

Tabor Place Apartments

440 East Grant St., Lancaster, PA 17602

(717) 396-0889 TTY 711

Thank you for your inquiry to Housing Development Corporation MidAtlantic, the premier non-profit provider of quality affordable apartments, townhomes, and rental housing. Our organization is dedicated to expanding residential opportunities for low to moderate income families, senior citizens and individuals by providing affordable, safe and secure housing solutions through innovative Property Management Services and Real Estate Development Services in Pennsylvania & Delaware.

Tabor Place Apartments is general occupancy with preference given to elderly and handicapped or disabled. This property features 43 one or two bedroom apartments for low to moderate income individuals. HDC MidAtlantic is pleased to offer these affordable housing accommodations as a solution to your needs. **We are accepting applications for the waiting list.** Enclosed is an application and fact sheet that includes property information, unit rents, and basic income limit guidelines.

When completing emailed or downloaded applications, please note the following:

- There is a different application for every property, please make sure you are filling out the correct application.
- You must print out the application in order to complete it.
- You may NOT email or fax applications. All applications must be mailed or hand delivered to the property where you are applying for residency.
- A non-refundable application fee is required with your application: \$17 for 1 applicant or \$34 for 2 or more applicants.
- **This application must be returned to:**
Tabor Place Apartments
419 East King Street
Lancaster, PA 17602

Please contact us today to learn more about affordable living options at an HDC MidAtlantic property and to explore your future! We look forward to welcoming you home to HDC MidAtlantic!

The HDC MidAtlantic Team

info@hdcweb.com

www.hdcweb.com

Equal Housing Opportunity



Another property professionally managed by Housing Development Corporation MidAtlantic

4-6 West King Street, Suite 4 • Lancaster, PA 17603-3824 • 717-291-1911 • National Relay Service: Dial 711





RENTAL APPLICATION

Tax Credit
Rental Application
Revised: 6/2018

Dear Applicant:

In order to process your application, we find it necessary to charge an application fee. The fee is \$17 for one adult or \$34 for two or more adults.

This is a NON-REFUNDABLE FEE, even if your application is rejected for any reason (over income, unacceptable credit or landlord references, or any other reason) or you withdraw your application.

The fee covers costs associated with processing including, but not limited to, credit checks, criminal background checks. Our processing includes a credit check, which you must pass. If you have more than three accounts in collections, your application will be rejected. If you have an open bankruptcy or judgment(s) on your report, your application will be rejected unless the bankruptcy or judgment(s) has been discharged for six months. We recommended that if you are unsure about your credit consider checking it before you apply.

By signing this memo, you are not entering into a contract. You are only paying a fee. The payment of this fee does not obligate HDC MidAtlantic or the owner to rent to you. You acknowledge that this fee will not be returned to you for any reason.

If you write a check for the application fee and the bank returns it for insufficient funds, account closed or in any manner not honored for payment, you will be charged \$20.

If you have questions about the application or resident selection criteria, we encourage you to ask questions prior to submitting your application.

By signing this memo, I understand that the application fee is non-refundable regardless of whether my application is accepted or rejected.

Name (printed): _____

Signature: _____

Date: _____

Received by: _____
Employee Signature

PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO:
Tabor Place Apartments

Paid by: ☐ Check ☐ Money Order



TO ALL APPLICANTS:

As a part of your rental housing application we will complete a criminal check, sex offender check, credit check, landlord reference check, verification of income, verification of assets and other resident selection criteria on all persons in your household age 18 and older as required by our management contract with the owner of this community.

In addition, please be advised that under federal law, persons with disabilities have the right to request reasonable accommodations to rules and modifications to apartments at no cost to themselves.

REGISTERED SEX OFFENDERS WILL NOT BE ADMITTED FOR HOUSING.

Thank you.

