



7/2010

C & C Realty Management, LLC  
P O Box 2506  
Augusta, ME 04338-2506  
Telephone (207) 621-7700  
Toll-free 1-866-621-7705

### APPLICATION FOR ORCHARD COURT, BATH

Received Date \_\_\_\_\_ Time \_\_\_\_\_

(Above info Office Use)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**How did you hear about the apartment? Please indicate which newspaper or name of person or agency that referred you to us:** \_\_\_\_\_

You will be asked for personal character references and for information about your prior renting history, credit and whether you have any criminal or complaint history. ***It is important that you answer all questions as completely and accurately as possible.*** We reserve the right to deny any application that is incomplete, inaccurate or does not meet the criteria.

***Nothing in our policies, nor the Fair Housing Act, provides that an apartment be made available to anyone whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others or who is a current, illegal user of or addicted to a controlled substance. Please answer the following questions and provide details of any "Yes" response:***

- Does anyone in the household post such a **direct threat**? [ ] Yes [ ] No
- Is anyone in the household a **current, illegal user of or addicted to a controlled substance**? [ ] Yes [ ] No
- Has anyone in the household **been convicted OR are there charges now pending for the illegal manufacture or distribution of a controlled substance**? [ ] Yes [ ] No
- Has anyone in the household **been convicted OR are there charges now pending of a felony OR any criminal offense OR convicted for any criminal offense at any time in the past**? [ ] Yes [ ] No
- **Explain any "Yes" answer**, attach additional sheets if necessary: \_\_\_\_\_

#### HOUSEHOLD COMPOSITON AND CHARACTERISTICS

List all members who will be living in the home and give the relationship of each member. If more room is needed to list additional members, attach another sheet.

| Family member's full name | Relationship to applicant | Date of Birth | Social Security Number | US Citizen? Yes or No | Full-Time or Part-Time Student? Yes or No |
|---------------------------|---------------------------|---------------|------------------------|-----------------------|---|
|                           | Head                      |               |                        |                       |   |
|                           |                           |               |                        |                       |   |
|                           |                           |               |                        |                       |   |
|                           |                           |               |                        |                       |   |

How many people live in your home now? \_\_\_\_\_ Describe any pets: \_\_\_\_\_  
 Do you expect any changes in your household? [ ] Yes [ ] No If yes, describe: \_\_\_\_\_  
 What do you pay for rent or mortgage now? \$ \_\_\_\_\_ / per \_\_\_\_\_ (week, month)  
 What utilities do you pay for now? \_\_\_\_\_ Monthly cost? \$ \_\_\_\_\_  
 Have you ever/are you now receiving rental assistance? [ ] Yes [ ] No If yes, describe: \_\_\_\_\_



7/2010

Do you owe money to any housing agency or former landlord?  Yes  No If yes, describe how much and to what agency or person: \_\_\_\_\_

**Please list three personal character references.** These should not include relatives or close friends. It is helpful to have the names of other people who know you and can recommend you for proposed tenancy.

| Name | Address | Phone Number |
|------|---------|--------------|
|      |         |              |
|      |         |              |
|      |         |              |

**RESIDENTIAL HISTORY:** Please be sure to provide a **ten year history** with full name and phone number of prior landlord or manager and the address where you lived. Attach additional sheets if more space if needed.

|                                     |            |                         |                         |
|-------------------------------------|------------|-------------------------|-------------------------|
| <b>Current address:</b>             |            |                         |                         |
| <b>Landlord Name &amp; Phone #:</b> |            | <b>Date of move in:</b> |                         |
| (circle which applies)              | <b>Own</b> | <b>Rent</b>             | <b>Live with: _____</b> |

|                                     |            |                          |                         |
|-------------------------------------|------------|--------------------------|-------------------------|
| <b>Prior Address:</b>               |            |                          |                         |
| <b>Landlord Name &amp; Phone #:</b> |            | <b>lived there from:</b> | <b>to:</b>              |
| (circle which applies)              | <b>Own</b> | <b>Rent</b>              | <b>Live with: _____</b> |

|                                     |            |                          |                         |
|-------------------------------------|------------|--------------------------|-------------------------|
| <b>Prior Address:</b>               |            |                          |                         |
| <b>Landlord Name &amp; Phone #:</b> |            | <b>lived there from:</b> | <b>to:</b>              |
| (circle which applies)              | <b>Own</b> | <b>Rent</b>              | <b>Live with: _____</b> |

|                                     |            |                          |                         |
|-------------------------------------|------------|--------------------------|-------------------------|
| <b>Prior Address:</b>               |            |                          |                         |
| <b>Landlord Name &amp; Phone #:</b> |            | <b>lived there from:</b> | <b>to:</b>              |
| (circle which applies)              | <b>Own</b> | <b>Rent</b>              | <b>Live with: _____</b> |

### INCOME AND ASSET INFORMATION

List all money earned or received by everyone living in your household. This includes income from any source, such as wages, self-employment, child support, Social Security, disability payments, worker's compensation, retirement benefits, TANF, Veterans benefits, rental property income, stock dividends, income from bank account, alimony, unemployment, and all other sources. If more room is needed, attach an additional sheet.

