

WELCOME!

Application Instructions:

Please be sure that all items requested, and ALL FORMS are complete. Please try to use blue ink when completing the application. If you make an error, draw a single line through the mistake and initial the correction.

DO NOT USE WHITE OUT. Please be sure to sign and date the application in the appropriate places and use the same date throughout.

To process your application, please provide:

- ID or driver license for all adults
- Birth Certificates or Shot Records for all children.
- Background and credit check per single adult applicant is \$45.00 which is payable in check, money order or debit/credit card (3% will be added for processing debit/credit cards).
We cannot accept cash.

What to Expect:

As we process your application, we may require further financial, legal, and medical information.

This process will involve the following:

- 1) Credit and Background screening.
- 2) Verification Processing (this can take 5 to 10 business days depending on response of outside/third parties)
- 3) File is reviewed by compliance consultant.
- 4) Tenant is contacted with offer of tenancy.
Please note: your residence is not confirmed until you receive an offer of tenancy.
- 5) Lease is signed, holding/security deposit is received and move in is scheduled
- 6) We look forward to you becoming part of the Pointe community!

Completed applications can be returned to:

Basalt Ridge Apartments

13660 W 6th Ave
Airway Heights, WA 99001

Email: BRmgmt@whitewatercreek.com

Phone: 509-720-3150

Fax: 509-598-8828

(If emailing or faxing please keep original application for your file)

Thank you! The Basalt Ridge Leasing Team

PRE-APPLICATION CARD / Wait List

INTERESTED IN UNIT SIZE (Please Circle): 1 BR 2 BR 3 BR

NAME (Head of Household): _____

ADDRESS: _____ CITY _____ ZIP _____

EMAIL: _____

PHONE: (Home) _____ (Work) _____ (Cell) _____

ANTICIPATED GROSS ANNUAL INCOME (Combined for Household): _____

ANY FULL TIME STUDENTS 18 YEARS OR OLDER? YES NO

IS ONE MEMBER OF HOUSEHOLD 55 YEARS OR OLDER? YES NO

DO YOU QUALIFY FOR OUR HOMELESS SET-ASIDE? YES _____ NO _____

DO YOU HAVE A **DISABILITY** AS DEFINED BY THE FAIR HOUSING ACT? YES _____ NO _____

(The definition of “disability” is that the condition or impairment must substantially limit one or more major life activities.)

DO YOU ANTICIPATE NEEDING ANY REASONABLE ACCOMODATIONS BECAUSE OF A DISABILITY?

(Note: The answer to this question has no bearing on the decision to accept or reject the application) YES NO

IF YES WHAT ACCOMODATION WILL BE NEEDED? _____

(Accommodation is defined as any reasonable & necessary change to the physical structure of the property and or change to policies of owner/management that would allow full and equal enjoyment of the unit and the community)

HOW DID YOU HEAR ABOUT US? _____

Date Apartment Needed_____ **20**

FAMILY DATA (List all persons who will be living in unit with you.)

Name	Age	Relationship	Name	Age	Relationship
------	-----	--------------	------	-----	--------------

(Optional)

Race ☐ White ☐ Black/African American ☐ American Indian/Alaska Native

Asian Native Hawaiian or other Pacific Islander Other

Ethnic Hispanic or Latino _____ **NOT Hispanic or Latino** _____

I understand that completion of this pre-application No Way Guarantees an Apartment at Basalt Ridge Apartments

Applicant Signature	Date
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Manager Signature When Received: _____ **TIME:** _____ **A.M. P.M.**

For Office Use Only:

Credit Application Filled Out: _____ Orig. pre-app Card Date: _____

Credit Application Fee Received: _____ **Receipt #:** _____ **Credit Approved:** _____

Rejection Letter Sent: _____ Reason: _____



RENTAL SCREENING APPLICATION



521 W. Maxwell Ave. Spokane WA 99201
 Customer Service: 509 324-1249 • 1 800 304-1249
 Fax: 509 324-1240 • 1 800 845-7435

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TYPE OF REPORT

- FULL CONSUMER
☐ QUICK CHECK
☐ CO-SIGNER (Credit Only)
☐ COMPREHENSIVE
☐ OTHER _____

MEMBER ACCOUNT # 86659

DATE OF APP: _____

RENT \$ _____

ADDRESS 13660 W. 6th Ave
Airway Heights, WA 99001

****INCOMPLETE APPLICATION CAUSES A DELAY IN PROCESSING****

PROPERTY INFORMATION				
MGMT COMPANY WWC	COMPLEX NAME/ADDRESS Basalt Ridge Apartments	REQUESTING AGENT Casie Wohali	PHONE# 509-720-3150	FAX# 509-598-8828
MOVE IN:	MOVE OUT:	DEPOSIT:	PET DEPOSIT:	STUDENT ID#
APPLICANT INFORMATION				
APPLICANT IS: ☐ APPLYING ALONE ☐ HAS CO-APPLICANTS		CO-APPLICANT'S NAME(S) (MUST COMPLETE SEPARATE APPLICATION, UNLESS MARRIED) 1. _____ 2. _____		RELATIONSHIP _____ _____
APPLICANT LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
DRIVERS LICENSE #	STATE	DATE OF BIRTH (MM/DD/YYYY)	EMAIL ADDRESS:	PHONE #
SPOUSE'S LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
TOTAL GROSS MONTHLY INCOME \$ (include all sources)	SPOUSE'S DRIVERS LICENSE	SPOUSE'S DATE OF BIRTH (MM/DD/YYYY)	SPOUSE'S PHONE #	
SPOUSE'S EMAIL ADDRESS:		OTHER NAMES USED FOR EITHER APPLICANTS:		
CURRENT RESIDENCE				
(1) PRESENT STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE ☐ RENT ☐ OWN ☐ FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	
PREVIOUS RESIDENCE				
(2) PREVIOUS STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE ☐ RENT ☐ OWN ☐ FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	
(3) PREVIOUS STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE ☐ RENT ☐ OWN ☐ FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	

EMERGENCY CONTACT INFORMATION			
NAME OF CONTACT	ADDRESS	RELATIONSHIP	PHONE
ADDITIONAL OCCUPANTS			
Do you have any dependents that will be living at the property? ☐ YES ☐ NO		LIST NAMES AND DATES OF BIRTH FOR ALL OCCUPANTS	
EMPLOYMENT HISTORY			
PRESENT EMPLOYER	CITY	STATE	POSITION/TITLE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
SPOUSE'S CURRENT EMPLOYER	CITY	STATE	POSITION/TITLE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
ADDITIONAL INCOME Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such income is to be included in consideration for qualification.			
AMOUNT OF ADDITIONAL INCOME \$	FREQUENCY	SOURCE	
MISCELLANEOUS INFORMATION			
Do you have any Service/Support Animals? ☐ YES ☐ NO	If Yes, (Please Explain):		LIST PET TYPES AND BREEDS
CRIMINAL HISTORY			
Have you ever been convicted of any crime? ☐ YES ☐ NO (Please use an additional page for multiple offenses)		What level was the offense? ☐ Felony ☐ Misdemeanor ☐ Violation	COURT LOCATION:
EVICTION HISTORY			
Have you ever been evicted? ☐ YES ☐ NO	DATE	Have you ever filed for Bankruptcy? ☐ YES ☐ NO	Do you request a reasonable accommodation? ☐ YES ☐ NO
VEHICLE INFORMATION			
MAKE AND MODEL	COLOR	YEAR	LICENSE PLATE NUMBER & STATE

