



Redwood Park Townhomes

Dear Applicant:

Thank you for your interest in Redwood Park Townhomes. We are very excited about this new affordable housing opportunity in Chambersburg. You have been given an application and it is very important that you read this letter before filling out the application.

Redwood Park is an affordable housing community offered through the Low Income Housing Tax Credit program. Tenancy eligibility is based on income, criminal and credit history, landlord history, and housekeeping.

We must consider the following for every applicant:

- **Income.** There are minimum and maximum income limits based on your family size and bedroom size. Your household income will be verified by forms we send to employers, financial institutions, the Social Security Administration, Domestic Relations, etc.
- **Criminal/Credit/Landlord History.** We will be examining each of these areas.
 1. Credit scores must be an "A", "B", or "C" rating for each adult member with no outstanding debts to landlords or utility companies.
 2. Criminal histories must be free of felonies convictions and may not include drug convictions within the past 10 years or criminal convictions (not to include traffic offenses) within the last 3 years.
 3. Previous landlord histories may not include evictions or poor references citing serious late payments of rent, damages to the dwelling, or serious violations of the terms of the lease.
- **Housekeeping.** We will complete a home inspection of your current dwelling prior to final approval of your application. We want tenants who are going to take pride in our Redwood Park Townhomes and keep them in good shape for years to come.

Some helpful hints about filling out the application:

- It is crucial that you answer every question on the application or it will not be processed. If there is something that is not relevant to you, write N/A for "not applicable."
- If you make a mistake, DO NOT use white out. Place a single line through the error, write in the correction and then have all adults 18 and older initial beside the correction.
- Please write all addresses, phone numbers and fax numbers where asked so that we can process your application without added delay.
- Redwood Park Townhomes reviews all rental information for the past 3 years. Please make sure to include accurate names, addresses, and phone numbers for your previous landlords.

- We require a copy of a birth certificate and social security card for each person on the application. A driver's license or photo ID is required for all adult household members over 18. These should be provided when your application is submitted.
- Redwood Park Townhomes requires a \$25 application fee for each adult household member over 18 to process the required credit/criminal/and landlord checks. These fees are to be paid when your application is submitted. The fees are non-refundable.

After you fill out your application and return it, along with your application fees, you will be placed in our computer system on a waiting list based on the date and time it was received. Within a short period of time, you will receive a letter to come for an introductory briefing. At this briefing you may need to sign some paperwork or provide some additional information for application processing. We will have a presentation followed by a question and answer session.

It usually takes 2-4 weeks for us to receive all verification information back and to get a letter sent to you informing you of your status. If you are eligible, you will be placed on an approval list for a unit based on the percent of income your household has, as well as the bedroom size you qualify for. This will be explained to you in greater detail at the briefing.

Then comes the hard part...Waiting! As soon as we are notified that there will be a vacant townhouse, we will contact the first household approved for that income based "set-aside". We will continue to offer townhomes as they become available. When you receive your offer, you will be given enough time to give a 30 day-notice to your current landlord before moving into Redwood Park. At the time of your offer, a final review of your application and supporting documentation will be completed so that we can then set up a move-in date and lease signing for your new home.

PLEASE NOTE:

It is very important that if at anytime your address and/or phone number changes, that you notify us in writing! If we are not able to reach you...your name will be taken off the waiting list and you will need to re-apply.

Of equal importance...we will need to know of any income or family composition changes that occur during your application processing. Please provide your notice of change in writing and at your earliest possible opportunity so as not to delay your approval.

If you have any questions about Redwood Park Townhomes or the application process, please feel free to call 263-4200.

Again, thank you for your interest in Redwood Park Townhomes.