MANAGEMENT AGENT: HDC MIDATLANTIC



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FOR OFFICE USE ONLY

Date Received: _____

Time Received: _____

Please complete this application and return to:

Tabor Place Apartments, 440 East Grant Street,
Lancaster, PA 17602

THE FOLLOWING INFORMATION IS CONFIDENTIAL AND WILL NOT BE DISCLOSED WITHOUT YOUR CONSENT.

Number of bedrooms: _____ Do you receive Section 8 or any other rental subsidy? Yes ☐ No ☐

HOUSEHOLD COMPOSITION

Starting with the Head of Household, list all members who will live at this location. Provide the relationship of the household member to the Head of Household (spouse, daughter, etc.)

MEMBER NO.	FULL NAME	RELATIONSHIP	BIRTHDATE MM/DD/YEAR	SOCIAL SECURITY NO.
Head of Household				
2				
3				
4				
5				
6				
7				
8				

Applicant's Name (Head of Household)		Email address:		Home Phone ()	
Present Street Address	City	State	Zip Code	No. Yrs. at Present Address	
Former Street Address	City	State	Zip Code	No. Yrs. at Former Address	
Co-Applicant's Name		Email address:		Home Phone ()	
Present Street Address	City	State	Zip Code	No. Yrs. at Present Address	
Former Street Address	City	State	Zip Code	No. Yrs. at Former Address	



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CURRENT / PREVIOUS LANDLORD INFORMATION (Head of Household)

Provide the name, address, and phone number for all landlords in the past 3 years.

Current Landlord Street Address	City	State	Zip Code	Phone ()
Previous Landlord Street Address	City	State	Zip Code	Phone ()
Previous Landlord Street Address	City	State	Zip Code	Phone ()

CURRENT / PREVIOUS LANDLORD INFORMATION (Co-Applicant)

Provide the name, address, and phone number for all landlords in the past 3 years.

Current Landlord Street Address	City	State	Zip Code	Phone ()
Previous Landlord Street Address	City	State	Zip Code	Phone ()
Previous Landlord Street Address	City	State	Zip Code	Phone ()

EMPLOYMENT INFORMATION

Name and Address of Employer (Head of Household)		Type of Business	Self Employed? Yes <input type="checkbox"/>
Business Phone Number ()	Position/Title	No. Yrs. on Job	No <input type="checkbox"/>
Name and Address of Previous Employer (if employed at present position less than 1 yr.)		No. of Yrs. with Previous Employer	Business Phone ()
Name and Address of Employer (Co-Applicant)		Type of Business	Self Employed? Yes <input type="checkbox"/>
Business Phone Number ()	Position/Title	No. Yrs. on Job	No <input type="checkbox"/>
Name and Address of Previous Employer (if employed at present position less than 1 yr.)		No. of Yrs. with Previous Employer	Business Phone ()
Name and Address of Employer (Other Adult Member)		Type of Business	Self Employed? Yes <input type="checkbox"/>
Business Phone Number ()	Position/Title	No. Yrs. on Job	No <input type="checkbox"/>
Name and Address of Previous Employer (if employed at present position less than 1 yr.)		No. of Yrs. with Previous Employer	Business Phone ()



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YEARLY INCOME				
SOURCE	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBERS 18 YRS OR OLDER	TOTAL
Gross Salary from Wages	\$	\$	\$	\$
Overtime Pay	\$	\$	\$	\$
Commissions/Fees/Tips/Bonuses	\$	\$	\$	\$
Unemployment Benefits	\$	\$	\$	\$
Workers Compensation, etc.	\$	\$	\$	\$
Social Security, Pensions, Retirement Funds, etc.	\$	\$	\$	\$
TANF Payments	\$	\$	\$	\$
Alimony, Child Support	\$	\$	\$	\$
Interest and/or Dividends	\$	\$	\$	\$
Net Income from Business	\$	\$	\$	\$
Net Rental Income	\$	\$	\$	\$
Financial Assistance in excess of Tuition:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
			TOTAL:	\$

ASSETS	CASH VALUE	NAME OF FINANCIAL INSTITUTION
Checking Account	\$	
Savings Account	\$	
Certificate of Deposit	\$	
Mutual Funds/Stocks/Bonds	\$	
Real Estate	\$	
Whole Life Insurance Policy	\$	
Other:	\$	
TOTAL:	\$	

I ☐ HAVE / ☐ HAVE NOT (← check one) disposed of any asset(s) valued at \$1,000 or more in the past two years for less than the fair market value of the item. **IF YES**, please list the asset value under the "Other" row in the above listing of assets.