Applicant/Co-Applicant certify that the information provided herein is true and that any false information knowingly provided is subject to the penalty of perjury. Applicant/Co-Applicant hereby authorize the landlord and/or agents to verify the information and obtain credit reports, criminal background, unlawful detainer, prior eviction information, past tenancy report and employment verification through ACRANet. Applicant/Co-Applicant understand that a NON-REFUNDABLE APPLICATION FEE of \$45.00 single applicant and \$ 14.50 single cosigner will be paid to the landlord/agent at the time of application is submitted.

Applicant's Signature _____ Spouse's Signature _____ Date _____

The undersigned agent for the above-referenced landlord certifies that the information sought herein or in any consumer report prepared by ACRANET is for the purpose of evaluating the applicant's residency and no other purpose.

Agent's Signature _____ Date _____

- ☐ It is the Policy of the owners and managers of this management company and/or landlord not to discriminate against anyone in any respect in the rental of this dwelling unit because of race, nationality, religion, sex, disability or family status / having children under the age of 18.



BILLING INFORMATION					
CARD TYPE ☐ VISA ☐ MASTERCARD	TOTAL AMOUNT \$	CARD NUMBER	EXP. DATE	SECURITY CODE	
NAME ON CARD	BILLING ADDRESS	APT #	CITY	STATE	ZIP
My signature below authorizes ACRANET, a background screening and reporting company, to charge the above credit card the background screening fee noted above. I agree to pay for this charge according to the terms of my card holder agreement.					
Signature _____			Date _____		

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TYPE OF REPORT

- FULL CONSUMER
☐ QUICK CHECK
☐ CO-SIGNER (Credit Only)
☐ COMPREHENSIVE
☐ OTHER _____

MEMBER ACCOUNT # 86659

DATE OF APP: _____

RENT \$ _____

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MOVE IN:	MOVE OUT:	DEPOSIT:	PET DEPOSIT:	STUDENT ID#
APPLICANT INFORMATION				
APPLICANT IS: ☐ APPLYING ALONE ☐ HAS CO-APPLICANTS	CO-APPLICANT'S NAME(S) (MUST COMPLETE SEPARATE APPLICATION, UNLESS MARRIED) 1. _____ 2. _____			RELATIONSHIP _____ _____
APPLICANT LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
DRIVERS LICENSE #	STATE	DATE OF BIRTH (MM/DD/YYYY)	EMAIL ADDRESS:	PHONE #
SPOUSE'S LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
TOTAL GROSS MONTHLY INCOME \$ (include all sources)	SPOUSE'S DRIVERS LICENSE		SPOUSE'S DATE OF BIRTH (MM/DD/YYYY)	SPOUSE'S PHONE #
SPOUSE'S EMAIL ADDRESS:		OTHER NAMES USED FOR EITHER APPLICANTS:		
CURRENT RESIDENCE				
(1) PRESENT STREET ADDRESS		APT #	CITY	STATE ZIP
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NAME OF CONTACT	ADDRESS	RELATIONSHIP	PHONE	
ADDITIONAL OCCUPANTS				
Do you have any dependents that will be living at the property? ☐ YES ☐ NO		LIST NAMES AND DATES OF BIRTH FOR ALL OCCUPANTS		
EMPLOYMENT HISTORY				
PRESENT EMPLOYER	CITY	STATE	POSITION/TITLE	PHONE
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AMOUNT OF ADDITIONAL INCOME \$	FREQUENCY		SOURCE	
MISCELLANEOUS INFORMATION				
Do you have any Service/Support Animals? ☐ YES ☐ NO		If Yes, (Please Explain):		LIST PET TYPES AND BREEDS
CRIMINAL HISTORY				
Have you ever been convicted of any crime? ☐ YES ☐ NO (Please use an additional page for multiple offenses)			What level was the offense? ☐ Felony ☐ Misdemeanor ☐ Violation	
			COURT LOCATION:	
EVICTION HISTORY				
Have you ever been evicted? ☐ YES ☐ NO		DATE		Have you ever filed for Bankruptcy? ☐ YES ☐ NO
				Do you request a reasonable accommodation? ☐ YES ☐ NO
VEHICLE INFORMATION				
MAKE AND MODEL	COLOR	YEAR	LICENSE PLATE NUMBER & STATE	

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NAME ON CARD	BILLING ADDRESS		APT #	CITY	STATE ZIP
My signature below authorizes ACRA NET, a background screening and reporting company, to charge the above credit card the background screening fee noted above. I agree to pay for this charge according to the terms of my card holder agreement.					
Signature _____			Date _____		

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments		UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE	
ORIGINAL CERTIFICATION DATE (mm/dd/yyyy)	EFFECTIVE DATE OF CERTIFICATION (mm/dd/yyyy)	CERTIFICATION TYPE ☒ Initial Certification ☐ Recertification	

THE FOLLOWING SECTION IS TO BE COMPLETED ENTIRELY BY THE APPLICANT/RESIDENT
Instructions: Fill out the table below with the names of everyone who will live in the home. Include anyone you expect will live there at least half the time over the next year.

PART 1: PEOPLE IN YOUR HOUSEHOLD					
HH #	Name of Each Person Living in the Apartment	Date of Birth	SSN *Last 4 digits	Full-Time Student*	
1	(HEAD OF HOUSEHOLD)			☐ Full-Time ☐ Part-Time	☐ N/A
2				☐ Full-Time ☐ Part-Time	☐ N/A
3				☐ Full-Time ☐ Part-Time	☐ N/A
4				☐ Full-Time ☐ Part-Time	☐ N/A
5				☐ Full-Time ☐ Part-Time	☐ N/A
6				☐ Full-Time ☐ Part-Time	☐ N/A
7				☐ Full-Time ☐ Part-time	☐ N/A

***Only the last 4 digits of the Social Security Number are required.**
About Your Social Security Number: This form asks for your Social Security number because of rules from the Washington State Housing Finance Commission and the IRS. Your number will only be used to check if you qualify for housing. If you do not have a Social Security number, you can use a Work Visa, Alien Registration Card, Temporary Resident Card, ITIN (Individual Taxpayer Identification Number), or Employment Authorization Card instead. If you do not provide a number, it may slow down or stop your application.

