



## CHINATOWN MANOR

175 North Hotel Street, Honolulu, HI 96817

Phone: (808) 545-1996 / Fax: (808) 536-6808

Email: [cm-management@eahhousing.org](mailto:cm-management@eahhousing.org)

Website: [www.eahhousing.org](http://www.eahhousing.org)

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### TO: ALL INTERESTED APPLICANTS

Aloha Applicants:

On behalf of our owners Chinatown Manor, we would like to thank you for your interest in Chinatown Manor. Our goal is to provide quality affordable housing for the people of Hawaii in accordance with the Low Income Housing Tax Credit Program

Enclosed you will find Resident Selection Plan, an Application for Housing, and a Criminal Background and Consumer Credit Report Authorization Form. **We ask that you take a few moments to review all documents before you start to fill out the application.** The information contained therein should answer any questions you may have. If you have any questions or are not sure what information to provide, please call our office and ask for assistance. There is no cost to you to receive this application packet. Applications that are properly completed and submitted will be date and time stamped upon receipt and thereby processed accordingly. Incomplete applications will not be processed and you will be notified.

**It is imperative that you provide all of the information asked for on the application to help avoid unnecessary delays in processing.** Please note that simply completing an application does not guarantee that you will be placed on the wait list.

You will receive a written response in the mail from our management staff to advise you of the status of your application.

Once again, thank you for your interest in Chinatown Manor. If you have any questions, please don't hesitate to give us a call.

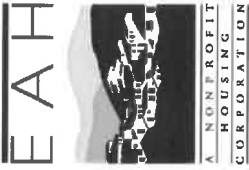
Sincerely,

Chinatown Manor Management

*Chinatown Manor Office hours*

*Monday -Fridays:*

*8:00am - 4:00pm*



**CHINATOWN MANOR**  
 175 N. HOTEL, HONOLULU, HI 96817  
 TELEPHONE (808) 545-1996 TDD (866) 835-8169  
 CM-MANAGEMENT@EAHHOUSING.ORG

**RESIDENT SELECTION PLAN**

Chinatown Manor is a 90 unit community in downtown Honolulu that provides housing for low income households, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation or HIV status. Chinatown Manor will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management. Chinatown Manor is an Equal Opportunity Housing Facility, admitting people in accordance with Local, State and Federal Fair Housing laws and CDBG Program Regulations and the Affirmative Fair Housing and Marketing Plan (AFHMP) HUD Form 935.2.

**INCOME LIMITS**

To qualify for a unit, household's gross income may not exceed the maximum income limit per household size for the Low Income limit (60% AMI) as published annually by HUD and may not be lower than the income minimum per household size. The income limits are attached and will be posted in the community's Office.

**APPLICATION PROCEDURES**

Applications will only be distributed when the Waiting List is open. Applications will not be distributed when the Waiting List is closed. Applications will be available in the office during normal business hours or by requesting an application by telephone. Each applicant Applications will be available in the office during normal business hours or by requesting an application by telephone. Each applicant

must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income and asset verifications.

All application entries are to be made in ink or typed. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person making the change.

Signed and dated applications will be processed on a first-come, first-served basis. The application must be completed and signed by the head of household and all household members over 18 before an applicant can be placed on the waiting list. If an application is not completely answered, the date of it being fully completed will be the date that the application is considered accepted for rental purposes.

**PREFERENCES**

It is the policy of the Property that a preference does not guarantee admission. Every applicant must still meet the Property's Resident Selection Plan standards for acceptance as a resident.

For units accessible to or adaptable for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority.

Where preferences apply, applicants with a verified preference will be moved to the top of the waiting list above persons without a preference.

Applicant displaced by government action shall have a preference.

**UNIT TRANSFER POLICY**

A Unit Transfer List is maintained for those residents who have been approved for transfer on the basis of a disability or change in household status. Transfers for accessibility or medical reasons will have priority over those for changes in household composition. Residents on the Unit Transfer List will have priority over the applicants on the Waiting List.



