



Ibero-American Development Corporation

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PUEBLO NUEVO I **RENTAL APPLICATION ELIGIBILITY**

Applications accepted starting January 20, 2021

Applications due March 20, 2021 11:00am

Pueblo Nuevo I is a government-sponsored housing development, supervised by Housing Finance Agency and New York State Homes and Community Renewal. It is professionally managed by Ibero-American Development Corporation.

APPLICATIONS

There is no fee required to submit an application and apply for an apartment. All applications must be completed and signed by all applicant(s) over the age of 18 and handed in, in person. Incomplete applications will not be accepted.

All applications must be handed in with Birth Certificates and Social Security Cards for all members listed on the application.

A government issued Photo ID is required for all who are 18 or older. Verification is done on all information on the application, including a credit check, criminal background check, sex offender check, landlord references, employment and banking and income verification.

If your application is accepted, you will be contacted for an interview and will be asked to bring the following required documents.

- Proof of all income, such as pay stubs, Social Security benefit award letters, Section 8 voucher, SSI or DSS award letters, a printout of unemployment benefits or child support, and most current tax return
- Custody or child support court orders along with disbursement history.
- Proof of assets, such as most current bank statement, life insurance policy statement, 401K, or another annuity statement

RENT AND OCCUPANCY - Current rental rates are as follows –

<u>Size</u>	<u>Rent</u>	<u>Occupancy</u>
One Bedroom Apartment	\$654-814 + utilities	Minimum of 1 Maximum of 2
Two Bedroom Apartment	\$850 + utilities	Minimum of 2 Maximum of 4
Three Bedroom Apartment	\$1,000-1,272 + utilities	Minimum of 4 Maximum of 6

INCOME LIMITS

Your total household income must be less than the maximum income limits to be considered for rental. The maximum income limits for Monroe County are as follows:

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
50%	\$26,750	\$30,600	\$34,400	\$38,200	\$41,300	\$44,350
60%	\$32,100	\$36,720	\$41,280	\$45,840	\$49,560	\$53,220
80%	\$42,800	\$48,900	\$55,000	\$61,100	\$66,080	\$70,960

LEASE

All leases begin on the move-in date for a period of one year. If you move in on any day other than the first of the month, the rent is pro-rated for that month. Thereafter, your rent is due and payable on the first of each month. There is no subletting and no change in occupancy from the original application without management approval. Residents are required to re-certify income annually with HUD.

SECURITY DEPOSIT

A security deposit is equal to one month's rent must be paid prior to the move in date.

FEATURES

All houses/apartments include carpeting, central air conditioning, electric range and refrigerator, cable TV ready, weekly trash pick-up, full time maintenance and grounds staff, and 24-hour emergency maintenance service. Washer/dryer hook-ups are available in the houses, common laundry is available in the multifamily buildings.

Housing References:

List the **past 3 years** of housing references. (If additional space is required, use the back of this page.)

	<u>Landlord's Name/Address</u>	<u>Your Address</u>	<u>Own/Rent</u>	<u>Dates</u>
1.	_____ _____ Phone: () _____	_____ _____	Own <input type="checkbox"/> Rent <input type="checkbox"/>	From: _____ To: _____
2.	_____ _____ Phone: () _____	_____ _____	Own <input type="checkbox"/> Rent <input type="checkbox"/>	From: _____ To: _____
3.	_____ _____ Phone: () _____	_____ _____	Own <input type="checkbox"/> Rent <input type="checkbox"/>	From: _____ To: _____

Household Information (continued)

1. Will anyone else live in the unit on either a full-time or part-time basis, such as children temporarily absent, children in a joint custody arrangement, children away at school, unborn children, children in the process of being adopted, or temporarily absent family members? Yes No
If YES, explain _____
2. Do you expect the number of household members to change in the future? Yes No
If YES, explain how many members will be added or reduced, and when that change will take place.

3. Have any of the household members used names or a social security number other than the names and numbers used above? Yes No
If YES, explain _____
4. Are any or ALL members of the household full-time students? Yes No
If YES, explain _____
5. Have you or any member of your household ever been convicted of, plead guilty to or been placed on probation for any crime? Yes No
If YES, provide the nature of the crime(s): _____
Date: _____ State: _____ City: _____
County: _____
Are any of the above convictions a felony? Yes No If YES, Please explain _____

Are you or any members of your household subject to a lifetime registration requirement under a state sex offender registration program? Yes No If YES, Please explain _____

Are there any criminal charges pending now? Yes No If YES, please explain _____

6. Do you live in subsidized housing now or have you in the past? Yes No
If YES, where? _____ From _____ To _____
Were you evicted? ____ If YES, why? _____
7. Have you or your spouse/co-applicant ever been evicted or otherwise involuntarily removed from rental housing due to fraud, non-payment of rent, failure to cooperate with recertification procedures, or for any other reason? Yes No
If YES, explain _____

8. Have you ever filed or are you currently filing for bankruptcy? Yes No
If YES, give reason _____
Date of filing: _____

9. Have you ever lived at any other property managed by _____ *[insert management company name]?*

Yes No

If YES, where? _____

10. Why do you want to move from your current residence? _____

11. How did you hear about us? _____

12. Do you know or are you related to any of our residents or staff? _____

Income Information:

Earned income is counted only for household members 18 or older and members who are legally emancipated. Unearned income such as a grant or benefit is counted for all household members, including minors.

Include all GROSS income (before taxes) each household member expects to earn in the next 12 months. (Check either YES or NO to each question.)

Do YOU or ANYONE in your household receive OR expect to receive income from:

1. Employment wages or salaries? Self-employment? Regular pay as a member of the Armed Forces? Yes No

(Include overtime, tips, bonuses, commission and payments received in cash.)