***What is a Full-Time Student?** A full-time student is anyone who is now in school, plans to be, or was in school for at least 5 months this year. The 5 months do not have to be in a row. This includes students in grades K-12, college, technical schools, and trade schools. Students with a student visa from another country are also considered full-time students.

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

INSTRUCTIONS: All Adult household members must complete this form (see Instructions page for definition of Adult). You must list all income and assets currently or to be received by any household member within the next 12-month period beginning on the anticipated date of move-in or recertification date. If no one in the household receives any income at all from any source, please skip to **Part 5** and complete the **Zero Income Certification**.

PART 2: HOUSEHOLD INCOME				
HH#	Yes	No		Annual Gross Income
	☐	☐	1. Self-employment (<i>describe what you do</i>) 	Use Net Income from business: \$
	☐	☐	2. Employment receiving wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation. If yes, list additional information in Part 3: Current Employment Information below.	\$
	☐	☐	3. Unemployment benefits	
	☐	☐	4. Veteran's Administration benefits, or GI Bill income	\$
	☐	☐	5. Military income (from being active member of Armed Forces, National Guard, Reserves)	\$
	☐	☐	6. Education financial assistance (for full- and part-time students))	\$
	☐	☐	7. Retirement benefits from Social Security	\$
	☐	☐	8. Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) \$	\$
	☐	☐	9. Unearned income from family members age 17 or under (example: Social Security, trust fund disbursements, etc.)	\$
	☐	☐	10. Disability or death benefits other than Social Security	\$
	☐	☐	11. Worker's Compensation (L&I) benefits	\$
	☐	☐	12. Public housing assistance/Rental assistance/Section 8 voucher. Housing authority providing the assistance: 	\$
	☐	☐	13. I/we receive public assistance income (example: TANF, GAU, FIP, ADATSA, etc.)	\$

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 2: HOUSEHOLD INCOME				
HH#	Yes	No		Annual Gross Income
	☐	☐	14. Child support payments. If yes, for how many children do you receive support?	\$
	☐	☐	15. Alimony/spousal support payments	\$
	☐	☐	16. Regular payments from trusts, annuities, inheritance, retirement funds or pensions. If yes, list sources: 	\$ \$
	☐	☐	17. Income from real estate or personal property 	Use Net Earned Income: \$
	☐	☐	18. Do your family, friends, or any other person or organization outside of your household help you meet needs by giving you cash assistance? If yes, who provides the cash assistance? How often do you receive the cash assistance? ☐ Weekly ☐ Monthly ☐ Yearly ☐ Other:	What is the average amount of cash you receive? \$
	☐	☐	19. Earned income from online sources (Including but not limited to the following activities: video gaming, blogging, teaching, reselling items, paid surveys, investing (Twitch, YouTube, Amazon, E-Bay, Etsy, Swagbucks, etc.)) If yes, please explain. 	\$

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 2: HOUSEHOLD INCOME			
HH#	Yes	No	Annual Gross Income
	☐	☐	20. Do your family, friends, or any other person or organization outside of your household help you pay a bill or expense, such as for utilities, car, gas, insurance, bus pass, telephone, cable/internet, diapers, etc.? ☐ Yes ☐ No If yes, who helps you pay the bills or expense? How often do you receive the assistance? ☐ Weekly ☐ Monthly ☐ Yearly ☐ Other:
			What is the average amount of assistance you receive? \$

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 3: CURRENT EMPLOYMENT INFORMATION

HH #	HOUSEHOLD MEMBER NAME	JOB TITLE	DATE HIRED (mm/dd/yyyy)	
EMPLOYER NAME		CONTACT PERSON	EMPLOYER EMAIL ADDRESS	
EMPLOYER ADDRESS		CITY	STATE	EMPLOYER PHONE #
SALARY \$	PAY FREQUENCY ☐ Hourly ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Yearly ☐ Other: _____			WORK HOURS PER WEEK

HH #	HOUSEHOLD MEMBER NAME	JOB TITLE	DATE HIRED (mm/dd/yyyy)	
EMPLOYER NAME		CONTACT PERSON	EMPLOYER EMAIL ADDRESS	
EMPLOYER ADDRESS		CITY	STATE	EMPLOYER PHONE #
SALARY \$	PAY FREQUENCY ☐ Hourly ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Yearly ☐ Other: _____			WORK HOURS PER WEEK

HH #	HOUSEHOLD MEMBER NAME	JOB TITLE	DATE HIRED (mm/dd/yyyy)	
EMPLOYER NAME		CONTACT PERSON	EMPLOYER EMAIL ADDRESS	
EMPLOYER ADDRESS		CITY	STATE	EMPLOYER PHONE #
SALARY \$	PAY FREQUENCY ☐ Hourly ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Yearly ☐ Other: _____			WORK HOURS PER WEEK

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 4: ASSET INFORMATION

Please choose one of the following:

☐ I/We do not have any assets at this time. Continue to **Part 5: Zero Income Certification** (if required) and **Part 6: Student Status Certification**.

☐ I/We have assets. My/our assets are listed below.

*For an explanation of what counts as an asset, please see the Instructions form on our website. Cash values is defined as the market value of the asset minus the cost of converting the assets to cash. Costs may include broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

HH#	Yes	No		Cash Value	Interest Rate	Annual Income				
	☐	☐	1. RVs, ATVs, boats, antique cars, stamp collections, etc. 	\$ \$		\$ \$				
	☐	☐	2. Cash on hand	\$		\$				
	☐	☐	3. Checking account(s). If yes, list bank names and account number(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>ACCOUNT NO.</td> </tr> <tr> <td>BANK NAME #2</td> <td>ACCOUNT NO.</td> </tr> </table>	BANK NAME #1	ACCOUNT NO.	BANK NAME #2	ACCOUNT NO.	\$ \$	% %	\$ \$
BANK NAME #1	ACCOUNT NO.									
BANK NAME #2	ACCOUNT NO.									
	☐	☐	4. Savings account(s). If yes, list bank names and account number(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>ACCOUNT NO.</td> </tr> <tr> <td>BANK NAME #2</td> <td>ACCOUNT NO.</td> </tr> </table>	BANK NAME #1	ACCOUNT NO.	BANK NAME #2	ACCOUNT NO.	\$ \$	% %	\$ \$
BANK NAME #1	ACCOUNT NO.									
BANK NAME #2	ACCOUNT NO.									
	☐	☐	5. Internet-based assets (Cash app, Venmo, PayPal, Apple Pay, etc.). 	\$	%	\$				