**OCCUPANCY STANDARDS**

Occupancy standards are the criterion established for matching a household with the most appropriate size and type of apartment. "Two plus one" occupancy guidelines will be followed to avoid under or over utilization of the units as follows:

Bedroom	Household Minimum	Household Maximum
Studio	1	2

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

1. All full-time members of the household, and
2. Live-in attendants.
3. Foster children
4. Unborn children
5. Children in the process of being adopted

NOTE: Live-in attendants are subject to the criminal and landlord provisions of this plan with the exception of criteria that determines ability to pay rent.

**VIOLENCE AGAINST WOMEN ACT OF 2013**

The Violence Against Women Act ("VAWA") protects victims **against eviction or denial of housing based on domestic violence, dating violence, sexual assault and stalking.** In 2013, Congress expanded VAWA's housing protections by covering additional federal housing programs. VAWA offers the following protections:

1. An applicant's or program participant's status as a victim of domestic violence, dating violence, sexual assault and stalking is not a basis for denial of admission, if the applicant otherwise qualifies for admission.
2. This must support or assist victims of domestic violence,

dating violence, sexual assault and stalking. It must protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing.

3. An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault and stalking will not be construed as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
4. Criminal activity directly related to domestic violence, dating violence, sexual assault and stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
5. Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.
6. The provisions protecting victims of domestic violence, dating violence, sexual assault and stalking engaged in by a member of the household, may not be construed to limit Chinatown, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
7. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if Chinatown can show an actual and imminent threat to other tenants or those employed at or



providing service to the property if an unlawful tenant's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Chinatown will not subject victims to more demanding standards than other tenants.

The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault and stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault and stalking.

The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is being denied or at the time of move-in.

### **GROUND FOR DENIAL**

1. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit.
2. Household cannot pay the full security deposit at move-in. Household refuses the second offer of an apartment.
3. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
4. ANY adult household members fail to attend eligibility interview.
5. Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).
6. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or

income sources.

7. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
8. Unit assignment will NOT be the family's sole place of residency. **Qualification for a unit includes occupying the unit on a continuous basis and as a primary residence. Residents may not be absent from the unit for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.**

### **LANDLORD REFERENCE**

9. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
10. Evictions reported in the last 5 years.
11. History of late payment of rent that demonstrates more than 2 late payments of rent in a six-month period for the past two years. More than 1 NSF in a one-year period.
12. Any evidence of illegal activity including but not limited to drugs, gang, etc.
13. Inappropriate household size for the unit available (see Occupancy Standards).

vacancies and the application is processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

Please see attached credit criteria.

**\*\* Applicants without a credit history will fail OnSite's "Income to Debt Ratio" criteria and their application will be denied for housing.**

The property has one Waiting List that is established and maintained in chronological order based on the date and time of receipt of the Preliminary Application. The Waiting List contains the following information for each applicant:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Unit Type/Size
5. Household Composition
6. Preference/Accessibility requirements
7. Income level
8. Date/ Time of Application

**GRIEVANCE/APPEAL PROCESS**

Failure to meet one or more of the foregoing screening criteria may be grounds for denial, however, each application is considered as a whole and the above-factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

Applicants must report changes in writing to any of the information immediately.

Applicants will have the opportunity to decline the first apartment offered and retain their place on the waiting list. Should the applicant decline the offer of the next available unit, they will be removed from the waiting list.

An appeal meeting with the Property Supervisor or the Compliance staff will be held within 10 business days of receipt of the applicant's request.

Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility. Apartments will not be held for those applicants in the appeal process.

**ADMINISTRATION OF WAITING LIST**

The property is required to maintain a Waiting List of all eligible applicants. Applicants must be placed on the Waiting List and selected from the Waiting List even in situations where there are

**PURGING THE WAITING LIST**

The Waiting List will be purged annually. Each applicant will receive a letter from the property, which will request updated information and ask about their continued interest. This letter must be returned within the specified time or their application will be removed from the Waiting List. It is the responsibility of the applicant to maintain a current address with the office in order to receive waitlist correspondence. Any correspondence returned undeliverable will result in application being removed from the waitlist.

inspection, Chinatown management may conduct the inspection alone.

**PETS**

No pets of any description are allowed on the property. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal.

**EQUAL HOUSING OPPORTUNITY**

Chinatown Manor does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.



