

Office use only
 Date: _____
 Time: _____
 Apt. Size: _____

Office Use Only
 Gross Income: _____
 Adj. Income: _____
 30% AMI 45% AMI 55% AMI

RENTAL APPLICATION
Rancho de Soto Apartments
1003 Newport Av-Orland, CA 95963
(530) 865-8110
TDD: 1-800 -735-2929

Please fill in each blank as completely as you can. This information is necessary to determine whether or not you qualify for this program and will be used for only that purpose. Incomplete application/s will be returned.

Name _____ Date _____
 Current Address _____
 Mailing Address _____
 Home Phone _____ Message Phone _____ Work Phone _____
 Tenant Social Security # _____ Alien Registration _____
 Co-Tenant Social Security # _____ Alien Registration _____

Personal References:

Name:	Address	Telephone #
1. _____	_____	_____
2. _____	_____	_____

Nearest Relative:

Name:	Address	Telephone #
1. _____	_____	_____

I. Rental History

Current Landlord _____ Rent \$ _____
 Current Landlord's Address _____
 Landlord's Telephone _____ How many rooms? _____
 How long did you reside at this address? _____

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or call (866) 632-9992 to request the form. You must also write a letter containing all of the information requested in the form. Send your complete complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



Previous Address _____

Landlord's Address _____ Rent \$ _____

Landlord's Telephone # _____ How many rooms? _____

How long did you reside at this address? _____

Have you ever been evicted? Yes _____ No _____

If yes, where? _____ When _____

Why do you want to move? _____

II. Household Composition

List each of the people in your family or household who would live with you at Rancho de Soto, including yourself, and their relationship to you.

Name	Relationship	Sex	Age	Date of Birth	Social security #
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					
7. _____					
8. _____					

Do you expect any changes in your household composition? _____

III. Employment/Income

Are you currently employed? Yes _____ No _____

Current Employer _____

Address _____

Telephone _____ Supervisor's Name _____

How long there? _____ Gross Monthly Income _____

What do you do there? _____

If you are not currently employed as a farm worker, when was the last time you worked as a farm worker and where?

Month and Year _____

LIST ALL YOUR INCOME LAST YEAR FROM AGRICULTURAL WORK ONLY

<u>Name of person Receiving Income</u>	<u>Name, Address & Phone of employer</u>	<u>Type of work and Income</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Subtotal _____

LIST ALL YOUR INCOME LAST YEAR:

Non-agricultural, AFDC, unemployment, social security, workers comp, etc.

<u>Name of Person Receiving Income</u>	<u>Name, Address & Phone of where income is received</u>	<u>Type of work or income</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subtotal: _____

GRAND TOTAL:

IF YOU NEED MORE ROOM, USE AN ADDITIONAL PAGE.

ASSETS:

Have you received or do you expect to receive any LUMP SUM payments such as inheritances, lottery winnings, insurance settlements or an amount other than your monthly allotment from Social Security, Welfare or Disability? no yes

If yes, source of income: _____ Amount of income: \$ _____

Source address: _____ When did you receive payment? _____

In the last TWO years have you sold, given away or disposed of assets for less than "fair market value" (example: real estate and other items held for investment purpose such as gems, jewelry, coins or collections)? no yes

If yes, type of asset _____ Amount received: \$ _____

Name of party who acquired asset: _____

Address _____ Was this due to divorce, separation or bankruptcy? no yes

Are you requesting the handicapped/disability adjustment to income? No Yes

Are you requesting handicapped/disability unit accommodation? No Yes

Are you or any member of your household a current illegal user of a controlled substance or has a previous conviction of the same? No Yes

Have you or any member of your household been convicted of illegal manufacture or distribution of a controlled substance? No Yes

If answering yes to either one or both of the two previous questions, has offender completed a controlled substance abuse recovery program or is presently enrolled in such a program? No Yes

Are you or any member of your household 18 or older attending school? no yes If yes, who?

Do you own a pet? no yes If yes, how many? Description (cat, bird, etc.):

Do you have a waterbed? no yes

Do you pay for child care in order to be employed or attend school? _____

If yes, how much per week or month? \$ _____

IV. Possessions

Automobile (s):

Make _____ Model _____ Year _____ Plate # _____

Make _____ Model _____ Year _____ Plate # _____

Bank Accounts:

Type: Checking _____ Savings _____ Account Numbers _____

Applicant: I hereby verify that the above information is true and complete to the best of my knowledge.