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 4: ASSET INFORMATION										
HH#	Yes	No		Cash Value	Interest Rate	Annual Income				
	☐	☐	6. Debit card(s) not associated with a bank account. If yes, list last 4 numbers of the card(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>LAST 4 DIGITS</td> </tr> <tr> <td>BANK NAME #2</td> <td>LAST 4 DIGITS</td> </tr> </table>	BANK NAME #1	LAST 4 DIGITS	BANK NAME #2	LAST 4 DIGITS	\$		
BANK NAME #1	LAST 4 DIGITS									
BANK NAME #2	LAST 4 DIGITS									
	☐	☐	7. Brokerage account(s). If yes, list bank names(s) and account number(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>ACCOUNT NO.</td> </tr> <tr> <td>BANK NAME #2</td> <td>ACCOUNT NO.</td> </tr> </table>	BANK NAME #1	ACCOUNT NO.	BANK NAME #2	ACCOUNT NO.	\$	%	\$
BANK NAME #1	ACCOUNT NO.									
BANK NAME #2	ACCOUNT NO.									
	☐	☐	8. Capital investments <table border="1"> <tr> <td></td> </tr> </table>		\$	%	\$			
	☐	☐	9. Annuities. If yes, list bank names(s) and account number(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>ACCOUNT NO.</td> </tr> <tr> <td>BANK NAME #2</td> <td>ACCOUNT NO.</td> </tr> </table>	BANK NAME #1	ACCOUNT NO.	BANK NAME #2	ACCOUNT NO.	\$	%	\$
BANK NAME #1	ACCOUNT NO.									
BANK NAME #2	ACCOUNT NO.									
	☐	☐	10. Money market. If yes, list bank names(s) and account number(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>ACCOUNT NO.</td> </tr> <tr> <td>BANK NAME #2</td> <td>ACCOUNT NO.</td> </tr> </table>	BANK NAME #1	ACCOUNT NO.	BANK NAME #2	ACCOUNT NO.	\$	%	\$
BANK NAME #1	ACCOUNT NO.									
BANK NAME #2	ACCOUNT NO.									

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 4: ASSET INFORMATION														
HH#	Yes	No		Cash Value	Interest Rate	Annual Income								
	☐	☐	11. Life insurance (do not include term life insurance that is only payable upon death). If yes, list company. 	\$	%	\$								
	☐	☐	12. Cryptocurrency (Ethereum, Tether, Bitcoin, etc.). 	\$	%	\$								
	☐	☐	13. Stocks/Bonds. If yes, list company where held. 	\$	%	\$								
	☐	☐	14. Certificate of Deposit. If yes, list bank names(s) and account number(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>ACCOUNT NO.</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>BANK NAME #2</td> <td>ACCOUNT NO.</td> </tr> <tr> <td></td> <td></td> </tr> </table>	BANK NAME #1	ACCOUNT NO.			BANK NAME #2	ACCOUNT NO.			\$	%	\$
BANK NAME #1	ACCOUNT NO.													
BANK NAME #2	ACCOUNT NO.													
	☐	☐	15. Trust funds that are under control of the household. If yes, list bank names(s) and account number(s). <table border="1"> <tr> <td>BANK NAME #1</td> <td>ACCOUNT NO.</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>BANK NAME #2</td> <td>ACCOUNT NO.</td> </tr> <tr> <td></td> <td></td> </tr> </table>	BANK NAME #1	ACCOUNT NO.			BANK NAME #2	ACCOUNT NO.			\$	%	\$
BANK NAME #1	ACCOUNT NO.													
BANK NAME #2	ACCOUNT NO.													

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 4: ASSET INFORMATION														
HH#	Yes	No		Cash Value	Interest Rate	Annual Income								
	☐	☐	16. Lump Sum amounts (lottery/ inheritance, etc). 	\$	%	\$								
	☐	☐	17. Safety Deposit Box and its contents 	\$										
	☐	☐	18. Other asset(s): 	\$ \$	% %	\$ \$								
	☐	☐	19. I/we have given away money or assets for less than their value in the past two years. If yes, list the items and the dates. <table border="1"> <tr> <td>ITEM</td> <td>DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>ITEM</td> <td>DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	ITEM	DATE			ITEM	DATE			\$ \$	% %	\$ \$
ITEM	DATE													
ITEM	DATE													
	☐	☐	20. Have you received a tax refund in the last 12 months? 	Amount of return: \$										
	☐	☐	21. Real estate property 	\$ \$		\$ \$								
Does the total value of assets for your entire household exceed \$50,000?						☐ Yes ☐ No								

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME	CURRENT HH SIZE	

PART 5: ZERO INCOME CERTIFICATION

To be completed ONLY by any household that does not receive any kind of income from any source at all.

1. I/We hereby certify that I/we do not individually receive income from any of the following sources:
- a. Wages from employment (including commissions, tips, bonuses, fees, etc.).
 - b. Income from operation of a business.
 - c. Rental income from real or personal property.
 - d. Income, interest or dividends from assets.
 - e. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits.
 - f. Unemployment or disability payments.
 - g. Public assistance payments.
 - h. Regular allowances such as alimony, child support, or gifts received from persons not living in my household.
 - i. Sales from self-employed resources (Avon, Mary Kay, eBay, etc.).
 - j. Any other source not named above.

2. Employment Income – Choose one:

- ☐ I/We have no income and am currently looking for a job but haven't received any offers.
- ☐ I/We have no income and won't be looking for a job in the next 12 months.

3. I/We will be using the following sources of funds or relying on the following person(s) to pay for rent and other necessities. Enter full name(s):

--	--

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME		CURRENT HH SIZE

PART 6: STUDENT STATUS CERTIFICATION

Students include members who are in grades K-12, college, technical schools, and trade schools. Students do not include members who are completing trainings at the job site or taking job training classes.

Please choose one of the following:				
☐	1. The HH includes at least one member who is not a student and will not be a student for the next 5 months this year or the next year. List member(s) who are not students :			
☐	2. The HH includes all students but at least one member is a part-time student (must provide verification of part-time student status). List member(s) who are part-time students :			
☐	3. The HH includes all students who are now in school, plans to be, or was in school for at least 5 months this year. The 5 months do not have to be in a row.			
	If yes, you must answer all questions below:		Yes	No
	A.	Are the students married and file tax return together? <i>(Include proof of a tax return or a written declaration such as an affidavit)</i>	☐	☐
	B.	One student member is a single parent who – i. does not receive any support as a dependent of someone else. ii. independently care for the child/children.	☐	☐
	C.	Is one student receiving Temporary Assistance to Needy Families (TANF)?	☐	☐
	D.	Does one student in one of the following programs? <i>(Must provide proof)</i> i. The Job Training Partnership Act. ii. The Workforce Investment Act or similar federal, state, or local laws.	☐	☐
	E.	Does the household include one student who was under foster care in the past? <i>(Must provide proof)</i>	☐	☐

Tax Credit Household Eligibility Application (HEA)

PROPERTY NAME Basalt Ridge Apartments	UNIT NUMBER	NO. OF BEDROOMS
HOUSEHOLD (HH) NAME	CURRENT HH SIZE	

I understand that if my household income or the people who live in my home changes after I sign this form but before I move in, I must tell the management staff right away. Under penalty of perjury, I promise that all the information I gave in this application is true and correct to the best of my knowledge. I understand that giving false or incomplete information is fraud. If I do, my lease can be canceled, and I could face legal action.