EAH, INC.  
A NONPROFIT HOUSING CORPORATION  
*Since 1968 Creating Community by  
Developing, Managing and Promoting  
Quality Affordable Housing*

**OPENING/CLOSING OF WAITING LIST**

Advertising in the local newspaper will be used to announce the opening and/or closing of the Waiting List.

**AVAILABILITY OF RESIDENT SELECTION PLAN**

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active Waiting List. When the Waiting List opens, the Resident Selection Plan will be distributed with applications and are available by request from management.

**ANNUAL/INTERIM RECERTIFICATION REQUIREMENTS**

All residents must be re-certified annually. Residents are also required to report all interim changes to management that occur between annually scheduled re-certifications.

**UNIT INSPECTION REQUIREMENT**

Before signing the lease, Chinatown and the resident must jointly inspect the unit. The resident has five days to report any additional deficiencies to Chinatown to be noted on the move-in inspection form.

Annual unit inspections are performed by Chinatown. Agencies providing funding have the right to inspect the unit to ensure the property is physically well maintained and that the residents are provided with decent, safe and sanitary housing.

Residents will receive prior written notification for all unit inspections.

When a resident moves out, a final inspection will be completed. Residents are encouraged to attend the move-out inspection. However, if the resident does not wish to participate in the final



# INCOME MINIMUMS AND MAXIMUMS

## Honolulu County

2019 Rents (subject to change)		
Unit	Size	Rent
Studio A	310 sq. ft.	\$612.00
Studio B	330 sq. ft.	\$636.00
Studio C	450 sq. ft.	\$706.00

Maximum household income based on published HUD Income Limits for 2019 (subject to change)

	1 Person	2 Person	3 Person
60% of Median	\$50,640	\$57,840	\$65,100

Minimum monthly income is equivalent to 2.5 times the monthly rent.

	Studio A	Studio B	Studio C
60% of Median	\$1,530	\$1,590	\$1,765

**NOTE:** Applicants who have Section 8 are exempt from the minimum income requirement.

# FAMILY COMMUNITIES

Normal Applications	Importance
<b>Ability to Pay Rent</b>	
Minimum monthly gross income-to-rent ratio = 2.5 <small>Assets may not contribute to the qualifying income</small>	Extremely
Monthly minimum net income (after rent and debt obligations) should exceed a fixed amount: \$1,000.00	Extremely
<b>Credit History</b>	
Maximum percentage of past due negative accounts: number of derogatory accounts: 25.0%	Moderately
Maximum balance of unpaid collections (includes past due accounts): \$1,000.00	Moderately
Bankruptcy permitted: More than 5 years ago	Extremely
<b>Residency History</b>	
No landlord tenant court records or unpaid landlord collections: Any number ever	Pass/Fail
<b>Criminal History: Felony Convictions</b>	
Total Considered Felony Convictions	None
Alcohol	None in the last 7 years
Bad Check	None in the last 7 years
Criminal - Other	None in the last 7 years
Drug - Manufacturing/Distribution	None in the last 7 years
Drug - Meth Manufacturing	None in the last 7 years
Fraud	None in the last 7 years
Government Obstruction	None in the last 7 years
Kidnapping	None in the last 7 years
License	None in the last 7 years
Motor Vehicle	None in the last 7 years



Property - Destruction Related	None in the last 7 years	Pass/Fail
Property - Other	None in the last 7 years	Pass/Fail
Property - Theft Related	None in the last 7 years	Pass/Fail
Prostitution	None in the last 7 years	Pass/Fail
Sex Offense - Coerced	None in the last 7 years	Pass/Fail
Sex Offense - Willful	None in the last 7 years	Pass/Fail
Society - Other	None in the last 7 years	Pass/Fail
Violent - Fatal	None in the last 7 years	Pass/Fail
Violent - Non-Fatal	None in the last 7 years	Pass/Fail
Weapons	None in the last 7 years	Pass/Fail
Drug - Marijuana Use	-	Not Considered
Drug - Use	-	Not Considered
Wildlife	-	Not Considered
<b><i>Criminal History: Misdemeanor Convictions</i></b>		
Total Considered Misdemeanor Convictions	No more than 2	Pass/Fail
Bad Check	No more than 2 in the last 7 years	Pass/Fail
Criminal - Other	No more than 2 in the last 7 years	Pass/Fail
Drug - Manufacturing/Distribution	No more than 2 in the last 7 years	Pass/Fail
Drug - Meth Manufacturing	No more than 2 in the last 7 years	Pass/Fail
Fraud	No more than 2 in the last 7 years	Pass/Fail
Government Obstruction	No more than 2 in the last 7 years	Pass/Fail
Kidnapping	No more than 2 in the last 7 years	Pass/Fail
License	No more than 2 in the last 7 years	Pass/Fail
Motor Vehicle	No more than 2 in the last 7 years	Pass/Fail
Property - Destruction Related	No more than 2 in the last 7 years	Pass/Fail

