

MARGARET WAGNER APARTMENTS

2375 Euclid Heights Boulevard
Cleveland Heights, Ohio 44106

Phone: (216) 373-2015

Fax: (216) 373-2016

TTY: 800-750-0750

HUD 202, PRAC subsidized housing with supportive services.
Affordable, independent living for eligible seniors, 62 years and older.

Eligibility Criteria

- 62 years of age or older
- HUD subsidized rent requires 30% of gross income
- 2024 HUD income limitations:
50% Very Low - 1 person: \$34,800 and 2 persons: \$39,800

Building Features

- Five story building with 80 apartments; 74, 1-bedroom and 6 studio
- Non-smoking environment
- Secured building entry
- Utilities (electric and water) included in rent except for TV, Telephone, and Internet
- Individual central heating and air
- 8, 1-bedroom units designated for mobility impaired
- Surface parking (not covered)
- On-site service coordinator
- On-site laundry facilities
- Elevator
- Pet friendly, small pets less than 35 lbs. permitted; additional fee required
- Secured storage (limited)
- Community spaces include garden and outdoor patio; indoor sitting areas, kitchen and internet accessible computers
- 24-hour on-call maintenance



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Cleveland Heights, Ohio 44106
OFFICE: (216) 373-2015
FAX: (216) 373-2016
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Date Received	_____
Date Cancelled	_____
Date Leased	_____
Unit Number	_____
Time Rec'd	_____
Initials	_____

PRELIMINARY APPLICATION

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
PLEASE PRINT CLEARLY AND CALL IF YOU DO NOT UNDERSTAND A QUESTION.**

Applicant's Name _____
FIRST MIDDLE LAST

Current Address _____
STREET CITY STATE ZIP CODE

Phone Number _____
HOME CELL

Do you currently live in a subsidized property? Yes No

If yes, how many years/months _____

Name of subsidized property _____

Have you ever been evicted? Yes No Convicted of a felony? Yes No

Is any member of the applicant's household moving into Margaret Wagner Apartments subject to a lifetime state sex offender registration program in any state? Yes No

FAILURE TO RESPOND TO THE QUESTION MAY JEOPARDIZE THE APPROVAL OF THE APPLICATION.

The Office of Inspector General (OIG) recently conducted an audit of the US Department of Housing and Urban Development's (HUD's) requirement prohibiting lifetime registered sex offenders from admission to HUD subsidized housing.

O/As and PHAs will make the determination, in accordance with their screening standards, whether the applicant and the applicant's household members meet the screening criteria. If these processes reveal that an applicant is a lifetime registered sex offender, or if the applicant falsifies information on the application, the O/A or PHA must deny admission to the program. Before admission can be denied, the applicant must be notified of the right to dispute the accuracy and relevance of the background check information. (24 CFR 5.905 (d) and 24 CFR 960.204 © for PHAs; paragraph 8-14 C of Handbook 4350, 3 REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs, for O/As.)



	Family Composition Name of each person must be listed including applicant	Relationship To Applicant	Social Security Number	Birth Date
1				
2				
3				
4				

BENEFITS

Please include all the BENEFITS for every household member moving with you.
 ALL INCOME MUST BE LISTED WITH THE GROSS AMOUNT (BEFORE DEDUCTIONS)

Type of Benefit	YES	NO	Amount Received	Gross Monthly	Name on Check
Social Security					
SSI					
Disability/Death Benefit					
Public Assistance					
Pension					
Any other Form of Support					



INCOME

Please include all INCOME for every household member moving with you.

Income	YES	NO	Amount Received	How Often	Name on Check
Employment					
Unemployment					
Insurance Policies					
Cash contributions					
Any other Income					

ASSETS

Type of Account	YES	NO	Value/Current Balance	Financial Institution Name
Checking Account				
Savings Account				
Stocks/ Bonds/CD's				
IRA or Keogh Account				
Safe Deposit Box				
Do you own or is your name on any property?				
Mix Assets				

LANDLORD INFORMATION

Current Housing (Please check all that apply) Rent Own Other.

