



Dear Applicant:

Thank you for your interest in **Ashley Square**. Ashley Square is a 120-unit Section 42 Low Income Housing Tax Credit senior community. In order to be eligible for housing in this community, you must meet the income eligibility requirements established by the Low Income Housing Tax Credit Program and all household members must be 62 years of age or older. Please see the Tenant Selection Plan for more information. Your gross household income cannot exceed 60% of the Duval County area median income (AMI), which is currently set at the following limits:

1 person: \$35,160 2 people: \$40,140 3 people: \$45,180 4 people: \$50,160 5 people: \$54,180

If you feel you fit these requirements, please complete the application and all attachments. Incomplete applications will not be accepted.

Please note: When you come for your initial interview, you **must** provide your **original Birth Certificate, Social Security Card, Alien Registration card (if applicable) on all household members and a photo ID for all members 18 years and older**, as well as **verification of income**. If, however, you do not have a social security card at time of application and/or initial interview, you have 90 days from date you are offered a unit to provide documentation to verify your social security number. Disclosure and verification of a SSN are required before you can be housed. Additionally, a non-refundable application fee of \$15.00 per adult household member will be required at the time of your initial interview; **this must be paid in the form of a money order or cashier's check** to our office.

**During lease up Management will be accepting applications at Cathedral Townhouse located at:
501 N. Ocean St., Jacksonville, FL 32202**

Please do NOT attempt to visit Ashley Square; it is an active construction zone and thus not open to the public.

If you have any questions, please do not hesitate to contact the office. Requests for reasonable accommodations, including materials in alternate formats, may be made by contacting the site office:

650 N Newnan St., Jacksonville, Florida 32202

PH: (904)906-4552; FL Relay TTY: 1-800-955-8771 Email: ashleysquare@carteretmgmt.com

Ashley Square will assist applicants with disabilities or with limited English proficiency in completing this document. If you have any special needs that might impact your access to the application process and require reasonable accommodation or alternate means of communication, please notify the office.

It is the policy of Ashley Square to provide housing on an equal opportunity basis. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin, Sexual Orientation, Gender Identity or Marital Status. If you feel that you have been discriminated against, please contact this office, the Florida Housing Finance Corporation, or the local housing authority to report such action.



Professionally Managed by Carteret Management Corporation

FAIR HOUSING OPPORTUNITY





650 N Newnan St., Jacksonville, Florida 32202

Phone: (904)906-4552 • FL Relay TTY: 1-800-955-8771 • Email: ashleysquare@carteretmgmt.com

FOR OFFICE USE ONLY – TO BE COMPLETED UPON RECEIPT OF APPLICATION

Date & Time:

Management Signature:

Type of apartment you are applying for: 1 Bedroom Unit 2 Bedroom Unit

How did you hear about our community? Website Drive By Other, please specify: _____

INSTRUCTIONS TO APPLICANT

1. Each household member over 18 must complete a separate application. However, married household members may complete only one application.
2. ALL lines must be filled in. You may write "NONE" or "NO" in a line, but DO NOT leave a line blank or write N/A.
3. All information must be complete/correct. False, incomplete or misleading information will cause your application to be declined.
4. If a correction is needed, put a line through the incorrect information, write the correction, and initial the change.
5. As long as your application is on file with us, it is your responsibility to contact us whenever your address, telephone number or income situation changes, or if there have been changes to your household composition.
6. Submitting an application does not guarantee the offer of an apartment. See Tenant Selection Plan for details on waiting list and eligibility determination process.
7. We will process your application according to our standard procedures, which are summarized in the Tenant Selection Plan that is posted in the Management Office.

APPLICANT INFORMATION

Applicant Name (Head of Household):

Please list any names any member of the household has used, including maiden names or any alias:

Mailing Address (include City, State, Zip Code):

Phone:

Email:

Do you speak English? (Please check one) Yes: No: If no, what language spoken? _____

Do you need an interpreter? Yes: No:

HOUSEHOLD COMPOSITION

List your name and the names of persons who **will be** living with you. Please list the head of household first. Include all temporarily and permanently absent household members that are still considered living with you.

Full Name of Household Member	Date of Birth	Sex M/F	SSN	Marital Status	Relationship to Head
					HEAD

Do you expect to add any additional family members over the next 12 months? Yes: No:

RESIDENCE HISTORY

You **must** report **all** places you have lived for the past five years. Attach additional sheet if necessary.

Do you currently own any real estate? Yes: No: Do you consider yourself homeless? Yes: No:

Are you seeking protection from domestic violence under the VAWA guidelines? Yes: No:

Current Address (City, County, State, Zip Code):

From: _____ To: Present Reason for Moving: _____

Landlord Name: _____ Landlord Phone: _____

Landlord Street Address (include City, State, Zip Code): _____

Did you: Own Rent Live with others Amount of Rent: _____

Previous Address (City, County, State, Zip Code):

From: _____ To: _____ Reason for Moving: _____

Landlord Name: _____ Landlord Phone: _____

Landlord Street Address: _____

Did you: Own Rent Live with others Amount of Rent: _____

You **must** report **ALL** states you have resided in since the age of 18, and the last address in each state. It is not necessary to repeat the addresses listed above. All applicants over 18 are required to report this information. Attach extra sheet if necessary.