Property - Other	No more than 2 in the last 7 years	Pass/Fail
Property - Theft Related	No more than 2 in the last 7 years	Pass/Fail
Prostitution	No more than 2 in the last 7 years	Pass/Fail
Sex Offense - Coerced	No more than 2 in the last 7 years	Pass/Fail
Sex Offense - Wilful	No more than 2 in the last 7 years	Pass/Fail
Society - Other	No more than 2 in the last 7 years	Pass/Fail
Violent - Fatal	No more than 2 in the last 7 years	Pass/Fail
Violent - Non-Fatal	No more than 2 in the last 7 years	Pass/Fail
Weapons	No more than 2 in the last 7 years	Pass/Fail
Alcohol	-	Not Considered
Drug - Marijuana Use	-	Not Considered
Drug - Use	-	Not Considered
Wildlife	-	Not Considered
May not be a registered sex offender		Not Considered

The credit decision settings above are configured by the property manager. Based on these settings and other credit data, On-Site Manager, Inc. will calculate a score between 0 and 10 for the application. This score describes the degree to which the applicant meets the criteria. The meaning of the scores is described below:

Score	Recommendation	Explanation
0.0 - 6.9	Decline	Fails to meet the credit decision settings above.
7.0 - 10.0	Accept	Meets or exceeds credit decision settings above.

# FAMILY COMMUNITIES

Below Market Rate Applications	Importance
<b>Ability to Pay Rent</b>	
Below market rate: Minimum monthly gross income-to-rent ratio = 2.5	Not Considered
<small>Below market rate: Assets may not contribute to the qualifying income</small>	
Below market rate: Monthly minimum net income (after rent and debt obligations) should exceed a fixed amount: \$1,000.00	Not Considered
<b>Credit History</b>	
Below market rate: Maximum percentage of past due negative accounts: number of derogatory accounts: 25.0%	Moderately
Below market rate: Maximum balance of unpaid collections (includes past due accounts): \$200.00	Moderately
Below market rate: Bankruptcy permitted: More than 5 years ago	Extremely
<b>Residency History</b>	
Below market rate: No landlord tenant court records or unpaid landlord collections: Any number ever	Pass/Fail
<b>Criminal History: Felony Convictions</b>	
Total Considered Felony Convictions	None
Alcohol	None in the last 7 years
Bad Check	None in the last 7 years
Criminal - Other	None in the last 7 years
Drug - Manufacturing/Distribution	None in the last 7 years
Drug - Meth Manufacturing	None in the last 7 years
Fraud	None in the last 7 years
Government Obstruction	None in the last 7 years
Kidnapping	None in the last 7 years
License	None in the last 7 years
Motor Vehicle	None in the last 7 years

Property - Destruction Related	None in the last 7 years	Pass/Fail
Property - Other	None in the last 7 years	Pass/Fail
Property - Theft Related	None in the last 7 years	Pass/Fail
Prostitution	None in the last 7 years	Pass/Fail
Sex Offense - Coerced	None in the last 7 years	Pass/Fail
Sex Offense - Willful	None in the last 7 years	Pass/Fail
Society - Other	None in the last 7 years	Pass/Fail
Violent - Fatal	None in the last 7 years	Pass/Fail
Violent - Non-Fatal	None in the last 7 years	Pass/Fail
Weapons	None in the last 7 years	Pass/Fail
Drug - Marijuana Use	-	Not Considered
Drug - Use	-	Not Considered
Wildlife	-	Not Considered
<b><i>Criminal History: Misdemeanor Convictions</i></b>		
Total Considered Misdemeanor Convictions	No more than 2	Pass/Fail
Alcohol	No more than 2 in the last 7 years	Pass/Fail
Bad Check	No more than 2 in the last 7 years	Pass/Fail
Criminal - Other	No more than 2 in the last 7 years	Pass/Fail
Drug - Manufacturing/Distribution	No more than 2 in the last 7 years	Pass/Fail
Drug - Meth Manufacturing	No more than 2 in the last 7 years	Pass/Fail
Fraud	No more than 2 in the last 7 years	Pass/Fail
Government Obstruction	No more than 2 in the last 7 years	Pass/Fail
Kidnapping	No more than 2 in the last 7 years	Pass/Fail
License	No more than 2 in the last 7 years	Pass/Fail
Motor Vehicle	No more than 2 in the last 7 years	Pass/Fail

