



Van Binsbergen

& ASSOCIATES

PROPERTY MANAGEMENT REAL ESTATE

Corporate Office

540 South First Street
Montevideo, MN 56265
Phone: 320.269.6640
Fax: 320.269.7789
office@vanblc.com

Branch Office

5709 SW 21st Street, Ste 104
Topeka, KS 66604
Phone: 785.350.2289
Fax: 785.350.2290
ksoperations@vanblc.com

www.vanblc.com

Serving Minnesota, Kansas, Missouri, Nebraska, Iowa

PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION

- A non-refundable application fee of \$25 per Adult must be submitted with the application. (Checks and Money Orders should be made payable in the Property name.)
- Please write phone numbers for all banks, employment, and other institutions where assets are held and income is received.
- All adult household members, 18 years of age or older, must sign and date all areas indicated.
- If you receive Social Security/SSI Benefits please enclose a copy of your most recent awards letter. The letter must have the Date of Issuance in the top right corner.
- For ALL household members, verification of Social Security number (social security card, signed taxes documentation, etc.) and date of birth (photo ID, birth certificate, etc.) must be provided.

Please keep in mind, when returning your application, the cost of postage will be higher. Contact your local Post Office for the correct postage amount.

**If you have any questions regarding this application, please call
785-350-2289 to contact:**

Jessi ext. 311, Zayani ext. 313, Masey ext. 312, or Kat



"This Institution is an Equal Opportunity Provider."



TTY
711



Thank you for your interest in the properties managed by Van Binsbergen & Associates, Inc. Please take the time to thoroughly complete this application. Incomplete applications considerably lengthen the processing time. You may contact our office for assistance and any questions. Completed Applications are processed in order of date and time received.

A non-refundable application fee of \$25.00 for each Adult member of the household MUST be included in order to process the application. MONEY ORDERS OR CHECKS MADE PAYABLE TO VAN BINSBERGEN & ASSOCIATES, INC.

Return completed application and application fee to:

Van Binsbergen & Associates - Topeka Office

5709 SW 21st St, Ste #104

Topeka, KS 66604

Email: ksoperations@vanbllc.com

Phone: 785-350-2289

Fax: 785-350-2290

OFFICE USE ONLY

Date Received

Time Received

Fee Paid

Date Paid

APPLICATION FOR OCCUPANCY AT:

PROPERTY NAME	REQUESTED MOVE IN DATE
CITY	STATE

What size unit are you requesting? 1 Bedroom 2 Bedroom 3 Bedroom Other

How did you hear about this housing? _____

APPLICANT NAME			
ADDRESS			
CITY	STATE	ZIP	
PHONE	CELL		
EMAIL			

CURRENT INFORMATION:

Do you wish to claim a \$400 deduction from your household income based on "Elderly Household" status, where one household member is 62 or older, handicapped or disabled?..... Yes No

Do you wish to have priority for handicap accessible unit with special design features? Yes No

Will you have a caregiver/attendant living with you? Yes No

If yes, a criminal background check is required for each caregiver/attendant.

Do you have a Letter of Priority issued by the USDA Rural Development due to displacement from another property?..... Yes No

Do you own any pets? Yes No If yes, describe _____

Pets are not allowed except in designated projects.

Do you have a direct express/debit card for SS, SSI, child support or employment? Yes No

Have you received energy assistance in the past and/or do you anticipate receiving it within the next 12 months?..... Yes No

NOTE: Verification of disability must be obtained for individuals applying for disabled/handicap designated properties. Please provide contact information for verifying physician, clinic, hospital or other relevant third party facility.

PHYSICIAN'S NAME			
CLINIC/HOSPITAL			
ADDRESS			
CITY	STATE	ZIP	
PHONE			



Equal Housing Opportunity

Van Binsbergen & Associates, Inc. is an Equal Opportunity Provider, and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410
Or call (202) 720-6382 (Voice and TDD).

IN CASE OF EMERGENCY NOTIFY:

NAME			
ADDRESS			
CITY		STATE	ZIP
PHONE		CELL	
EMAIL		RELATIONSHIP	

PLEASE NOTE: If you fail to supply ALL requested information where necessary, this application may be deemed unacceptable and returned to you for completion.