<i>Household Member</i>	<i>Name of Company (or note if self-employed)</i>	<i>Amount</i>

2. Unemployment benefits or worker's compensation? Yes No

<i>Household Member</i>	<i>Name of Company</i>	<i>Amount</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Public Assistance, General Relief or Temporary Aid to Needy Families (TANF)? Yes No

<i>Household Member</i>	<i>Name of Company</i>	<i>Amount</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. (a) Child Support or Spousal Support (alimony)? Yes No

(We must count court ordered support whether or not it is received unless legal action has been taken to

(b) How is the support received? (Check all that apply)

- Child Support Enforcement Agency Name of Agency: _____
- Court of Law Name of Court: _____
- Directly from Individual Name of Person: _____
- Other Explain: _____

(c) If money is not actually received, are you taking legal action to remedy? Yes No

Explanation: _____

5. Social Security, SSI or any other payments from the Social Security Administration? Yes No
Household Member SSA Office Amount

6. Regular payments from a pension, retirement benefit, annuities, or Veteran's benefits? Yes No
Household Member Source of Benefit Amount

7. Regular payments from a severance package? Yes No
Household Member Source of Benefit Amount

8. Regular payments from any type of settlement? (For example, insurance settlements) Yes No
Household Member Source of Benefit Amount

9. Disability, death benefits or life insurance dividends? Yes No
Household Member Source of Benefit Amount

10. Regular gifts or payments from anyone outside of the household? Yes No
 (This includes anyone supplementing your income or paying any of your bills.)
Household Member Source of Benefit Amount

11. Educational grants, scholarships, or other student benefits? Yes No
Household Member Source of Benefit Amount

12. Regular payments from lottery winnings or inheritances? Yes No
Household Member Source of Benefit Amount

13. Regular payments from rental property or other types of real estate transactions? Yes No
Household Member Source of Benefit Amount

14. Any other income sources or types not listed above? Yes No
Household Member Source of Benefit Amount

15. Do you or any other household member expect any change in income in the next 12 months? Yes No
 If YES, explain: _____

Zero Income Verification:

Are YOU or is ANY OTHER ADULT member of your household claiming zero income?

Yes No If YES, who? _____

Asset Information:

Include all assets and the corresponding annual interest rate, dividends or any other income derived from the asset. An asset is defined as any lump sum amount that you hold in your name and currently have access to. Include the value of the asset and corresponding income from the asset in the space provided.

INCLUDE ALL ASSETS HELD BY ALL HOUSEHOLD MEMBERS INCLUDING MINORS.

Do YOU or ANYONE in your household hold:

- | | | |
|---|--------------------------------------|--|
| 1. Checking or savings account? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Bank or Financial Institution</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 2. CDs, money market accounts or treasury bills? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Bank or Financial Institution</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 3. Stocks, bonds or securities? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Source (Broker's Name)</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 4. Trust funds? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Bank or Financial Institution</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Are any of the above listed trusts irrevocable? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 5. Pensions, IRAs, 401Ks, 403Bs, KEOGH or other retirement accounts? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Location of Account</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 6. Cash on hand? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 7. Surrender value of a whole life, universal life, or endowment insurance policy which is available to the policy holder before death? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Life Insurance Company</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 8. Real estate, rental property, land contract/contract for deeds or other real estates holdings? (This includes your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property) | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 9. Personal property as an investment? (This includes paintings, coin or stamp collections, artwork collections or show cars and antiques. This does not include your personal belongings such as your car, furniture or clothing.) | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

10. Do you have a safe deposit box containing contents with a monetary value? Yes No

<u>Household Member</u>	<u>Source of Benefit</u>	<u>Amount</u>

11. Have you or any household member disposed of or given away any asset(s) for LESS than fair market value within the past 2 years? Yes No

<u>Household Member</u>	<u>Description of Asset Disposed</u>	<u>Amount Received</u>

Explanation: _____

Do you or anyone listed above own a vehicle?

Vehicle Identification:

1.	License #: _____	State Issued: _____	Make/Model/Year: _____
2.	License #: _____	State Issued: _____	Make/Model/Year: _____

All questions that were answered YES on this application will be verified through the appropriate third-party source. It will be your responsibility to provide management with all necessary information to properly process your application and verify your eligibility. This will include names, addresses, phone and fax numbers, account numbers (where applicable), and any other information required to expedite this process.

Signature Clause:
 I understand that management is relying on this information to prove my household's eligibility for housing assisted under a program of the U.S. Department of Housing and Urban Development (HUD). I certify that all information and answers to the questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

I consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information and expedite this process in anyway possible. I understand that my occupancy is contingent on meeting management's resident selection criteria and the HUD Neighborhood Stabilization Program.

I understand that in compliance with the FAIR CREDIT REPORTING ACT the processing of this application includes but is not limited to making any inquiries deemed necessary to verify the accuracy of the information I provided, including procuring consumer reports from consumer credit reporting agencies and obtaining credit information from other credit institutions.

I hereby grant this property owner and _____ *[Insert Management Company Name]* the right to process this application for the purpose of obtaining a Rental/Lease Agreement with this property. Additionally, I authorize all corporations, companies, law enforcement agencies, academic institutions, and current and former employers to release information they may have about me and release them from any liability and responsibility from doing so. A photographic or faxed copy of this authorization shall be as valid as the original.

All household members 18 and over must sign below:

Signature	Date
Signature	Date
Signature	Date
Signature	Date

For Office Use Only	
Check here if Pre-Application is on file. <input type="checkbox"/>	Application Date: _____ Time: _____ Desired Move-In Date: _____ Application Received By: _____ As Agent for Owner