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PLEASE LIST MOTHER'S FULL MAIDEN NAME FOR ALL ADULTS		
	YOUR FULL NAME	YOUR MOTHER'S FULL MAIDEN NAME
Head of Household		
Co-Applicant		
Other		

Do you own a home or other property? Yes ☐ No ☐

Do you have problems with insect/rodent infestation? Yes ☐ No ☐ **IF YES**, please answer the following:

Did you assist in the prep prior to extermination? Yes ☐ No ☐

Was the extermination successful? Yes ☐ No ☐

Are you or any member of your household currently using an illegal substance? Yes ☐ No ☐

Are you or any member of your household currently abusing alcohol? Yes ☐ No ☐

Have you or any member of your household been convicted of drug use, manufacture or distribution?
Yes ☐ No ☐

Have you or any member of your household been convicted of any crime in the past seven years (including misdemeanors, summary offenses and/or felonies)? Yes ☐ No ☐

IF YES, what type of conviction? _____

Have you or any member of your household ever been evicted from any housing? Yes ☐ No ☐

Are you or any member of your household registered in any state as a Sexual Offender? Yes ☐ No ☐

IF YES, which state(s)? _____

Please list ALL states in which ANY member of the household listed on page one (1) has resided:

Are you presently displaced due to a presidentially declared disaster? Yes ☐ No ☐

Are you currently serving in or are a veteran of the United States Military? Yes ☐ No ☐

Are there any special housing needs or reasonable accommodations your household will require? Yes ☐ No ☐

IF YES, please list: _____

Do you own pets? Yes ☐ No ☐

IF YES, please list what kind(s): _____



RENTAL APPLICATION

STUDENT INFORMATION		
Are ALL household members students? Yes <input type="checkbox"/> No <input type="checkbox"/>		
IF YES, please complete the following:		
	Please list the name and address of your college, trade school, etc.	
Head of Household		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Co-Applicant		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Is the student(s) married and filing a joint tax return? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the household comprised of a single-parent and children, none of which are dependents of a third party? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the household receive aid for depending children or TNAF? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are the full-time student(s) recipients of foster care assistance under Part B or E of Title IV of the social security act? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments/Additional Information:		

In accordance with the data collection information required by the Department of Housing and Urban Development (HUD), please provide the following information for the head of household:

- GENDER:** ☐ Male ☐ Female
- ETHNICITY:** ☐ Hispanic or Latino ☐ Not Hispanic or Latino
- RACE:** ☐ White ☐ American Indian/Alaska Native & White
- ☐ Black or African American ☐ Asian & White
- ☐ Asian ☐ Black/African American & White
- ☐ American Indian or Alaska Native ☐ American Indian/Alaska Native & Black/African American
- ☐ Native Hawaiian or Other Pacific Islander ☐ Other Multi-racial



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How did you hear about Tabor Place Apartments ? Please mark all that apply.

- | | | |
|--|---|---|
| <input type="checkbox"/> HDCweb.com | <input type="checkbox"/> SocialServe.Com | <input type="checkbox"/> Drive-by |
| <input type="checkbox"/> Craigslist | <input type="checkbox"/> Referral- HDC Employee | <input type="checkbox"/> Apartment Transfer |
| <input type="checkbox"/> Apartments.com | <input type="checkbox"/> Referral-Family Member | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Zillow/Trulia/Hotpads | <input type="checkbox"/> Referral-HDC Resident | |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Referral-Local Agency | |
| <input type="checkbox"/> Newspaper: Please indicate which newspaper: _____ | | |
| <input type="checkbox"/> Other Website: Please indicate which website: _____ | | |