Property - Destruction Related	No more than 2 in the last 7 years	Pass/Fail
Property - Other	No more than 2 in the last 7 years	Pass/Fail
Property - Theft Related	No more than 2 in the last 7 years	Pass/Fail
Prostitution	No more than 2 in the last 7 years	Pass/Fail
Sex Offense - Coerced	No more than 2 in the last 7 years	Pass/Fail
Sex Offense - Willful	No more than 2 in the last 7 years	Pass/Fail
Society - Other	No more than 2 in the last 7 years	Pass/Fail
Violent - Fatal	No more than 2 in the last 7 years	Pass/Fail
Violent - Non-Fatal	No more than 2 in the last 7 years	Pass/Fail
Weapons	No more than 2 in the last 7 years	Pass/Fail
Drug - Marijuana Use	-	Not Considered
Drug - Use	-	Not Considered
Wildlife	-	Not Considered
May not be a registered sex offender		Pass/Fail

The credit decision settings above are configured by the property manager. Based on these settings and other credit data, On-Site Manager, Inc. will calculate a score between 0 and 10 for the application. This score describes the degree to which the applicant meets the criteria. The meaning of the scores is described below:

Score	Recommendation	Explanation
0.0 - 6.9	Decline	Fails to meet the credit decision settings above.
7.0 - 10.0	Accept	Meets or exceeds credit decision settings above.

# FAMILY COMMUNITIES

<b>Guarantors</b>	<b>Importance</b>
<b>Ability to Pay Rent</b>	
Guarantor: Minimum monthly gross income-to-rent ratio = 2.5	Extremely
<small>Guarantor: Assets may not contribute to the qualifying income</small>	
Guarantor: Monthly minimum net income (after rent and debt obligations) should exceed a fixed amount: \$1,000.00	Extremely
<b>Credit History</b>	
Guarantor: Maximum percentage of past due negative accounts: number of derogatory accounts: 25.0%	Moderately
Guarantor: Maximum balance of unpaid collections (includes past due accounts): \$1,000.00	Moderately
Guarantor: Bankruptcy permitted: More than 5 years ago	Extremely
<b>Residency History</b>	
Guarantor: No landlord tenant court records or unpaid landlord collections: Any number ever	Pass/Fail
<b>Criminal History: Felony Convictions</b>	
Total Considered Felony Convictions	None
Alcohol	None in the last 7 years
Bad Check	None in the last 7 years
Criminal - Other	None in the last 7 years
Drug - Manufacturing/Distribution	None in the last 7 years
Drug - Meth Manufacturing	None in the last 7 years
Fraud	None in the last 7 years
Government Obstruction	None in the last 7 years
Kidnapping	None in the last 7 years
License	None in the last 7 years
Motor Vehicle	None in the last 7 years