Sincerely,

Elizabeth Highbaugh
Property Manager
Redwood Park Townhomes
Franklin County Housing Authority
436 West Washington Street
Chambersburg, PA 17201



Redwood Park Townhomes Rental Application



Applicant's Name			Social Security #	Home Phone ()
Present Street Address	City	State	Zip Code	No. Yrs. at Present Address
Former Street Address <small>(if at present address for less than 2 years.)</small>	City	State	Zip Code	No. Yrs. at Former Address
<p>Current Housing Status: Provide the name, address, and phone number of all your landlords for the past 3 years.</p> <p>Current Landlord _____ Phone: _____ Address: _____</p> <p>Previous Landlord: _____ Phone: _____ Address: _____</p> <p>Previous Landlord: _____ Phone: _____ Address: _____</p>				
Name and Address of Employer		Type of Business	Self Employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business Phone Number ()	Position/Title	No. of Yrs. On Job	Yrs. In this line of work	
Name and Address of Previous Employer (if employed at present position less than 2 yrs.)		No. of Yrs. With Previous Employer	Business Phone ()	

Co-Applicant's Name			Social Security #	Home Phone ()
Present Street Address	City	State	Zip Code	No. Yrs. At Present Address
Former Street Address (if at present address for less than 2 yrs.)	City	State	Zip Code	No. Yrs. At Former Address
Name and Address of Employer		Type of Business	Self Employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business Phone Number ()	Position/Title	No. of Yrs. On Job	Yrs. In this line of work	
Name and Address of Previous Employer (if employed at present position less than 2 yrs.)		No. of Yrs. With Previous Employer	Business Phone ()	

Annual Income

Source	Applicant	Co-Applicant	Other Household Members 18 yrs or Older	Total
Gross Salary				
Overtime Pay				
Commissions/Fees/Tips/Bonuses				
Unemployment Benefits				
Workers Compensation etc.				
Social Security Income or Disability				
Pensions, Retirement Funds, etc.				
TANF or Cash Benefits- DPW				
Alimony, Child Support				
Interest or Dividends				
Net Income from Business				
Net Rental Income				
Other:				

			TOTAL:	
Assets	Cash Value	Income form Assets	Name of Financial Institution	Account Number
Checking Account	\$	\$		
Savings	\$	\$		
Certificate of Deposit	\$	\$		
Mutual Funds/Stocks/Bonds	\$	\$		
Real Estate	\$	\$		
Whole Life Insurance	\$	\$		
Annuity, Keogh, IRA, 401K	\$	\$		
Other:	\$	\$		
TOTAL:	\$	\$		

I/We _____ have _____ have not disposed of any asset(s) valued at \$1000 or more in the past two years for less than the fair market value of the item. If yes, please list the asset value under the "other" column in the above listing of assets.

Are all the household members full time students? Yes No

HOUSEHOLD COMPOSITION List the head of your household and all members who live in your home. Give the relationship of each family member to the head.

Member No.	Full Name	Relationship	Birthdate M/D/YY	Social Security Number
Head of Household				
2				
3				
4				
5				
6				
7				
8				

Are there any special housing needs or reasonable accommodations that the household will require?

Have you or any member of the household ever been convicted of a felony? Yes No

If yes, explain _____

The information provided above is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of income and financial information from my/our employer and financial reference for the purposes of income and asset verification related to my/our application for tenancy as well as credit and criminal background checks. I/We further consent to the disclosure of past tenancy information from my/our past landlords for the purpose of verifying my/our suitability for tenancy.

Applicant Print Name Date

Applicant Signature Date

Co-Applicant Print Name Date

Co-Applicant Signature Date

Date

Date

Date

ALL ADULT HOUSEHOLD MEMBERS MUST SIGN

Return application along with fees to:
Franklin County Housing Authority
436 West Washington Street
Chambersburg, PA 17201



Redwood Park Townhomes

Management Office

436 W. Washington St. • Chambersburg, PA 17201

(717) 263-4200 • Fax (717) 263-0505

RELEASE FOR VERIFICATION FORM

_____ has applied for residency (or is a resident) at Redwood Park Townhomes. As part of our processing and ongoing compliance it is necessary to obtain various forms of documentation including income, assets, credit and criminal verification. The information obtained will be used solely for the purposes of determining eligibility.

I, _____, the undersigned, hereby authorize the release, without liability to Redwood Park Townhomes, any and all information they may request concerning my income, wages, salaries, credit record, references, etc. in connection with my application to determine whether I am eligible to occupy an apartment, or to continue to occupy an apartment at Redwood Park Townhomes.

Signature

Print Name

Date

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense for any person to make false or fraudulent statements to any department or agency of the United States Government or public housing authority as to any matter within its jurisdiction or to make unauthorized disclosures or improper use of the information collected hereunder.