

Dear Applicant:

Please read the following before completing the attached application. If you have any questions, please call us at (715) 258-0335.

Waupaca County Area Properties

Waupaca County Area Properties are funded by the U.S. Department of Housing and Urban Development (HUD). We are required to follow the rules and regulations set up by them. (WHEDA) Wisconsin Housing and Economic Development Authority oversee the subsidized housing programs in Wisconsin.

Once We Receive Your Application

Once your application is received, a preliminary check of income is done to determine eligibility. If your application appears to be income-eligible, your application is put on a waiting list. When a vacancy occurs, we call the names on the waiting list according to Program Regulations. Our waiting list can be as long as one year but does vary depending on the type of unit and the community the applicant is applying for.

Screening of Applicants

We require reference checks on all applicants to ensure that the properties will be cared for, the rent will be paid, and the all tenants will have a peaceful, safe, secure, and sanitary living environment. We check the following information for every applicant:

- All information of application
- Credit History
- References from previous landlords
- Criminal Checks

Rent

The amount of rent paid for an apartment varies according to income. Income includes social security, wages, pensions, child support or alimony, government assistance such as disability or AFDC payments, etc. Properties such as real estate, bank accounts, certificates of deposits, etc., are considered as assets and only the interest is included as income. For elderly households, out of pocket medical expenses may be used as deductions. The tenant will pay 30% of the adjusted monthly income toward rent and utilities.

Security Deposit

A security deposit equal to the first full month's rent plus utility allowance is required at move-in and is refunded at the end of tenancy less charges for damages or unpaid rent.

Keeping Your Application Up to Date

You, as the applicant, are responsible for keeping your application up-to-date. If you have a change of address or telephone number, you should notify us by telephone or letter as soon as possible. If you do not notify us of these changes and we are unable to locate you, your application will be removed from our waiting list.

Tenant Selection Policy

To receive a complete copy of our Tenant Selection Policy, please call or write our office listed on the front of the application.

HOUSING APPLICATION

Waupaca County Area Properties
 400 Western Avenue
 Waupaca, WI 54981
 Phone (715) 258-0335
 Fax (715) 258-0899

Date: _____
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone Number: _____
 Work Phone Number: _____
 May we call you at work? Yes No

Locations applying for – check the community waiting list(s) you prefer:

Waupaca New London Manawa Weyawega Iola

Family Housing Waupaca New London

Name	Relationship to Family Head	Social Security Number	Date of Birth	Sex (M or F)	U. S. Citizen Yes or No
	Head of Household				

* If you are pregnant, please include your unborn baby on this application as well as the estimated date of birth.

Check one: Do you? Rent Own a Home Live with Someone Else

Is any family member a full time student? Yes No

Does anyone in the household smoke? _____

Present Landlord's Name: _____

Landlord Address: _____

Phone Number: _____ Occupancy Dates: _____

Previous Landlord's Name: _____

Previous Landlord's Address: _____

Phone Number: _____ Occupancy Dates: _____

For Office Use Only Date Received: _____ Time Received: _____

Income

List all sources of income:

Household Member Name	Income Source	Monthly Earnings
	Employment	
	Child Support	
	Social Security	
	S.S.I.	
	V.A. Pension	
	Pension	
	Other	

Assets

List all sources of assets:

Bank or Agency Name/Address	Type of Asset	Amount	Interest Rate
	Checking		
	Savings		
	Certificate of Deposit(s)		
	Stocks or Bonds		
	Annuity(s)		
	Life Insurance		
	I.R.A.		
	401k/457		
	Real Estate		Fair market value from tax statement
	Burial Trust(s)		
	Other		

Is the head of Household (Please check one – for statistical purposes only):

White non-minority []
Hispanic []

African American []
Asian []

Native American []
Other []

Please answer Yes or No to the following questions:

1. Has your family ever participated in a subsidized housing program? Yes [] or No []
If yes, please list the housing authority or landlord's name and address:

2. Has your family every been evicted from rental housing? Yes [] or No []
If yes, please explain: _____
3. Has anyone in your family ever been charged with possession, manufacture or sale of illegal drugs?
Yes [] or No [] If yes, please explain: _____
4. Has anyone in your family ever been convicted of a felony or other criminal act that may bar your admittance to subsidized housing?
Yes [] or No [] If yes, please explain: _____
5. Has anyone in your family ever been required to register on any Sexual Offender Registry list?
Yes [] or No [] If yes, please explain: _____
6. If you are disabled, is your sole disability due to drug addiction or alcoholism?
Yes [] or No [] Not Applicable []
7. Does anyone in your family require the use of a unit that was specifically designed for wheelchair accessibility? Yes [] or No []
8. Has anyone in your family disposed of any assets (gifts of money to children, etc) valued at \$1,000 or more in the past two years? Yes [] or No []
If yes, list asset: _____
Cash value of asset: _____ Disposal date of asset: _____
9. Have you or any household member sold any real estate in the past two years? Yes [] or No []
If yes, Sale date: _____ Sale Price: _____

Please list two people we can call if your can not be reached:

1. Name _____ Relationship _____ Phone _____
2. Name _____ Relationship _____ Phone _____

Please Read Before Signing:

I/We certify that all of the information on this and previous pages is true and correct. I/We have no objections to inquires being made for the purpose of verifying the statements made herein as well as checking my/our credit and criminal history. I/We understand that I/We can be denied housing and can be fined up to \$10,000 or imprisoned up to five years if I/We knowingly furnish false or incomplete information.

Signature of Applicant

Signature of Spouse or Adult Family Member

Date

Date