Landlord's Name _____

Landlord's Address _____

Landlords Telephone Number _____

Dates lived at this address: From _____ To _____

Previous Housing (if above is less than 5 years.) Rent Own Other

Landlord's Name _____

Landlord's Address _____

Landlords Telephone Number _____

Dates lived at this address: From _____ To _____

EMPLOYER

Name of Employer _____

Address of Employer _____

Dates of Employment From _____ To _____

Salary \$ _____ Per Hour _____ Per Week _____ Per Month _____

Who is Employed (You or Your Spouse) _____

Explanations _____

VEHICLE INFORMATION

Do you own a vehicle? Yes No

Vehicle Make _____ Model _____ Year _____ Color _____

License Plate Number _____ Handicap Placard Number _____



MISCELLANEOUS INFORMATION

1. Have you or any member of your household ever been evicted or otherwise involuntarily removed from rental housing due to fraud, non-payment of rent, failure to cooperate with recertifications procedures, or for any other reason? Yes No
2. Will any of the above household members live anywhere except in the apartment? Yes No
3. Have you or any household member used another name? Yes No
4. Have you or any member of your household ever committed fraud in a federal assistance housing program or been requested to repay money for knowingly misrepresenting information for such housing program? Yes No

If yes, please explain _____

5. Do you use illegal drugs? Yes No
If yes, are you in treatment? Yes No
6. Do you abuse alcohol to the extent that you are a danger to others' health, safety or to peaceful enjoyment? Yes No

7. Has any member moving here been convicted of a drug offense? Yes No

If yes, explain _____

8. Does anyone have a felony pending against them? Yes No
9. Have you or household members filed for bankruptcy? Yes No

10. Margaret Wagner Apartments has a limited number of units which are entirely handicapped accessible. Could you benefit from one of these apartments? Yes No

11. Are you interested in a One Bedroom or a Studio apartment? **(MUST CHECK ONE. WE DO NOT HAVE 2-BEDROOM APTS.)**

12. One month's security deposit is required upon acceptance of an apartment. Are you willing to pay the deposit? Yes No

13. Do you have a pet? Yes No A pet deposit of \$300.00 is due upon move in.

14. How did you hear about Margaret Wagner Apartments?



WAIT LIST POLICY

1. Eligibility requirements are maintained per the Tenant Selection Plan Criteria
2. No criminal activity within the last 10 years has been committed by the applicant or anyone listed on the application, including minors.
3. Meets income guidelines.
4. Meets age requirement.

It is the responsibility of the applicant to contact the leasing office about any changes in income, contact phone numbers, address changes, etc. In addition to updating information, you will also need to inform management of your desire to remain on the waiting list or cancel your wait list application. Failure to contact the leasing office to update information can result in your application being removed from the waiting list if “unable to locate.”

I/We the undersigned, state that I/We have read and answered fully and truthfully each of the preceding questions for all members of the Household who are to occupy the unit at Margaret Wagner Apartments for which application is made, all of whom are listed above.

I/we understand that providing false information or making false statements may be grounds for denial of my/our application. I/We further understand that as part of the application process my/our credit report and criminal background report will be obtained without further authorization and that I/We will be required to authorize verification of my/our income and assets.

I/We understand that all the above information must be obtained in order to establish my/our eligibility for the PRAC 202 HUD Subsidized Housing Program.

WARNING: Section 1001 of Title 18 U.S. code makes it a criminal offense to make willful, false statements or misrepresentation of any material fact involving the use of or obtaining federal funds.

Applicant Signature/Date

Applicant Signature/Date

EACH HOUSEHOLD MEMBER MUST COMPLETE A TENANT SWORN INCOME AND ASSET STATEMENT AND AN AUTHORIZATION FOR RELEASE OF INFORMATION FORM.

IF YOU HAVE A LIMITED UNDERSTANDING OF THE ENGLISH LANGUAGE YOU ARE ENTITLED TO HAVE SOMEONE SPEAK ON YOUR BEHALF.



EIV INFORMATION PLEASE READ

NEW SOCIAL SECURITY REQUIREMENTS

With the change in the Social Security Number eligibility criteria, owner/agents must update resident selection plans to include an explanation of the new requirements.

Effective January 31, 2010, all household members must provide:

- The complete and accurate SSN assigned to each member of the applicant's household and
- Documentation necessary to prove that the Social Security Number is accurate (verification)

For eligibility purposes, the requirement to disclose a Social Security Number is waived if no Social Security Number has been assigned and:

- A household member is 62 or older as January 31, 2010 and eligibility determination started before January 31, 2010
- A household member is an ineligible non-citizen. This household member does not qualify for assistance therefore household assistance will be prorated.