The information provided in this application is true and complete to the best of my/our knowledge and belief. I/we consent to the disclosure of income and financial information from my/our employer(s) and financial references for purposes of income and asset verification related to my/our application for tenancy. I/we understand that in order to be considered for housing we must pass all the resident selection criteria including a credit check, landlord reference check, criminal background check, and income qualification. I/we understand that if information is missing (intentional or not), incomplete, or falsely reported on this rental application, my/our application shall be immediately rejected for consideration of housing. I/we understand that this application gives Housing Development Corporation MidAtlantic permission to verify all the information included within the application and other information requested during the processing of the application. **I/we understand that this application is not an approval for housing.**

***** ALL PERSONS AGE 18 AND OLDER MUST SIGN THIS APPLICATION BELOW*****

Head of Household

Date

Co-Applicant

Date

Co-Applicant

Date





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CONSENT: I authorize and direct any business; individual; or federal, state, or local agency, department, or organization to release to Housing Development Corporation MidAtlantic as Management Agent for **Tabor Place Apartments** any information or materials needed to complete and verify my application for tenancy, my eligibility and continued eligibility for tenancy, and my certification and recertification for assistance, if applicable. I give my consent for the release of such information about the minor children in my care who live with me. I understand and agree that this authorization or the information obtained with its use may be given to and used by any federal, state, or local housing assistance agency and the owner and management agent in administering and enforcing program and owner and management agent rules and policies.

INFORMATION COVERED: I understand that, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verifications and inquiries that may be requested include but are not limited to:

Identity and Marital Status	Employment, Income and Assets	Credit and Criminal Activity	Criminal History
Residences and Rental Activity	Medical or Child Care Allowances	Social Security Numbers	Sexual Offender Status

GROUPS OR INDIVIDUALS THAT MAY BE ASKED: The groups or individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

Previous Landlords (including Public Housing Agencies)	Past and Present Employers	Veterans' Administration
Banks and other Financial Institutions	Welfare Agencies	Retirement Systems
Post Offices	Social Security Administration	State Unemployment Agencies
Schools and Colleges	Utility Companies	Support and Alimony Providers
Credit Providers and Credit Bureaus	Medical and Child Care Providers	
Police Departments and Other Agencies which Retain Criminal Background Histories and Sexual Offender Registries		

COMPUTER MATCHING NOTICE AND CONSENT: I understand and agree that HUD or a Public Housing Authority (PHA) may conduct matching programs to verify the information supplied for my certification or recertification. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove incorrect information. HUD or the PHA may in the course of its duties exchange such automated information with other Federal, state, or local agencies, including but not limited to: State Employment Security Agencies, Department of Defense, Office of Personnel Management, the U.S. Postal Service, the Social Security Agency, and state welfare and food stamp agencies.

CONDITIONS: I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with the management office and will stay in effect for a year and one month from the date signed. I understand I have a right to review my file and correct any information that I can prove is incorrect.

SIGNATURES:

_____ Head of Household	_____ (Print Name)	_____ Date
_____ Co-Applicant	_____ (Print Name)	_____ Date
_____ Other Adult Member	_____ (Print Name)	_____ Date

I hereby certify that the following are minor children living with me: _____

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX RETURN" MUST BE PREPARED AND SIGNED SEPARATELY.



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717-291-1911 • Fax 717-291-0987 • National Relay Service for hearing impaired, dial 711





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THIS IS NOT A CONTRACT

I, _____, (Licensee) hereby state that with respect to this HDC MidAtlantic managed property, **Tabor Place Apartments**, I am acting in the following capacity:

As Agent of the Owner/Landlord Pursuant to a Property Management Agreement.

Signatures:

I acknowledge that I have received this notice:

(Head of Household)

Date

(Co-Applicant)

Date

(Co-Applicant)

Date

I certify that I have provided this notice:

(Licensee to be signed by HDC MidAtlantic)

Date