BACKGROUND HISTORY

- Have you or any household member ever been evicted from housing or found ineligible for rental assistance due to violence or drug related criminal activity? Yes No
- Are you a current illegal user of controlled substance? Yes No
- Have you ever been convicted of the illegal use of a controlled substance? Yes No
- Have you ever been convicted of a drug violation: Use, attempted use, possession, manufacture, sale or distribution? Yes No
- Have you successfully completed a controlled substance abuse recovery program or are you presently enrolled in such a program? Yes No
- Have you ever been convicted of a felony? Yes No
- Are you or other household member subject to any state lifetime sex offender registration? Yes No

HOUSING HISTORY

- Have you lived independently from your parents/guardians? Yes No
If no, skip to personal reference section.
- Have you owned your own home(s) for the last seven years? Yes No
If no, complete the following.
- Have you been evicted/unlawful detainer from any type of housing for any reason? Yes No
If yes, provide date and explanation : _____
- List all states/years where all adult members have resided? _____
- Have you had a prior rental with our management company Yes No
If yes, provide date and property : _____

PRESENT LANDLORD		PHONE	
LANDLORD ADDRESS			
PROPERTY ADDRESS			
DATES RENTED	START	END	

PREVIOUS LANDLORD		PHONE	
LANDLORD ADDRESS			
PROPERTY ADDRESS			
DATES RENTED	START	END	

PERSONAL REFERENCES *excluding family members and landlord references*

NAME		PHONE	
MAILING ADDRESS			

NAME		PHONE	
MAILING ADDRESS			

NAME		PHONE	
MAILING ADDRESS			

CITIZENSHIP DECLARATION

Is every member of the household a US citizen?

Yes No

If no, please list the full name of non-citizen and supply verification of eligible immigration status.

NAME: _____ NAME: _____

NAME: _____ NAME: _____

Acceptable documentation includes:

- Proof of age (only for tenants 62 years of age or older)
- If younger than 62, items required: Verification Consent Format **and one of the following:**
 - Form I-551, Alien Registration Receipt Card (for permanent resident aliens)
 - Form I-94 Arrival Departure Record
 - Form I-688, Temporary Resident Card
 - I-688B Employment Authorization Card
 - Receipt issued by DHS indicating application for issuance of replacement document of above listed categories
 - Form I-151, Alien Registration Receipt Card

RACE/ETHNICITY

"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 Federal laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familiar status, 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 evaluation your Application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname."

HEAD:

- Ethnicity:** Hispanic or Latino Not Hispanic or Latino
- Race:** 1 American Indian/Alaska Native 2 Asian 3 Black or African American
- 4 Native Hawaiian/Other Pacific Islander 5 White
- Gender:** Male Female

CO-TENANT

- Ethnicity:** Hispanic or Latino Not Hispanic or Latino
- Race:** 1 American Indian/Alaska Native 2 Asian 3 Black or African American
- 4 Native Hawaiian/Other Pacific Islander 5 White
- Gender:** Male Female

CERTIFICATION/AUTHORIZATION/CONSENT

I/We hereby certify the unit applied for will be the household's permanent residence.

I/We further certify that I/we do/will not maintain a separate subsidized rental unit in another location.

I/We understand that I/we must pay a security deposit for this unit.

I/We understand that my/our eligibility for housing will be based on government program (dependent on property which may include HUD, RD, Tax Credit) income limits and tenant selection criteria.

I/We certify all information provided on this Application is true to the best of my/our knowledge and understand false statements, misinformation, or deliberately withheld information are punishable by law and will lead to cancellation of this Application or termination of tenancy after occupation.

I/We do hereby authorize **Van Binsbergen & Associates, Inc.** and authorized representatives to contact any agencies, law enforcement office, companies, groups, or organizations to verify any information contained in this Application or to obtain and verify additional information or materials which are deemed necessary to complete my/our Application for housing in programs administered by **Van Binsbergen & Associates, Inc.** Further, I/We consent to the release of wage matching data to the RHS and the borrower.

TENANT: _____ DATE: _____

TENANT: _____ DATE: _____

Household Questionnaire

Certification Effective Date: <input type="checkbox"/> Move-in (MI) _____ <input type="checkbox"/> Annual Recert (AR) _____ <input type="checkbox"/> Interim Recert (IR) _____ <input type="checkbox"/> Resume subsidy (IC) _____ <input type="checkbox"/> Other Cert/Add HH Member _____	Household qualifies for the following program(s): <input type="checkbox"/> Section 8 <input type="checkbox"/> Section 236 <input type="checkbox"/> Housing Tax Credit <input type="checkbox"/> Section 811 <input type="checkbox"/> HOME <input type="checkbox"/> MARIF <input type="checkbox"/> NHTF <input type="checkbox"/> Other _____	Date Application Rec'd: _____ Time Application Rec'd: _____ Rent Amount: \$ _____
---	---	---

Property Name _____ Bldg/Unit # _____

Household Composition

Applicants/residents, complete this questionnaire in your own handwriting. List all persons who will be living in the unit. Give the relationship of each family member to the head of household. **Each household member age 18 years or older and under age 18 if head, spouse, or co-head of household must disclose income and assets and sign and date this application.** If this questionnaire is being completed by an applicant who is applying for occupancy with an existing household, only include the information for the new applicant.