Only the Applicant/Resident should sign this form, unless someone else has legal permission (Power of Attorney) to sign for them. If so, a copy of the Power of Attorney, their photo ID, and their contact information must be included.

HEAD OF HOUSEHOLD SIGNATURE	PRINT NAME	DATE (mm/dd/yyyy)
HOUSEHOLD MEMBER SIGNATURE	PRINT NAME	DATE (mm/dd/yyyy)
HOUSEHOLD MEMBER SIGNATURE	PRINT NAME	DATE (mm/dd/yyyy)
HOUSEHOLD MEMBER SIGNATURE	PRINT NAME	DATE (mm/dd/yyyy)
HOUSEHOLD MEMBER SIGNATURE	PRINT NAME	DATE (mm/dd/yyyy)

Reasonable Accommodation: If a third party is required to assist with the completion of this document, add their signature, printed name, relationship, phone number and date to the bottom of this page.

I certify that I have assisted the above-signed Applicant/Resident complete this document as a reasonable accommodation.

PRINT THIRD PARTY NAME	RELATIONSHIP	PHONE NUMBER
THIRD PARTY SIGNATURE	DATE (mm/dd/yyyy)	

HOUSEHOLD DECLARATION SUPPLEMENT TO REA
(REQUIRED for initial certifications only)

Property Name: Basalt Ridge Apartments **Unit:** _____

Applicant/Resident Name: _____

The forms you are currently completing are for the Low-Income Housing Tax Credit or Bond Program governed by the Washington State Housing Finance Commission in compliance with Section 42 and 142 of IRS Code. These programs regulate the income limits of our rental households.

All household members over the age of eighteen must sign the forms; have their income and assets third-party verified and be on the lease.

As part of determining gross annual income, we are required to document temporarily absent household members including spouses (husband or wife), roommates, and dependants. Income of any temporarily absent household member must be included in the total household income. The income of a spouse, even if he/she will not reside in the apartment must be included when determining income, unless documentation of a legal separation is provided. Income of anyone anticipated to join the household within the initial twelve (12) months of occupancy such as a fiancé or roommate must also be counted.

* Will anyone be residing in the unit not listed on page 1 of the *Rental Eligibility Application*?

☐ Yes ☐ No If "Yes," identify the person and position in the household: _____

* Do any household members have a spouse who is not listed as a household member on page 1 of the *Rental Eligibility Application*?

☐ Yes ☐ No If "Yes," please share the spouse's name and income information or provide legal separation documentation.

Spouses Name: _____ Source of Income: _____

* Will anyone be joining your household within twelve (12) months?

☐ Yes ☐ No If "Yes," complete the following:

Name: _____ When expected: _____ Source of Income: _____

I/We hereby declare that I/ have disclosed all current household members, the spouse of all household members, all roommates and anyone expected to join my/our household within the next twelve (12) months. I/We understand that omitting any current household members, the spouse of any household member, any roommates or anyone expected to join my/our household within the next twelve (12) months from the tenancy process is considered fraud and is grounds to terminate my/our household residency. I/We further understand that no one will be allowed to join my/our households without prior written approval.

Head of Household Signature	Print Head of Household Name	Date
Other Adult Household Member Signature	Print Other Adult Household Member Name	Date
Other Adult Household Member Signature	Print Other Adult Household Member Name	Date

HOUSEHOLD DEMOGRAPHICS

Property Name: Basalt Ridge Apartments Unit #: _____

Household Name: _____

HOUSEHOLD COMPOSITION										
Mbr #	FIRST NAME	LAST NAME	MI	RELATIONSHIP TO HEAD-OF-HOUSEHOLD						
				Head	Spouse	Adult Co-Resident	Child	Foster Child/Adult	Live-In Caretaker	Other
1				☒	☐	☐	☐	☐	☐	☐
2				☐	☐	☐	☐	☐	☐	☐
3				☐	☐	☐	☐	☐	☐	☐
4				☐	☐	☐	☐	☐	☐	☐
5				☐	☐	☐	☐	☐	☐	☐
6				☐	☐	☐	☐	☐	☐	☐
7				☐	☐	☐	☐	☐	☐	☐
8				☐	☐	☐	☐	☐	☐	☐
9				☐	☐	☐	☐	☐	☐	☐
10				☐	☐	☐	☐	☐	☐	☐

Check ALL that apply for each household member.										
(A) RACIAL CATEGORIES*	HOH Member #1	Mbr #2	Mbr #3	Mbr #4	Mbr #5	Mbr #6	Mbr #7	Mbr #8	Mbr #9	Mbr #10
American Indian or Alaska Native	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Asian	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Black or African American	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Native Hawaiian or Other Pacific Islander	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
White	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Multi-Racial	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Choose Not to Disclose	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Check one for each household member.										
(B) ETHNIC CATEGORIES*	HOH Member #1	Mbr #2	Mbr #3	Mbr #4	Mbr #5	Mbr #6	Mbr #7	Mbr #8	Mbr #9	Mbr #10
Hispanic or Latino	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Not Hispanic or Latino	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Choose Not to Disclose	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

(C) DISABILITY STATUS*	HOH Member #1	Mbr #2	Mbr #3	Mbr #4	Mbr #5	Mbr #6	Mbr #7	Mbr #8	Mbr #9	Mbr #10
Are any household members disabled according to the Fair Housing Act? If "Yes," check box.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Are any household members disabled according to the Fair Housing Act? If "No," check box.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Choose Not to Disclose	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

***Please refer to the attached page for definitions of race, ethnicity, and disability.**

Reasonable Accommodation: If a third party is required to assist with the completion of this document, add their signature and date, printed name, relationship, and phone number to the bottom of this page.

_____ Head of Household Signature	_____ Date	_____ Member #2 Signature	_____ Date
_____ Member #3 Signature	_____ Date	_____ Member #4 Signature	_____ Date

You have applied for, or currently reside in, a rental housing unit located in a development operating under the "Low-Income Housing Tax Credit" (LIHTC) Program of Section 42 of the Internal Revenue Code. The collection of certain resident data is authorized by the Housing & Economic Recovery Act of 2008 and will be furnished to the U.S. Department of Housing & Urban Development (HUD). Each household must be offered the opportunity to disclose their race, ethnicity, and disability status. Parents/guardians are asked to disclose on behalf of all children in the household who are under the age of 18. There is no penalty for those households who do not wish to provide the requested information. However, all adult members (18 years or older) must sign/date at the bottom of this form as proof that the option to disclose was made available.