Household Member	State	Household Member	State

HOUSEHOLD INFORMATION

1. Has any household member ever been evicted for drug related activity? Yes: No:

If YES, please explain with notes on the back of this page (where, when, why?).

2. Has any household member, ever been convicted of a felony and/or sexual offense? Yes: No:

If YES, please explain with notes on the back of this page (provide State and County).

3. Is any household member subject to a lifetime state sex offender registration program in any state? Yes: No:

If YES, please explain with notes on the back of this page (provide State and County).

4. Have you or any member of your household ever committed fraud in a Federally Assisted Housing Program or been asked to repay money for knowingly misrepresenting information for such housing programs? Yes: No:

5. Do you have any **ANIMALS**? Yes: No:

If YES, what type of animal(s)? _____ Weight? _____ How many? _____

If YES, Is this Animal an Assistance Animal? or Pet?

6. Do you receive child support? Yes: No:

7. Have you ever been awarded court ordered child support? Yes: No:

8. Is anyone (including minors) in the household **currently** a **STUDENT**? Yes: No:

9. Has anyone in the household been a student for 5 months or more within the past year? Yes: No:

If YES, to either question number 8 or 9, please complete the below:

Student Household Member	Full Time	Part Time	Student Household Member	Full Time	Part Time

HOUSEHOLD INCOME

List all money earned or received **by everyone** living in your household. Attach additional sheet if necessary.

Household Member: _____

- Employment \$ _____/Month Employer: _____
Date of Hire: _____ Phone: _____
- SSI/SSDI/Social Security Benefits \$ _____/Month **Submit Current Awards Letter**
- Employer Disability Payments \$ _____/Month Source: _____
- Child Support \$ _____/Month Source: _____
- Retirement Benefits \$ _____/Month Source: _____
- Veteran’s Benefits \$ _____/Month Source: _____
- Worker’s Compensation \$ _____/Month Source: _____
- W2/TANF \$ _____/Month Source: _____
- Contributions \$ _____/Month Source: _____
- Gig Work (Uber, Lyft, Shipt, Pet Sitting, etc.) \$ _____/Month Source: _____
- Other: _____ \$ _____/Month Source: _____

Do you anticipate any changes to income in the next 12 months? Yes: No:

Household Member: _____

- Employment \$ _____/Month Employer: _____
Date of Hire: _____ Phone: _____
- SSI/SSDI/Social Security Benefits \$ _____/Month **Submit Current Awards Letter**
- Employer Disability Payments \$ _____/Month Source: _____
- Child Support \$ _____/Month Source: _____
- Retirement Benefits \$ _____/Month Source: _____
- Veteran’s Benefits \$ _____/Month Source: _____
- Worker’s Compensation \$ _____/Month Source: _____
- W2/TANF \$ _____/Month Source: _____
- Contributions \$ _____/Month Source: _____
- Gig Work (Uber, Lyft, Shipt, Pet Sitting, etc.) \$ _____/Month Source: _____
- Other: _____ \$ _____/Month Source: _____

Do you anticipate any changes to income in the next 12 months? Yes: No:

ASSETS

In the past 2 years, has anyone in the household sold/given away assets (ex. cash, real estate) for less than fair market value? Yes No **If YES**, list asset disposed: _____

Date of Disposal: _____ **Fair Market Value:** _____ **Amount Received:** _____

ASSETS CONTINUED

List all assets and account numbers for all family members (checking, savings, credit unions, money market funds, certificates of deposit, stocks, bonds, real estate, cash value of life insurance, direct pay cards, Venmo, Cash App, Zelle, PayPal, cash on hand, etc.) Attach additional sheet if necessary. **You must include any assets you have sold within the last 2 years.**

Household Member	Name & Address of Financial Institution	Type of Asset	Value of Asset

DISABILITY

It is not necessary to give us details about your disability unless you are requesting an accommodation.

- A. Do you claim a Disability? Yes No
- B. Do you need accommodation to help you completed the application process? Yes No
- C. Do you need an accommodation in housing features due to your disability? Yes No

If "yes" to b or c, what accommodation do you request? *(If necessary, attach additional sheets to explain.)*

EMERGENCY CONTACT

Name:	Relationship to you:	Phone:
Email:	Mailing Address:	

I authorize Landlord to contact my Emergency Contact to assist in resolving any issues that may arise in connection with my tenancy. **Applicant's Initials:** _____

RACE/ETHNICITY

Financing programs require demographic information on an Applicant. This information is optional and will not be used to evaluate your application or to discriminate against you in any way.

Household Member #1: _____
Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other
ETHNICITY: Hispanic Non-Hispanic

Household Member #2: _____
Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other
ETHNICITY: Hispanic Non-Hispanic

Household Member #3: _____
Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other
ETHNICITY: Hispanic Non-Hispanic

Household Member #4: _____
Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other
ETHNICITY: Hispanic Non-Hispanic

Household Member #5: _____
Race: White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Other
ETHNICITY: Hispanic Non-Hispanic

APPLICANT CERTIFICATION

Read each statement below and initial that you understand and agree.