Property - Destruction Related	None in the last 7 years	Pass/Fail
Property - Other	None in the last 7 years	Pass/Fail
Property - Theft Related	None in the last 7 years	Pass/Fail
Prostitution	None in the last 7 years	Pass/Fail
Sex Offense - Coerced	None in the last 7 years	Pass/Fail
Sex Offense - Willful	None in the last 7 years	Pass/Fail
Society - Other	None in the last 7 years	Pass/Fail
Violent - Fatal	None in the last 7 years	Pass/Fail
Violent - Non-Fatal	None in the last 7 years	Pass/Fail
Weapons	None in the last 7 years	Pass/Fail
Drug - Marijuana Use	-	Not Considered
Drug - Use	-	Not Considered
Wildlife	-	Not Considered
<b>Criminal History: Misdemeanor Convictions</b>		
Total Considered Misdemeanor Convictions	No more than 2	Pass/Fail
Alcohol	No more than 2 in the last 7 years	Pass/Fail
Bad Check	No more than 2 in the last 7 years	Pass/Fail
Criminal - Other	No more than 2 in the last 7 years	Pass/Fail
Drug - Manufacturing/Distribution	No more than 2 in the last 7 years	Pass/Fail
Drug - Meth Manufacturing	No more than 2 in the last 7 years	Pass/Fail
Fraud	No more than 2 in the last 7 years	Pass/Fail
Government Obstruction	No more than 2 in the last 7 years	Pass/Fail
Kidnapping	No more than 2 in the last 7 years	Pass/Fail
License	No more than 2 in the last 7 years	Pass/Fail
Motor Vehicle	No more than 2 in the last 7 years	Pass/Fail

Property - Destruction Related	No more than 2 in the last 7 years	Pass/Fail
Property - Other	No more than 2 in the last 7 years	Pass/Fail
Property - Theft Related	No more than 2 in the last 7 years	Pass/Fail
Prostitution	No more than 2 in the last 7 years	Pass/Fail
Sex Offense - Coerced	No more than 2 in the last 7 years	Pass/Fail
Sex Offense - Willful	No more than 2 in the last 7 years	Pass/Fail
Society - Other	No more than 2 in the last 7 years	Pass/Fail
Violent - Fatal	No more than 2 in the last 7 years	Pass/Fail
Violent - Non-Fatal	No more than 2 in the last 7 years	Pass/Fail
Weapons	No more than 2 in the last 7 years	Pass/Fail
Drug - Marijuana Use	-	Not Considered
Drug - Use	-	Not Considered
Wildlife	-	Not Considered
May not be a registered sex offender		Not Considered

The credit decision settings above are configured by the property manager. Based on these settings and other credit data, On-Site Manager, Inc. will calculate a score between 0 and 10 for the application. This score describes the degree to which the applicant meets the criteria. The meaning of the scores is described below:

Score	Recommendation	Explanation
0.0 - 6.9	Decline	Fails to meet the credit decision settings above.
7.0 - 10.0	Accept	Meets or exceeds credit decision settings above.





**B. HOUSEHOLD COMPOSITION**

	Name	Relationship to head	Birth Date	Gender	SS#	Student Y/N
Head						
Co-T						
3.						
4.						
5.						
6.						
7.						
8.						

Have there been any changes in household composition in the last twelve months?	Yes	No
<i>If yes, explain:</i>		
Do you anticipate any changes in household composition in the next twelve months?	Yes	No
<i>If yes, explain:</i>		
Is there someone not listed above who would normally be living with the household?	Yes	No
<i>If yes, explain:</i>		

Will all of the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students?    Yes    No

**IF YES, ANSWER THE FOLLOWING QUESTIONS:**

Are any full-time student(s) married and filing a joint tax return?	Yes	No
Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	Yes	No
Are any full-time student(s) a TANF or a title IV recipient?	Yes	No
Are any full-time student(s) a single parent living with his/her minor child who is not a Dependant on another's tax return and whose children are not dependents of anyone other than a parent?	Yes	No
Is any student a person who was previously under the care and placement of a foster care program (under Part B or E of Title IV of the Social Security Act)?	Yes	No

### C. INCOME

List ALL sources of income as requested below. If a section doesn't apply, cross out or write NA.

Household Member Name	Source of Income	Gross Monthly Amount
	Social Security	\$
	Social Security	\$
	Social Security	\$
		\$
	SSI Benefits	\$
	SSI Benefits	\$
	SSI Benefits	\$
	Pension (list source)	\$
	Pension (list source)	\$
	Veteran's Benefits (list claim #)	\$
	Veteran's Benefits (list claim #)	\$
	Unemployment Compensation	\$
	Unemployment Compensation	\$
	Title IV/TANF	\$
	Contributions to the Household (monetary or not)	\$
	Full-Time Student Income (18 & Over Only)	\$
	Financial Aid ( <b>grants &amp; scholarships</b>	\$
	<b>exceeding of the amount of tuition may have to</b>	
	<b>be included in total income)</b>	
	Interest Income (source)	\$
	Interest Income (source)	\$
	Long Term Medical Care Insurance Payments in excess of \$180/day	\$
	Scheduled Payments from Investments	\$