	Household Member's Name	Relationship	Date of Birth	Has/Will this person be a student* during this and/or the upcoming calendar year? YES/NO	Social Security Number (not required for agency deferred loans (except MARIF), HTC, HOME, or NHTF)
1					
2					
3					
4					
5					
6					
7					
8					

* Include public and private elementary, junior & senior high, college, university, technical, trade, and mechanical schools. Do not include on-the-job training courses.

Disclosure of Household Income

List current and anticipated income for the twelve-month period beginning on the anticipated move-in date or effective date of recertification. **Include all full time, part time or seasonal income even if completing this application in the off-season.**

DOES ANY MEMBER RECEIVE OR EXPECT TO RECEIVE
(Check YES or NO to each item, as applicable, and include gross monthly amount. List sources on page 2.):

YES	NO		Gross Monthly
Amount			
		1. Wages, salaries (include overtime, tips, bonuses, commissions, etc.)	\$
		2. Does any member work for someone who pays them in cash, is self-employed or does "app" or "gig" work.	\$
		3. Regular pay for a member of the armed forces	\$
		4. Public Assistance (MFIP, GA, MSA) <u>Benefits are received by (circle one)</u> direct deposit check cash card	\$
		5. Worker's compensation	\$
		6. Unemployment benefits or severance pay	\$
		7. Student financial assistance (public or private, not including student loans)	\$
		8. Child support (check yes if you have a court order, even if you are not receiving the full amount awarded) .	\$
		9. Alimony/Spousal Maintenance	\$
		10. Social Security income (including unearned income of minor children)	\$
		11. Disability benefits including social security disability	\$
		12. Regular payments from pensions (PERA, railroad, etc.)	\$
		13. Regular payments from retirement benefits	\$
		14. Death Benefits	\$
		15. Regular payments from annuities or life insurance dividends	\$
		16. Regular payments from inheritance, insurance settlement, lottery winnings, etc.	\$
		17. Net income from rental property	\$
		18. Regular cash and non-cash contributions, assistance with paying bills (including utilities), or gifts from companies, agencies or individuals not living in the unit (not including groceries).	\$
		19. Are any changes to income expected within the next 12 months due to a raise, bonus or other reason?	\$
		20. Other (list) _____	\$

Household Questionnaire

I/We hereby certify that I/We Have Have not sold or given away any assets for **less than Fair Market Value** during the two-year (24 month) period preceding the date of this questionnaire. Any assets sold or disposed of for less than Fair Market Value must be identified below:

Household Member	Asset and Estimated Market Value	Date sold/disposed	Amount Received
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

ADDITIONAL INFORMATION

The following questions pertain to every member of the household. Check either **YES** or **NO** in response to each question. Add an explanation below for all items checked YES.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will any household member, including children, live in the unit on a less than full time basis?
<input type="checkbox"/>	<input type="checkbox"/>	Do you anticipate any change in your household (someone moving in or out) during the next 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	Does any adult member of the household have zero income? If yes, name(s): _____
<input type="checkbox"/>	<input type="checkbox"/>	Does/will the household receive rent assistance? If so, indicate from what source (Section 8, Rural Development RA, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Does your household have any needs that might be better served by a unit which is accessible to persons with mobility, hearing or visual impairments?
Explanation: _____ _____		

SIGNATURES

I/we certify that the foregoing information is true and complete to the best of my/our knowledge and authorize the Landlord to make inquiries to verify the statements herein. I/we further understand that any intentional misrepresentation on this form might result in a default in the rental agreement and/or eviction of this household. If any of the aforementioned information changes, I/we agree to notify Landlord immediately.

Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Head of household email address: _____	Phone: _____

This applicant/resident required assistance in completing the Household Questionnaire due to: _____

Assistance was provided by: _____ **Date:** _____

STUDENT STATUS AFFIDAVIT

This affidavit is to be completed by the Head of Household. Check A, B, or C, as applicable. (Note that students include those attending public or private elementary schools, middle or junior high schools, senior high schools, college universities, technical, trade, or mechanical schools, but does not include those attending on-the-job training):

- A. Household contains at least one occupant who is not a student, has not been a student and will not be a student for five or more months during the current and/or upcoming **CALENDAR** year (months need not be consecutive). If this item is checked, no further information is needed.
- B. Household contains all students, but is qualified because the following occupant(s) _____ is/are part-time student(s). Documentation of part-time student status is required for at least one member of the household. (*Complete Sample Form 19A*)
- C. Household contains all full-time students for five or more months during the current and/or upcoming calendar year (months need not be consecutive). If this item is checked, questions 1-5 below must be completed.

