



SAINT JOSEPH'S  
CARPENTER  
♦ SOCIETY ♦

**NeighborWorks**  
CHARTERED MEMBER

Thank you for your interest in becoming a resident with us!

In order to become a resident you must first qualify and be approved for the apartment. The qualification process includes submitting a completed application, providing all the mandatory documents, and passing the verification process.

The first step is to fill out the attached application in full and submit to the property management office. This will put you on our waitlist. Once your name reaches the top of our list, the property will reach out to you and ask you to submit all off the documents below either by drop off or US mail.

- **Application**
  - All fields and questions must be completed
  - Only one color ink may be used – blue or black color only
  - No white out may be used on the documents
  - Must be signed by all household members over the age of 18
- **Non Refundable Application Fee**
  - \$50 New Jersey and Pennsylvania Residents
  - \$75 New York Residents
  - Accepted forms of payment: money order, certified check or cashier check for all household members over 18 years old
- **Identification**
  - Photo ID for all adult household members
  - Birth Certificate and Social Security Card for all household members
  - Divorce decree (if applicable)
- **Proof of Income**
  - Six most recent consecutive paystubs
  - Current social security award letter, TANF award letter, pension, annuity, or VA benefit statement
  - Current print out for unemployment payments
  - Child support print out showing payment history and obligation
- **Proof of Assets**
  - Current bank statements, IRA, 401k or other retirement accounts
  - Current mortgage statement (if applicable)
  - Copy of Direct Express Card, Eppi Card or any other money card, along with an ATM receipt showing current balance or an online statement showing current balance
- **Most Recent Tax Returns along with all schedules, W-2's or 1099's**
  - If self-employed – three years of tax returns will be needed

Property Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Welcome – Sign in Sheet

### General Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Rental Information

Total # of people in household: \_\_\_\_\_ Total # over 18: \_\_\_\_\_

When are you looking to move:  ASAP  1 to 2 Months  3 to 4 Months  Future

What is your price range:  \$500 to \$700  \$800 to \$1,000  \$1,000 to \$1,500  \$1,500 to \$2,000

What is your total household income:  10k to 20K  21K to 30K  31k to 40K  41k to 50K  Over 50K

Do you receive rental assistance? If so, please explain: \_\_\_\_\_

Any special requests for your home (layout type, floor, etc.): \_\_\_\_\_

### Our Community

Do you have any pets?  Yes  No

If so, list the type and breed/s: \_\_\_\_\_ Combined pet weight: \_\_\_\_\_

Check the box for how you originally heard about the property:  Property Website  Google Search

Social Media  Drive By  Walk In  Zillow  Trulia  Hotpads  Apartments.com  ForRent

ApartmentGuide  Rent.com  Government/State Website  Resident Referral

If None, please list the source: \_\_\_\_\_

### Notes

\_\_\_\_\_  
\_\_\_\_\_

## HOW THE APPLICATION PROCESS WORKS

Applying for a Tax Credit community can be a time-consuming process. Due to all the requirements and requests, it can sometimes be overwhelming. However, if you are dedicated to the process and are both responsive and accessible during this time, typically it takes about two weeks to be approved if you are qualified and the apartment is vacant.

We place strict time requirements to submit or provide information so that we may move through the process as quickly as possible. If you do not provide these requests within the time required, you will be removed from the waiting list, and we will begin processing the next person in line. *Please note that if you are applying to be put on the waitlist, a pre-qualification application and photo ID will be submitted but no application fee is due, and no screening or processing will take place until your application is ready to be processed.*

To help you through this process, we have created this timetable to better educate you on what to expect so that you may prepare yourself ahead of time for any requests. The application process can be summed in three stages:

### 1) Pre-Qualification

During this stage the applicant will fill out our pre-qualification application, provide us with a government issued photo ID, a non-refundable application fee, and submit formal proof of income (typically paystubs). We will screen your background which includes; credit, criminal, and landlord tenant history. In addition, we will calculate your income using the information on your application and the proof of employment/income you provided. If you pass this process, you move on to stage two.

### 2) Intake Interview and Documentation

After you have been pre-qualified, you will be required to schedule a visit to the office within five days with all household members 18+ years of age. During your visit you will bring in all the required documents from your pre-qualification notice and you will take part in an intake interview which will last approximately 60 minutes. You will fill out the official tax credit application and review all your information. If any documentation or information has not been received, it will delay the process. You will be required to submit all information within 48 hours and may be required to re-visit the office.

### 3) Verification and Calculation

The last step of the process is the most time consuming as we need to verify that all information and documentation are accurate and truthful. During this time the applicant should be readily accessible as we may need them to provide additional documents or attend a conference call for verbal verifications.

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Once all three stages have been satisfied you will be required to submit a holding deposit equal to 1 month's rent which will reserve the apartment for you. However, if the unit is not currently vacant, you will be required to continually submit your most recent income and asset information until move in.

Once the unit is available the application will be sent out for review and approval. If approved, you should be prepared to sign the lease as soon as your unit is ready for occupancy, or as soon as inspections/approvals are completed.

We hope this guide was helpful in your understanding of our application process. Please feel free to inquire with the leasing office for any questions.

Thank you,

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Initials



# LIHTC Pre-Qualification Application

Date & Time Stamp

Property: \_\_\_\_\_ Unit #: \_\_\_\_\_ Set Aside: \_\_\_\_\_

PROVIDING FALSE INFORMATION OR NOT DISCLOSING INFORMATION MAY RESULT IN THE LOSS OF YOUR HOUSING

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

What size apartment are you applying for? (check one)  Studio  1  2  3  4  5

### HOUSEHOLD COMPOSITION

Please list household members starting with Head of household on line 1, then in order of oldest to youngest.

Be sure to include members temporarily away from home, including (but not limited to): dependents away at school, military persons stationed away from home that have a spouse or dependent in the home.

Last Name, First Name	Relationship to Head of Household	Birth Date	Age	Social Security Number	Student Status: (includes Elementary through Higher Education)		
					Full Time	Part Time	N/A
1.	Head				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Do you expect any changes to your household composition over the next 12 months?  Yes  No

a. If yes, please explain: \_\_\_\_\_

2. What is Your Total Annual Gross Income? Member #1 \_\_\_\_\_ Member #2 \_\_\_\_\_ Member #3 \_\_\_\_\_

3. Do you anticipate any raises, bonus, overtime?  Yes  No

a. If Yes, what is the anticipated amount? \_\_\_\_\_

4. Is there any other income we should be aware of (misc. deposits, cash transactions, etc.)? \_\_\_\_\_

5. Does anyone in your household receive program housing assistance such as Section 8?  Yes  No

a. If Yes, please explain & what amounts are received? \_\_\_\_\_

6. Nationality:  White  African American  American Indian/Alaskan Native  Asian  
 Native Hawaiian/Pacific Islander  Decline to Report

7. Ethnicity:  Hispanic  Not Hispanic  Decline to Report

The below application is the first step in determining your eligibility for meeting the requirements to rent an apartment at this community. Along with this application, we will require a non-refundable application fee, proof of total household income, and a government issued photo ID. By signing below you agree to allow us to run a screening check, which includes credit, criminal background, and tenant landlord history. The information provided is confidential and will be used solely for the purposes of determining eligibility. If you are deemed pre-qualified after this application has been run, this does not mean you are approved for the apartment. It is an important first step to continue the process and proceed to the next step.

Signature & Date

Signature & Date

Signature & Date

Signature & Date