If a household member is under the age of six, and does not have a Social Security Number, the applicant household will have 90 days to provide the Social Security Number and adequate documentation that the Social Security Number is accurate. Under certain circumstances, the owner/agent may provide an additional 90 days to allow the resident to obtain Social Security Number information in accordance with HUD requirements.

The owner/agent must deny and/or terminate HUD assistance, in accordance with the provisions governing the program, if the assistance applicant does not meet: the applicable SSN disclosure, documentation, and verification requirements.

The Social Security Number provided will be compared to the information recorded in the Social Security Administration database (through HUD's Enterprise Income Verification System) to ensure that the Social Security Number, birth date and last name match. If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated, and any assistance paid in error must be returned to HUD. If the applicant/resident deliberately provides an inaccurate Social Security Number, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.



Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

Name of Property **Project No.** **Address of Property**

Name of Owner/Managing Agent **Type of Assistance or Program Title:**

Name of Head of Household **Name of Household Member**

Date (mm/dd/yyyy): _____

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the reverse side.**

There is no penalty for persons who do not complete the form.

Signature

Date

Public reporting burden for this collection is estimated to average 10 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. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting form (HUD-27061)

A. General Instructions:

This form is intended to be used by two categories of respondents: (1) applicants requesting funding from the Department of Housing and Urban Development (HUD); and (2) organizations who receive HUD Federal financial assistance that are required to report race and ethnic information.

In compliance with OMB direction to revise the standards for collection of racial data, HUD has revised its standards as depicted on this form. The revised standards are designed to acknowledge the growing diversity of the U.S. population. Using the revised standards, HUD offers organizations that are responding to HUD data requests for racial information, the option of selecting one or more of nine racial categories to identify the racial demographics of the individuals and/or the communities they serve or are proposing to serve. HUD's collection of racial data treats ethnicity as a separate category from race and has changed the terminology for certain racial and ethnic groups from the way it has been requested in the past using two distinct ethnic categories. The revised definitions of ethnicity and race have been standardized across the Federal government and are provided below.

1. The two ethnic categories as revised by the Office of Management and Budget (OMB) are defined below.

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.

2. The five racial categories as revised by the Office of Management and Budget are defined below:

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.

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

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

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

Note: The information required to be reported may be collected and submitted to HUD via the use of this form or by other means, such as summary reports or via electronic reporting mechanisms. The primary goal is a consistent manner of summarizing, across all HUD programs, the racial and ethnic data of the population(s) served or proposed to be served by your organization.



**FAIR CREDIT REPORTING ACT
AUTHORIZATION FOR PROCUREMENT AND USE OF
CONSUMER REPORTS**

I voluntarily and knowingly authorize _____ (the Company) or its authorized agents, for employment purposes only, to obtain or prepare consumer reports or investigative consumer reports ("Reports") as part of the process of my applying for employment. I understand that if the Company hires me or contracts for my services, I also voluntarily and knowingly authorize the Company to prepare and obtain Reports throughout my employment or contract period. I understand that Reports may include information about my prior employment or military record, education, credit worthiness and history, general reputation, criminal history at county, state, federal and national levels, worker's compensation history, and/or motor vehicle history. I understand that this information may be obtained through a variety of sources, including, but not limited to, public records, educational institutions, financial institutions, credit bureaus, and personal interviews with my current and former employers, friends, neighbors and associates. I understand that upon written request to the Company, I will be informed whether a Report was requested and given information as to the nature and scope of the Report.

I hereby authorize and request any current or former employer, educational institution, licensing agency, governmental agency, or other individuals and sources to furnish any and all information relating to me that is requested by the Company and/or Employment Screening Associates (ESA).

A photocopy of this authorization shall have the same force and effect as the original. I agree to assist and cooperate with the Company's investigation of my background, including providing all the necessary documents requested by the Company.

If I am a resident of Minnesota, California or Oklahoma only and would like a copy of the investigative report, I will check here.

Please provide all requested information and provide addresses for the last seven- (7) years

Applicant's Name: FIRST MIDDLE LAST Maiden Or Other Name(s)

Current Address - Street, City, State, Zip How Long

Previous Address - City, State, Zip How Long

Previous Address - City, State, Zip How Long

Social Security Number Date of Birth (for confirmation of ID only)

Drivers License Number State Name - exactly as it appears on Driver's License

Email Address

Yes No
Authorization to contact present employer for reference?

Signature Date