Household Member Name	Source of Income	Monthly Amount
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Alimony</b>	
	Are you <i>legally entitled</i> to receive alimony?	Yes No
	If yes, list the amount you are <i>entitled</i> to receive.	\$
	Do you receive alimony?	Yes No
	If yes list amount you receive.	\$
	<b>Child Support</b>	
	Are you <i>legally entitled</i> to receive child support?	Yes No
	If yes list the amount you are <i>entitled</i> to receive.	\$
	Do you receive child support?	Yes No
	If yes, list the amount you receive.	\$
	<b>Other Income</b>	\$
	<b>Other Income</b>	\$
	<b>Other Income</b>	\$
<b>TOTAL GROSS ANNUAL INCOME</b> (Based on the monthly amounts listed above x 12)		\$
TOTAL GROSS ANNUAL INCOME FROM PREVIOUS YEAR		\$
Do you anticipate any changes in this income in the next 12 months?	Yes	No
Is any member of the household legally entitled to receive income assistance?	Yes	No
Is any member of the household likely to receive income or assistance ( <i>monetary or not</i> ) from someone who is not a member of the household as listed on Page 2 etc)?	Yes	No
<b>If yes to any of the above, explain:</b>		
Is the income received?	Yes	No

**D. ASSETS**

If your assets are too numerous to list here, please request an additional form.

If a section doesn't apply, cross out or write NA.

Checking Accounts	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Accounts	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Trust Account	#	Bank	Balance \$	
Certificates	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Credit Union	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Bonds	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
Life Insurance Policy	#		Cash Value \$	
Life Insurance Policy	#		Cash Value \$	
Mutual Funds	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Stocks	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
Bonds	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Investment Property				Appraised Value \$

Real Estate Property: <i>Do you own any property?</i>	Yes	No
<i>If yes, Type of property</i>		
Location of property		
Appraised Market Value	\$	
Mortgage or outstanding loans balance due	\$	
Amount of annual insurance premium	\$	
Amount of most recent tax bill	\$	

Does any member of the household have an asset(s) owned jointly with a person who is NOT a member of the household as listed on Page 2?	Yes	No
<i>If yes, describe:</i>		
Do they have access to the asset(s)?	Yes	No

Have you sold/dispensed of any property in the last 2 years?	Yes	No
<i>If yes, Type of property:</i>		
Market value when sold/dispensed	\$	
Amount sold/dispensed for	\$	
Date of transaction:		

Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts)?	Yes	No
<i>If yes, describe the asset:</i>		
Date of disposition:		
Amount disposed	\$	

Do you have any other assets not listed above (excluding personal property)?	Yes	No
<i>If yes, please list:</i>		

**E. ADDITIONAL INFORMATION**

Are you or any member of your family currently using an illegal substance?	Yes	No
Have you or any member of your family ever been convicted of a felony?	Yes	No
<i>If yes, describe:</i>		

Have you or any member of your family ever been evicted from any housing?	Yes	No
<i>If yes, describe</i>		
Have you ever filed for bankruptcy?	Yes	No
<i>If yes, describe</i>		
Will you take an apartment when one is available?	Yes	No
<i>Briefly describe your reasons for applying:</i>		

### F. REFERENCE INFORMATION

Current Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How Long?	
Prior Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How Long?	
Credit Reference #1:		
Address:		
Account #:	Phone #:	
Credit Reference #2:		
Address:		
Account #:	Phone #:	
Credit Reference #3:		
Address:		
Account #:	Phone #:	
Personal Reference #1:		
Address:		

Relationship:	Phone #:
Personal Reference #2:	
Address:	
Relationship:	Phone #:
Personal Reference #3:	
Address:	
Relationship:	Phone #:

In case of emergency notify:	
Address:	
Relationship:	Phone #:

**Note: Sorry, no parking in Chinatown Manor**

**PET INFORMATION**

Do you own any pets?	Yes	No
<i>If yes, describe:</i>		

**CERTIFICATION**

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

SIGNATURE (S):

_____	_____
(Signature of Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date