| Family member with income | Gross amount of money received | How often money is received week/month/year | Name of employer, agency, person, company, bank who pays this income | Type of income, such as wage, Soc Sec, SSI, VA, TANF, child support, etc |
|---------------------------|--------------------------------|---|--|--|
|                           |                                |   |  |  |
|                           |                                |   |  |  |
|                           |                                |   |  |  |



List all assets of all household members, including checking, savings accounts (including IRAs, Keogh accounts, certificates of deposit, stocks, bonds, mutual funds, etc.

| Family Member Name | Bank or Company Name | Type of Account | Account Number | Balance |
|--------------------|----------------------|-----------------|----------------|---------|
|                    |                      |                 |                |         |
|                    |                      |                 |                |         |
|                    |                      |                 |                |         |

- Do you own real estate?  Yes  No Value: \$ \_\_\_\_\_  
If yes, what? \_\_\_\_\_ Where? \_\_\_\_\_ Mortgage \$ \_\_\_\_\_
- Have you disposed of any assets for less than fair market value within the past two years?  Yes  No  
If yes, describe: \_\_\_\_\_ \$ \_\_\_\_\_
- If head or co-head is elderly, disabled or handicapped, please list amount and type of out of pocket medical or handicap assistance expenses: \_\_\_\_\_
- Please list child care expenses to enable head or co-head to work or go to school: \_\_\_\_\_ per \_\_\_\_\_
- Are you or any family member requesting an apartment with specific design features, such as one with features designed for person using wheelchairs?  Yes  No

### APPLICANT CERTIFICATIONS

*This application does not obligate me/us or the property owner or C & C Realty Management in any way. I/we understand that any apartment offered must be my/our permanent, primary residence and I/we will not maintain a separate subsidized rental unit in a different location.*

**IMPORTANT INFORMATION ABOUT FRAUD OR MISREPRESENTATION:** By signing below I/we confirm that I/we understand that false statements or information are punishable under any State or Federal law or housing program that may apply to this housing. I/we also understand that false statements or information are grounds for denial of my/our application, termination of housing assistance and/or termination of tenancy.

**AUTHORIZATION FOR RELEASE OF INFORMATION:** By signing below I/we hereby authorize C & C Realty Management, LLC, to obtain any information relative to my/our application for housing and proposed tenancy, including, but not limited to inquiries of my/our assets, income, character, prior renting history, obtain a credit report; obtain information from any court or law enforcement agency about any complaint or criminal or conviction data.

**CERTIFICATION AS TO ACCURACY:** By signing below I/we hereby certify that the above information is true, complete and accurate to the best of my/our knowledge and belief.

Signature(s) of Head of Household and all adult members of household

Signature of Head of Household \_\_\_\_\_ Date: \_\_\_\_\_

Other Adult(s) in

Household Signature(s) \_\_\_\_\_

**The Orchard Court site office is staffed on a part-time basis and is located at 19 Noble Street in Bath, phone 207-442-7380. Office hours are posted online at [www.ccrealtymanagement.com](http://www.ccrealtymanagement.com)**

*C & C Realty Management does business in accordance with the Federal Fair Housing Law. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We do not discriminate on the basis of handicap status in admission or access to, or treatment or employment in, federally assisted programs and activities. The responsible person designated to coordinate compliance with the nondiscrimination requirements is Catherine Whitney. Qualified individuals with handicaps may request reasonable accommodations to rules, policies, and procedures of dwelling units to assure equal opportunity to receive and enjoy the benefits of our housing programs. C & C Realty Management, LLC is an Equal Opportunity Provider. Complaints of discrimination should be directed to HUD (800) 669-9777(voice) or (800) 925-9275 (TTY).*



7/2010

**Enclosed is the information you requested. If you have any questions, please feel free to contact our office at 621-7700, toll-free outside the Augusta area at 1-866-621-7705 or by e-mail at [info@ccrealtymanagement.com](mailto:info@ccrealtymanagement.com)**



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Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

|  |  |
|--|--|
| <b>Applicant Name: «full_name»</b>   |  |
| <b>Mailing Address:</b>  |  |
| <b>Telephone No:</b>   | <b>Cell Phone No:</b>  |
| <b>Name of Additional Contact Person or Organization:</b>  |  |
| <b>Address:</b>  |  |
| <b>Telephone No:</b>   | <b>Cell Phone No:</b>  |
| <b>E-Mail Address (if applicable):</b>   |  |
| <b>Relationship to Applicant:</b>  |  |
| <b>Reason for Contact: (Check all that apply)</b>  |  |
| <input type="checkbox"/> Emergency   | <input type="checkbox"/> Assist with Recertification Process |
| <input type="checkbox"/> Unable to contact you   | <input type="checkbox"/> Change in lease terms               |
| <input type="checkbox"/> Termination of rental assistance  | <input type="checkbox"/> Change in house rules               |
| <input type="checkbox"/> Eviction from unit  | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Late payment of rent  |  |
| <b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.   |  |
| <b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.  |  |
| <b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975. |  |

Check this box if you choose not to provide the contact information.

|  |  |
|--|--|
|  |  |
|--|--|

Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 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. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.