- _____ (initial) I have read and understand the information in this application, in particular the Instructions to Applicant, and agree to comply with all information and instructions.
- _____ (initial) I have read and understand the Application Processing, Tenant Selection, Waiting List Procedures, and Unit Assignment Policies. I understand that my application may be passed over in order to maintain the income limit set aside requirements, if my combined gross household income exceeds the extremely low-income limits.
- _____ (initial) I certify that all information given in this application is true, complete and accurate. I understand that if any of this information is false, misleading or incomplete, Management may decline my application, OR, if move-in has occurred, terminate my lease and evict me and my household.
- _____ (initial) I understand that ALL CHANGES in the income of any member of the household, as well as any changes in the household members, must be reported to Management in writing immediately.
- _____ (initial) If my application is approved and move-in occurs, I certify that only those persons listed in this application will occupy the apartment, and that they will maintain no other place of residence.
- _____ (initial) If this application is approved and move-in occurs, I certify that all household members will accept and comply with all conditions of occupancy as set forth therein, including but not limited to, rules regarding pets, rent, damages, and security deposits.
- _____ (initial) I authorize Management to make any and all inquiries to verify this information either directly or through information exchanged now or later with rental and credit screening services, previous and current landlords, law enforcement agencies or other sources for verification confirmation which may be released to appropriate Federal, State or local agencies.
- _____ (initial) I understand that it is a crime to knowingly provide false information for the purpose of obtaining or maintaining occupancy and/or for the purposes of securing a lower rent in a subsidized housing development.
- _____ (initial) I understand that the penalty for knowingly providing false information is up to five (5) years in prison and/or up to \$10,000 fine upon conviction.

ALL ADULT MEMBERS OF THE HOUSEHOLD MUST SIGN BELOW

Under penalty of perjury, I certify that the information presented in this declaration is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

THIS INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL

SWORN DECLARATION OF STUDENT STATUS

Date: _____

Applicant/Resident Name: _____

Development Name: _____

Unit Number/Identification: _____

This rental community has received funding from a program that does not generally allow occupancy by households comprised entirely of full-time students.

A "Student" is an individual who is a full-time student at an education organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on, for at least five calendar months during a calendar year.

The following information is requested as part of the household qualification process. Please mark the applicable item(s).

- A. I am not a student and do not anticipate enrolling as a student in the upcoming year.
- B. I anticipate enrolling as a student in the upcoming year.
- C. I am a part-time student and expect to remain part-time in the upcoming year.
- D. I am a full-time student.
- E. I am a full-time student and offer the following explanation for eligibility consideration:
 - 1. I receive Temporary Assistance for Needy Families (TANF) payments or other benefits under Title IV of the Social Security Act.
 - 2. I am enrolled in a job training program receiving assistance under the Job Training Partnership Act (JTPA) or other similar Federal, State or local laws.
 - 3. I am a single parent with dependent children, and none of the household members are dependents or another party other than a parent of the children.
 - 4. I am married and file a joint federal tax return with my spouse.
 - 5. I am a former foster child in transition to independence.

Under penalty of perjury, I certify that the information presented in this declaration is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement. I will provide proof of credit hours or other documentation that may be required for each school term during my occupancy of a unit at this rental community.

Applicant/Resident Signature

Date

Owner Representative Signature and Title

Date

SWORN DECLARATION OF CHILD SUPPORT

Applicant/Resident Name: _____

Unit Number/Identification: _____

Child support payments that are received shall be included as income whether or not there is yet a court order awarding payment. Child support amounts awarded by the courts but not received can be excluded only when the applicant/resident certifies that payments are not being made and further documents that all reasonable legal actions have been taken to collect amounts due, including filing with the appropriate courts or agencies responsible for enforcing payment.

As part of the qualification and certification process required by federal and/or state housing programs with jurisdiction over this development, the following information is needed:

A. Do you receive child support? Yes ; go to B No ; go to C.1

B. I receive:

1. Payment amount \$ _____
2. Frequency _____
3. Children's names _____
4. Name of source _____

Complete multiple declaration forms if there are multiple sources; Go to C.1

C. Court Orders

1. Have you been awarded child support by court order? Yes ; go to C.2 No ; sign form
2. Provide copy of entire document
 - i. Amount of award \$ _____
 - ii. Frequency _____

Go to C.3

3. Is payment being received as awarded? Yes ; go to 3.i No ; go to 3.ii

i. Indicate the manner by which payment is received and sign form.

1. Enforcement Agency (name agency & provide agency print out):

2. Court of Law (name court): _____
3. Direct from responsible party (name source & provide declaration from the source):

4. Other (explain): _____

ii. If payment not received or if amount received is less than amount awarded, provide details and documentation of collection efforts:

Under penalty of perjury, I certify that the information presented in this declaration is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Resident signature

Date