The following racial and ethnic definitions are modeled after the OMB-approved form, "Race and Ethnic Data Reporting Form" (HUD-27061), used by the U.S. Department of Housing and Urban Development (HUD):

A. Household members can select one or more of the following applicable racial definitions:

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

B. Household members can select one of the following applicable ethnic definitions:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."

Not Hispanic or Latino - A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The following definition of "disabled" comes directly from the Fair Housing Act:

C. Per the Fair Housing Act, the definition of disabled is:

- A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. For a definition of "physical or mental impairment" and other terms used in this definition, please see 24 CFR 100.201, available at: https://www.hud.gov/program_offices/fair_housing_equal_opportunity/disability_overview#_Who_Is_a
- "Handicap" does not include current, illegal use of or addiction to a controlled substance.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

Property Name: Basalt Ridge Apartments

Unit: _____

As a condition of participating in an affordable housing program, I understand the property owner is required to initially and annually certify each resident's eligibility for such program. Consequently, I understand it is necessary for me to give authorization for specific income and asset information to be provided on one or more of the following forms:

- > Employment Verification
- > Social Security/Supplemental Security Income Benefits Verification
- > Public Assistance Verification
- > Unemployment Benefits Verification
- > Military Pay Verification
- > Pension Verification
- > Annuity or Stock Verification
- > Deposit Verification Request
- > Student Status Verification
- > Child Support verification (to be used if property management has their own form)

This Authorization is limited to the forms listed above and expires 180 days after the date of my signature below unless revoked in writing by me earlier. By my signature below, I authorize the representative individuals to disclose my specific income and asset information as requested on the forms above. No other information may be released without my express written authorization.

Notice to applicant/resident: Do not sign this document unless the authorized management agent's signature appears at the bottom of this page.

Signature of Applicant/Resident

Print Name of Applicant/Resident

Date

By the signature of its authorized management agent below, and in consideration for execution of this Authorization by the applicant/resident, property representative warrants the following:

1. Information requested on the above form is required and necessary to complete certification of the applicant/resident's eligibility to reside in the above housing property;
2. The information requested above will be used for no purpose other than determining such applicant/resident's eligibility; will be maintained as confidential personal information subject to disclosure only as required by proper administrative or judicial process, and will not be otherwise disclosed by the property owner or management; and
3. The property owner and management have instituted procedures that insure all personally identifiable information provided pursuant to this authorization will be maintained as (a) confidential personal information, (b) separate from that of other residents, and (c) using such physical and other security measures, including security measures for protection of records maintained in electronic or magnetic form, sufficient to protect such information from any unauthorized use, access, or disclosure.

Signature of Authorized Management Agent

Print name of Agent

Date

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

Property Name: Basalt Ridge Apartments **Unit:** _____

As a condition of participating in an affordable housing program, I understand the property owner is required to initially and annually certify each resident's eligibility for such program. Consequently, I understand it is necessary for me to give authorization for specific income and asset information to be provided on one or more of the following forms:

- Employment Verification
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- Unemployment Benefits Verification
- Military Pay Verification
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- Annuity or Stock Verification
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- Student Status Verification
- Child Support verification (to be used if property management has their own form)

This Authorization is limited to the forms listed above and expires 180 days after the date of my signature below unless revoked in writing by me earlier. By my signature below, I authorize the representative individuals to disclose my specific income and asset information as requested on the forms above. No other information may be released without my express written authorization.

Notice to applicant/resident: Do not sign this document unless the authorized management agent's signature appears at the bottom of this page.

_____ Signature of Applicant/Resident	_____ Print Name of Applicant/Resident	_____ Date
--	---	---------------

By the signature of its authorized management agent below, and in consideration for execution of this Authorization by the applicant/resident, property representative warrants the following:

1. Information requested on the above form is required and necessary to complete certification of the applicant/resident's eligibility to reside in the above housing property;
2. The information requested above will be used for no purpose other than determining such applicant/resident's eligibility; will be maintained as confidential personal information subject to disclosure only as required by proper administrative or judicial process, and will not be otherwise disclosed by the property owner or management; and
3. The property owner and management have instituted procedures that insure all personally identifiable information provided pursuant to this authorization will be maintained as (a) confidential personal information, (b) separate from that of other residents, and (c) using such physical and other security measures, including security measures for protection of records maintained in electronic or magnetic form, sufficient to protect such information from any unauthorized use, access, or disclosure.

_____ Signature of Authorized Management Agent	_____ Print name of Agent	_____ Date
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AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

Property Name: Basalt Ridge Apartments **Unit:** _____

As a condition of participating in an affordable housing program, I understand the property owner is required to initially and annually certify each resident's eligibility for such program. Consequently, I understand it is necessary for me to give authorization for specific income and asset information to be provided on one or more of the following forms:

- Employment Verification
- Social Security/Supplemental Security Income Benefits Verification
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- Military Pay Verification
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- Annuity or Stock Verification
- Deposit Verification Request
- Student Status Verification
- Child Support verification (to be used if property management has their own form)

This Authorization is limited to the forms listed above and expires 180 days after the date of my signature below unless revoked in writing by me earlier. By my signature below, I authorize the representative individuals to disclose my specific income and asset information as requested on the forms above. No other information may be released without my express written authorization.

Notice to applicant/resident: Do not sign this document unless the authorized management agent's signature appears at the bottom of this page.

_____ Signature of Applicant/Resident	_____ Print Name of Applicant/Resident	_____ Date
--	---	---------------

By the signature of its authorized management agent below, and in consideration for execution of this Authorization by the applicant/resident, property representative warrants the following:

1. Information requested on the above form is required and necessary to complete certification of the applicant/resident's eligibility to reside in the above housing property;
2. The information requested above will be used for no purpose other than determining such applicant/resident's eligibility; will be maintained as confidential personal information subject to disclosure only as required by proper administrative or judicial process, and will not be otherwise disclosed by the property owner or management; and
3. The property owner and management have instituted procedures that insure all personally identifiable information provided pursuant to this authorization will be maintained as (a) confidential personal information, (b) separate from that of other residents, and (c) using such physical and other security measures, including security measures for protection of records maintained in electronic or magnetic form, sufficient to protect such information from any unauthorized use, access, or disclosure.

_____ Signature of Authorized Management Agent	_____ Print name of Agent	_____ Date
---	------------------------------	---------------

PUBLIC ASSISTANCE VERIFICATION

Property Name: Basalt Ridge Apartments Unit: _____

RE: _____

☐ 1st Request _____

☐ 2nd Request _____

☐ 3rd Request _____

SS#: _____

See instruction page.

Fax #: _____

Attn: DSHS

Dear Sir/Madam:

We are required to verify the income of all household members applying for admission as residents to the federally-assisted housing Units which we operate, and periodically to re-examine household income. To comply with this requirement, we ask your cooperation in supplying the information requested below regarding the referenced individual. This information will be used only in determining the eligibility status of the Household.

