

Do you anticipate any changes to income in the next 12 months? Yes: No:

Household Member: _____

- Employment \$_____/month Employer: _____
Date of Hire: _____ Phone: _____
- SSI/SSDI/Social Security Benefits \$_____/month **SUBMIT CURRENT AWARDS LETTER**
- Employer Disability Payments \$_____/month Source: _____
- Child Support \$_____/month Source: _____
- Retirement Benefits \$_____/month Source: _____
- Veteran's Benefits \$_____/month Source: _____
- Worker's Compensation \$_____/month Source: _____
- W2/TANF \$_____/month Source: _____
- Gig Work (Uber, Lyft, Shipt, Pet Sitting, etc.) \$_____/month Source: _____
- Contributions \$_____/month Source: _____
- Other: _____ \$_____/month Source: _____

Do you anticipate any changes to income in the next 12 months? Yes: No:

ASSETS

In the past 2 years, has anyone in the household sold/given away assets (ex. cash, real estate) for less than fair market value? Yes No **If YES**, list asset disposed: _____

Date of Disposal: _____ Fair Market Value: _____ Amount Received: _____

ASSETS CONTINUED

List all assets for all household members (checking, savings, credit unions, money market funds, certificates of deposit, stocks, bonds, real estate, cash value of life insurance, direct pay cards, Venmo, Cash App, Zelle, Pay Pal, cash on hand, etc.) Attach additional sheet if necessary. **You must include any assets you have sold or disposed of within the last 2 years.**

| Household Member | Name of Financial Institution | Type of Asset | Value of Asset |
|------------------|-------------------------------|---------------|----------------|
| | | | |
| | | | |
| | | | |

DISABILITY

It is not necessary to give us details about your disability unless you are requesting an accommodation.

Do you claim a Disability? Yes No

Do you need accommodation to help you completed the application process? Yes No

Do you need an accommodation in housing features due to your disability? Yes No

If "yes" to any of the above, what accommodation do you request? *(If necessary, attach additional sheets to explain.)*

EMERGENCY CONTACT

| | | |
|--------------|-----------------------------|---------------|
| Name: | Relationship to you: | Phone: |
|--------------|-----------------------------|---------------|

| | |
|---------------|-------------------------|
| Email: | Mailing Address: |
|---------------|-------------------------|

I authorize the Landlord to contact my Emergency Contact to assist in resolving any issues that may arise in connection with my application or tenancy. **Applicant's Initials:** _____

RACE/ETHNICITY

Financing programs require demographic information on an Applicant. This information is optional and will not be used to evaluate your application or to discriminate against you in any way.

Household Member #1: _____

Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other

ETHNICITY: Hispanic Non-Hispanic

Household Member #2: _____

Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other

ETHNICITY: Hispanic Non-Hispanic

Household Member #3: _____

Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other

ETHNICITY: Hispanic Non-Hispanic

Household Member #4: _____

Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other

ETHNICITY: Hispanic Non-Hispanic

Household Member #5: _____

Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other

ETHNICITY: Hispanic Non-Hispanic

Household Member #6: _____

Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other

ETHNICITY: Hispanic Non-Hispanic

Household Member #7: _____

Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other

ETHNICITY: Hispanic Non-Hispanic

APPLICANT CERTIFICATION

Read each statement below and initial that you understand and agree.

- _____ (initial) I have read and understand the information in this application, in particular the Instructions to Applicant, and agree to comply with all information and instructions.
- _____ (initial) I have read and understand the Application Processing, Tenant Selection, Waiting List Procedures, and Unit Assignment Policies. I understand that my application may be passed over in order to maintain the income limit set aside requirements, if my combined gross household income exceeds the extremely low-income limits.
- _____ (initial) I certify that all information given in this application is true, complete and accurate. I understand that if any of this information is false, misleading or incomplete, Management may decline my application, OR, if move-in has occurred, terminate my lease and evict me and my household.
- _____ (initial) I understand that ALL CHANGES in the income of any member of the household, as well as any changes in the household members, must be reported to Management in writing immediately.
- _____ (initial) If my application is approved and move-in occurs, I certify that only those persons listed in this application will occupy the apartment, and that they will maintain no other place of residence.
- _____ (initial) If this application is approved and move-in occurs, I certify that all household members will accept and comply with all conditions of occupancy as set forth therein, including but not limited to, rules regarding pets, rent, damages, and security deposits.
- _____ (initial) I authorize Management to make any and all inquiries to verify this information either directly or through information exchanged now or later with rental and credit screening services, previous and current landlords, law enforcement agencies or other sources for verification confirmation which may be released to appropriate Federal, State or local agencies.
- _____ (initial) I understand that it is a crime to knowingly provide false information for the purpose of obtaining or maintaining occupancy and/or for the purposes of securing a lower rent in a subsidized housing development.
- _____ (initial) I understand that the penalty for knowingly providing false information is up to five (5) years in prison and/or up to \$10,000 fine upon conviction.

ALL adult members of the household must sign below:

Under penalty of perjury, I certify that the information presented in this declaration is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

THIS INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL

**SWORN DECLARATION OF STUDENT STATUS
LOW INCOME HOUSING TAX CREDIT FORM**

Date: _____

Applicant/Resident Name: _____

Development Name: Fairlawn Village Apartments

Unit Number/Identification: _____

This rental community has received funding from a program that does not generally allow occupancy by households comprised entirely of full-time students.

A “Student” is an individual who is a full-time student at an education organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on, for at least five calendar months during a calendar year.

The following information is requested as part of the household qualification process. Please mark the applicable item(s).

- A. I am not a student and do not anticipate enrolling as a student in the upcoming year.
- B. I anticipate enrolling as a student in the upcoming year.
- C. I am a part-time student and expect to remain part-time in the upcoming year.
- D. I am a full-time student.
- E. I am a full-time student and offer the following explanation for eligibility consideration:
 - 1. I receive Temporary Assistance for Needy Families (TANF) payments or other benefits under Title IV of the Social Security Act.
 - 2. I am enrolled in a job training program receiving assistance under the Job Training Partnership Act (JTPA) or other similar Federal, State or local laws.
 - 3. I am a single parent with dependent children, and none of the household members are dependents or another party other than a parent of the children.
 - 4. I am married and file a joint federal tax return with my spouse.
 - 5. I am a former foster child in transition to independence.

Under penalty of perjury, I certify that the information presented in this declaration is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement. I will provide proof of credit hours or other documentation that may be required for each school term during my occupancy of a unit at this rental community.

Applicant/Resident Signature

Date

Owner Representative Signature

Date