Warning: Section 1001 of Title 18, United States code provides: "Whoever in any matter within the jurisdiction of a department or agency of the United States knowingly and willfully falsifies, conceals or covers up material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

I/We certify the housing I/We will occupy at Rancho de Soto Apartments will be my/our permanent residence and I/We will not maintain a separate rental unit in a different location. I/We also certify that the information given is accurate and complete and understand any misrepresentation will disqualify the applicant. I/We authorize the owner to obtain a credit report(s), verify or check any of the information given including credit references, employment, income, and to contact any previous landlords. By signing this form, I certify the information to be true and correct. APPLICATION CANNOT BE PROCESSED WITHOUT SIGNATURE(S).

Date Signature of Applicant

Date Signature of Co-Applicants (if any)

Date Signature of other Adult (If Any)

VOLUNTARY INFORMATION FOR MONITORING PURPOSES

The following information is requested by the Federal Government in order to monitor FmHA's compliance with Federal laws prohibiting discrimination against applicants on the basis of race, color, religion, national origin, sex, familial status, age or handicap . You are not required to furnish this information, but are encourage to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, FmHA is required to note the race/nation origin and sex of individual applicants on the basis of visual observation or surname.

APPLICANT

CO-APPLICANT

Race/National Origin

Hispanic
{Not of Hispanic Origin}
 White Black

American Indian or Alaskan native

Asian or Pacific Islander

Sex Male Female

Are you a veteran or entitled to veteran's benefits?
Yes _____ No _____

(This question not used for monitoring purposes).

Race/National Origin

Hispanic
{Not of Hispanic Origin}
 White Black

American Indian or Alaskan native

Asian or Pacific Islander

Sex Male Female

Are you a veteran or entitled to veterans benefits?
Yes _____ No _____

(This question not used for monitoring purposes)

**United States Department of Agriculture
Rural Development
Rural Housing Service**

AUTHORIZATION TO RELEASE INFORMATION

TO: _____

RE: _____
Account or Other Identifying Number

Name of Customer

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture. As part of this process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request.

I, or another adult in my household, authorize you to provide to RHS for verification purposes the following applicable information:

- Past and present employment or income records.
- Bank account, stock holdings, and any other asset balances.
- Past and present landlord references
- Other consumer credit references.

If the request is for a new loan or grant, I further authorize RHS to order a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq., RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan.

The recipient of this form may rely on the Government's representation that the loan is still in existence.

The information RHS obtains is only to be used to process my request for a loan or grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act Information. I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renotified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

A copy of this authorization may be accepted as an original.

Your prompt reply is appreciated.

Signature (*Applicant or Adult Household Member*)

Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

RHS Is An Equal Opportunity Lender

SEE ATTACHED PRIVACY ACT NOTICE

Things You Should Know About USDA Rural Rental Housing

Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification

Penalties for Committing Fraud

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

How To Complete Your Application

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
 - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
 - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
 - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
 - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
 - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
 - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

Ask for Help if You Need It

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

Before You Sign the Application

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

Tenant Recertification

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must **immediately** report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

Report Abuse: If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

PA 1998
December 2008

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



Rancho de Soto Apartments

1003 Newport Ave. Orland Ca. 95963 - Telephone/Fax (530) 865-8110 865-8882(fax)

Date _____

Acknowledgement of receipt of USDA Rural Development's -Rural Housing and Community Programs, "Things You Should Know About USDA Rural Rental Housing" sheet.

I understand that if I do not understand this sheet I can come ask the office manager for clarification.

Tenant Signature

Apartment #

Date _____

Reconocimiento de haber recibido la hoja de USDA Rural Development-Rural Housing and Community Programs, "Things you Should Know About USDA Rural Rental Housing" o "Cosas que Usted Debe Saber Sobre Vivienda de Alquiler de USDA".

Yo entiendo que si no entiendo esta hoja le puedo preguntar a la gerente de la oficina que me lo aclare.

Firma del Arrendatario.

del apartamento