Your prompt return of this form will be appreciated. If you have any questions, please call:

Name: Basalt Ridge Apts

Phone # (509) 720-3150

Sincerely,

Management Agent

I hereby authorize the release of requested information.

Applicant's Signature

Date

TO BE COMPLETED BY CASEWORKER

Number in Household: _____

Monthly Amount

Temporary Assistance for Needy Families (TANF):

\$ _____

Disability Lifeline (GAU; FIP; ADATSA):

\$ _____

Food Stamps:

\$ _____

State SSI:

\$ _____

Other Assistance – Type: _____

\$ _____

Other Income – Source: _____

\$ _____

Comments: _____

Signature

Title

Date

Print Name

Phone Number

PUBLIC ASSISTANCE VERIFICATION

Property Name: Basalt Ridge Apartments Unit: _____

RE: _____

SS#: _____

See instruction page.

☐ 1st Request _____

☐ 2nd Request _____

☐ 3rd Request _____

Fax #: _____

Attn: DSHS

Dear Sir/Madam:

We are required to verify the income of all household members applying for admission as residents to the federally-assisted housing Units which we operate, and periodically to re-examine household income. To comply with this requirement, we ask your cooperation in supplying the information requested below regarding the referenced individual. This information will be used only in determining the eligibility status of the Household.

Your prompt return of this form will be appreciated. If you have any questions, please call:

Name: Basalt Ridge Apts

Phone # (509) 720-3150

Sincerely,

Management Agent

I hereby authorize the release of requested information.

Applicant's Signature

Date

TO BE COMPLETED BY CASEWORKER

Number in Household: _____

Temporary Assistance for Needy Families (TANF):

Disability Lifeline (GAU; FIP; ADATSA):

Food Stamps:

State SSI:

Other Assistance – Type: _____

Other Income – Source: _____

Monthly Amount

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Comments: _____

Signature

Title

Date

Print Name

Phone Number

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See instruction page.

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\$ _____

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Signature

Title

Date

Print Name

Phone Number



Authorization to Release Records - Individual

A. AUTHORIZE DISCLOSURE OF CONFIDENTIAL UNEMPLOYMENT INSURANCE PROGRAM RECORDS:				
FIRST MIDDLE LAST NAME OF INDIVIDUAL				
SOCIAL SECURITY NUMBER (NEED TO PROCESS REQUEST):				
B. DISCLOSE RECORDS TO:				
NAME LAST		FIRST	TITLE (IF APPLICABLE)	
Wohali		Casie	Manager	
ORGANIZATION OR BUSINESS NAME (IF APPLICABLE)				
Basalt Ridge Apartments				
ADDRESS		CITY	STATE	ZIP CODE
13660 W 6th Ave		Airway Heights,	WA	99001
TELEPHONE NUMBER	FAX NUMBER		EMAIL ADDRESS	
509-720-3150	509-598-8828		brmgmt@whitewatercreek.com	
STATE PURPOSE OF DISCLOSURE (REQUIRED):				
Low Income Tax Credit Housing				
C. RECORDS AUTHORIZED TO RELEASE:				
I authorize the following confidential unemployment insurance program information and records to be released to the third party entity identified in Section B. I understand State governmental files will be accessed to provide the requested information/records. The identified third party entity is only authorized to use the requested information/records for the stated purpose.				
☐ A copy of my <u>Wages Reported</u> by employers in the State of Washington from				
_____		through	_____	
(start date – far back as 1987)			(end date)	
☒ A copy of my <u>Unemployment Payment History</u> from:				
_____		through	Past 12 months	
(start date)			(end date)	
If just requesting a copy of individual's wages reported and/or unemployment payment history then upload and submit this signed release on-line to receive a response within <u>1 business day</u> at esd.wa.gov/newsroom/public-records				
☐ If releasing other records other than the above (identify here):				

D. SIGN REQUEST FOR RECORDS				
By signing below I declare under the penalty of perjury under the laws of the State of Washington that I am the individual whose confidential unemployment insurance program information and records is being requested:				
SIGNATURE (REQUIRED – ELECTRONIC SIGNATURE NOT ACCEPTED):			DATE REQUESTED:	
X				
MAILED OR FAXED IN REQUESTS WILL BE RESPONDED TO WITHIN <u>5 TO 10 BUSINESS DAYS</u> . SEND REQUEST TO:				
ESD Records Disclosure Unit P.O. Box 9046 Olympia WA 98507-9046 Fax: 1-866-610-9225				

Any questions contact the ESD Records Disclosure Unit at 1-844-766-8930

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DISABILITY STATUS CERTIFICATION

Property Name: Basalt Ridge Apartments **Unit:** _____

Applicant Name: _____

A number of units at this property have been set aside for persons with disabilities. "Disability" is defined as a **physical or mental impairment that substantially limits one or more of the major life activities of an individual, such as not being able to care for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning.**

Applicant:

Please check one of the boxes below.

☐ YES - I or one of my household members is a person with a disability (as defined above).

Name of qualifying household member: _____

☐ NO - Neither I nor any of my household members is a person with a disability (as defined above).

☐ N/A - I choose not to disclose.

Signature of Applicant

Date

Property Manager:

If applicant checked "YES", obtain a completed copy of the Commission's *Disability Verification* form or written verification from the applicant's physician, relative, social worker, or caregiver. The verification should confirm that the applicant/household member is a person with a disability (as defined above). The verification must not describe the nature of the disability.

BOND LEASE RIDER
(to be attached to resident's lease)

Property Name: Basalt Ridge Apartment **Unit:** _____

Applicant/Resident Name: _____

Dear Potential Resident/Existing Resident:

This apartment Project was financed with bonds issued by the Washington State Housing Finance Commission (the "Commission"). Under this program, the Owner received a below-market interest rate on his/her mortgage loan in exchange for renting a portion of his/her building to income-qualified individuals.

This apartment and the Commission spell out how to measure, report, and verify income under this program to ensure that the Property is reaching those individuals for whom it was designed. Substantial assets are converted by formula and included in the income total. Special rules are used for fulltime students. All income and assets must be documented and verified. The on-site personnel of the Property will provide the forms each Resident will be required to submit.

Because of the growing pressure on the government and the Commission to combat fraud, these forms must be prepared carefully so that every question is answered and that all answers are clearly legible. "N/A" (not applicable) should be written in all sections which do not apply.

For Projects that were funded under the new tax Code, annual recertification is required for all participating Residents. This means that a new set of these same forms must be completed annually. Again, all information must be accompanied by documentation. Once a new Resident is certified, s/he continues to be eligible until his/her income reaches 140% of the area median gross income. However, the Owner cannot evict him/her on the basis of his/her income, and the Property remains in compliance as long as the next available Unit is rented to a Qualified Resident.