This section to be completed if it is determined the household is comprised of **full time students**.

- 1. At least one member of the household is a single parent with minor child(ren), and both the parent and children are not dependents of a 3rd party, and the children are only claimed by a parent. (*Please provide a copy of most recent tax return*).
- 2. At least one member of the household is married and *eligible* to file a joint income tax return. (*Please provide a copy of the marriage license OR a copy of most recent tax return*).
- 3. At least one member of the household receives assistance under Title IV of the Social Security Act, (or TANF). (*Please provide proof of assistance being received*).
- 4. At least one member of the household receives assistance from the Workforce Investment Act (formerly known as Job Training Partnership Act, (JTPA) or other similar federal, state or local program. Name of the Program: _____
(*Please provide proof this type of assistance is being received*).
- 5. At least one member of the household was previously part of the Foster Care Program. (*Please provide proof/documentation from the State*).

Households comprised entirely of full-time students that are income eligible and satisfy one or more of the above conditions are considered eligible. If none of the above applies, or verification does not support the exception indicated, the household is considered an ineligible student household.

I certify the statements made in this Student Affidavit are true and complete and I am aware that false statements are punishable under Federal law. I also understand that **I am to immediately report any changes in my student status** to the Management. I understand that my student status may affect my qualifications as a qualifying tenant under Section 42 of the Internal Revenue Code.

Applicant/Resident (Head of Household)

Date

TENANT RELEASE AND CONSENT

I/We, the undersigned, hereby authorize all representatives of companies/agencies in the categories listed below to release, without liability, information regarding employment, additional forms of income, benefits, assets, and references to **Van Binsbergen & Associates, Inc.** (Owner and/or Agent), for purposes of verifying information listed on the rental application.

INFORMATION COVERED

I/We understand that previous or current information regarding my/our household may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identifiers; employment, income and assets; medical or child care allowances. I/We understand this authorization cannot be used to obtain any information which is not pertinent to eligibility as a qualified tenant.

GROUPS OR INDIVIDUALS WHO MAY BE CONTACTED

The groups or individuals who may be asked to release the above information include, but are not limited to:

Past and Present Employers	Veterans Administration	Welfare Agencies
State Unemployment Agencies	Social Security Administration	Retirement Systems
Support and Alimony Providers	Banks/Other Financial Institutions	Colleges & Universities
Medical and Child Care Providers	Previous Landlords	Public Housing Agencies

SAVE VERIFICATION CONSENT FORM

For every household member (adult or child) identified as an eligible noncitizen on the application, the signatures below provide consent to the following for the individual and/or signature of parent/guardian for household members under the age of 18:

1. The use of provided evidence/documentation to verify eligible immigration status to enable household members to receive financial assistance for housing.
2. The release of such evidence to the DHS for purposes of verification of the immigration status of the individual.

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the above stated purpose(s). The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

SIGNATURES

Signature

Printed Name & Date

Signature

Printed Name & Date

Signature

Printed Name & Date

Signature

Printed Name & Date



This institution is an Equal Opportunity Provider, and Employer. 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 (TTD).



Custody/Child Support & Alimony Affidavit

Applicant/Tenant: _____ Property: _____

This form verifies the receipt/non-receipt of child support and custody for the following children:

Name of Absent Parent: _____

Will this child live with you in the tax credit unit at least 50% of the time? Yes No

Was there a legal marriage to the other parent? Yes No

If yes, please submit a copy of the divorce decree, separation agreement or other documents outlining custody arrangements.

If no, is there a court order for child support? Yes No

If yes, provide court order #: _____

I do not receive court ordered alimony and/or child support . Must provide a reason why and then no further documentation is needed. Reason why: _____

I receive the full amount of court ordered alimony and/or child support in the amount of \$_____ a week / month / year . If documentation is not available, please provide a reason why, otherwise provide backup documentation. Reason why: _____

I do not receive the full court ordered amount of alimony and/or child support , but I do receive the partial or sporadic amount of \$_____ a week / month / year . (Divorce decree, separation statement, child support enforcement order, payment sheet from an enforcement agency and legal attempts to collect is required. If not obtained, the full amount of the original court order must be used.)

I do not have a court order for alimony and/or child support and I do not currently receive any. Must provide reason for no court order. Reason why: _____

I do not have a court order for alimony and/or child support , but an informal, mutual agreement is in place. I do receive payment in the amount of \$_____ a week / month / year .

I/WE certify under the penalty of perjury that all information I/We provided for the purpose of completing this form is true and complete to the best of My/Our knowledge and belief. I/We understand that willful misrepresentation of any information provided herein constitutes fraud and may be dealt with in a Court of Law.

Tenant Signature Date

Tenant Signature Date

Manager's Signature Date

Note: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