All housing in this Property will be operated in a manner consistent with federal housing policy governing nondiscrimination and accessibility, as determined under the Americans with Disabilities Act, the Fair Housing Amendments Act of 1988, the rules and regulations of HUD, and federal, state, and local laws now provided or which may hereafter be provided.

To that end, the Owner shall not discriminate in making rental Units available for occupancy on the basis of race, creed, color, sex, national origin, religion, marital status, age, or disability. Furthermore, the Owner shall not discriminate against any Resident or potential Resident on the basis of that Resident's sources of income provided such sources of income are not in contravention of any federal, state, or local law.

All Units set aside for occupancy by individuals who meet the low-income or special-needs criteria of the program will be of the same quality construction as all other Units and will be

equipped and maintained in the same manner as all other Units (not including luxury amenities such as fireplaces).

When selecting Residents for occupancy, the Owner shall not apply selection criteria to a potential Resident that is more burdensome than selection criteria applied to any other Resident or potential Resident; and the Owner shall take into consideration the rental history of such potential Resident as evidence of the ability to pay the applicable rent, so long as: (i) the rental history is of a term of at least one year; and (ii) the history shows that the Resident has paid at least the same percentage of his/her income for rent during that period as s/he will be required to pay for the rent of the Unit for which s/he is applying.

This form was completed on: _____
Date

By: _____
Signature of Resident Print Name

By: _____
Signature of Resident Print Name

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This form was completed on: _____
Date

By: _____
Signature of Resident Print Name

By: _____
Signature of Resident Print Name

WASHINGTON STATE HOUSING FINANCE COMMISSION
LOW INCOME HOUSING TAX CREDIT LEASE RIDER
(must be attached to Resident's lease)

Property Name: Basalt Ridge Apartments Unit: _____

Applicant/Resident Name: _____

Dear Applicant or Existing Resident:

Summary

The Owner of this property rents residential units under the federal Low-Income Housing Tax Credit (LIHTC) program as administered by the Washington State Housing Finance Commission (the "Commission"). Under the LIHTC program, the Owner can qualify for federal IRS tax credits by renting some or all of the units in the property to low-income households and restricting the rents for those units. In addition, the owner **may** have agreed to reserve some of the units in the property for households or persons with special needs. (See the Special-Needs section below.) This rider was prepared to help residents understand the LIHTC program.

Income and Rent Limits

The Owner has agreed to reserve some or all of this property's units for households at or below 30, 35, 40, 45, 50 or 60% of the area median income. In certain cases, the Owner has also agreed to reserve some units at 20, 70 or 80%. The property manager can provide you with this property's specific income set-asides. Note that the property may not have units available at the lowest income set-asides. The LIHTC program provides rent limits based on a household's income set-aside and number of bedrooms in their unit. The Owner cannot charge more than the LIHTC rent limit for your unit. Ask the property representative for specific information.

Annual Recertification

To be eligible for a rent- and income-restricted unit, all income and assets of every household member must be documented and verified. The property's Owner or their agent will give you the required forms to declare and verify income and assets from all sources. They may also ask you for supporting documentation. The program requires each household to **recertify** or complete a new set of required forms at least once every 12 months.

Since this program involves IRS tax credits, the Commission and everyone involved with this program is under growing pressure to prevent fraud. Your forms must be prepared carefully, with every question answered. Annually, you will be signing a document under penalty of perjury, saying that the information and verifications submitted are correct.

Households who do not properly complete their paperwork **may not** qualify for residency or **may** be required to vacate their income- and rent-restricted unit.

A property that has more than one income/rent limit **can** switch a household to a higher or lower income/rent limit, based on the household's income at recertification. Ask the property representative for specific information.

Full-time Student Households

A household where each member is a full-time student may not qualify for an income- and rent- restricted unit. A household where everyone becomes a full-time student after move-in may no longer qualify for an income- and rent-restricted unit. Your household **must** notify management immediately if your student status changes. **Any** change in student status (for **any** household member) could jeopardize your household's ability to stay in your unit. Ask your property representative for specific information.

Special Needs (if applicable)

The Owner of this property **may** have chosen to reserve some of this property's units for households that have Special Needs. Units could be reserved for households that meet the Commission's criteria for Large Households, Persons with Disabilities, Elderly, Homeless Housing or Farmworkers. Households or individuals applying for one of these Special Needs units will be required to verify their eligibility. Ask your property representative for specific information.

Eventual Tenant Homeownership (ETO) Option (if applicable)

The LIHTC program gives Owners the option to make rental units available to households for purchase as homeownership units after the initial 15-year federal compliance period. If the Owner elected this option in their contract with the Commission, the Owner will provide residents with a lease addendum regarding the ETO and will work with residents to determine their eligibility for homeownership. The Commission does not determine resident homeownership eligibility. A unit is sold by the Owner to the resident. If the Owner determines a resident is not eligible for ETO, then the Owner must continue to rent the unit as a LIHTC unit under current program rules. Please ask your property representative for more information.

Nondiscrimination

The property must comply with federal housing policy governing nondiscrimination and accessibility. In making an apartment available, the Owner **cannot** discriminate against you because of your race, creed, color, sex, national origin, marital status, age, disability or familial status. Furthermore, the Owner **cannot** discriminate against you based on the sources of your income (including Section 8 subsidy), provided the sources of income do not violate any federal, state or local law. Additional state, local laws or ordinances may also apply. When selecting residents, the Owner **cannot** apply standards to a potential resident that are more burdensome than standards applied to any other potential or existing resident.

Good Cause Evictions/Nonrenewals

The Owner is prohibited from evicting you and is prohibited from refusing to renew your lease or rental agreement, other than for "good cause." Generally, good cause shall mean the grounds for termination of tenancy. Such grounds are generally defined in federal regulations at 24 C.F.R. Section 966.4(l)(2) and are applicable except where disallowed by Section 42. These grounds include but are not limited to:

- Failure to make payments due under the lease;
- Criminal activity;
- Discovery after admission of facts that made the tenant ineligible;

- Discovery of material false statements or fraud by the tenant in connection with an application for assistance or with reexamination of income;
- Serious or repeated violations of material terms of the lease.

Any termination or non-renewal notice must state the specific factual violations and grounds for termination. Under federal law, you have the right to enforce this requirement in state court as a defense to any eviction action brought against you.

By signing below, I am/we are indicating I/we have read and discussed the information included in this lease rider. I/we have been given a copy of this lease rider along with my/our lease:

_____	_____	_____
Print Applicant/Resident Name	Applicant/Resident Signature	Date
_____	_____	_____
Print Applicant/Resident Name	Applicant/Resident Signature	Date
_____	_____	_____
Print Applicant/Resident Name	Applicant/Resident Signature	Date

My signature below certifies that I explained this form to the applicant/resident and that I have provided them with a copy of this Lease Rider for their records:

_____	_____	_____
Print Property Representative Name	Property Representative Signature	Date

Property Contact Information: 509-720-3150		
