



Guardian Village E 11th St Reedley CA 93654 Phone: (559) 571-1519 TDD: 711

WE ARE A SMOKE-FREE & MARIJUANA-FREE COMMUNITY. SOMOS UNA COMUNIDAD LIBRE DE HUMO Y MARIHUANA.



SMOKING, INCLUDING E-CIGARETTES, IS NOT PERMITTED AT THIS PROPERTY. FUMAR, INCLUYENDO CIGARRILLOS ELECTRONICOS, NO ESTÁ PERMITIDO EN ESTA PROPIEDAD.

THE USE AND/OR POSSESSION OF MARIJUANA IS STRICTLY BANNED FROM THIS FEDERAL ASSISTED PROPERTY. EL USO Y / O LA POSESIÓN DE MARIHUANA SE PROHÍBE ESTRICTAMENTE DE ESTA PROPIEDAD FEDERAL ASISTIDA.

AFFORDABLE HOUSING FOR ACTIVE FARM LABOR/AGRICULTURE WORKER HOUSEHOLDS

VIVIENDA ASEQUIBLE PARA HOGARES DE TRABAJADORES AGRÍCOLAS ACTIVOS







Dear Applicant of Guardian Village:

We are excited to begin the application process for this beautiful new affordable and pet-friendly community in **Reedley**. Enclosed you will find our *Application for Admission* package. The application package must be completed in its entirety – do not leave blanks. Include the requested information for ALL household members. **All adult applicants must also sign and date the application**.

Guardian Village is designated as a SMOKE-FREE community and smoking is not permitted at this property. No smoking pertains to all tobacco products and e-cigarettes. In addition, the use and/or possession of marijuana is strictly banned from this federally assisted property.

Self-Help Enterprises, the developers of **Guardian Village**, are making the most of building technology to heat and cool each apartment. Construction of this property will achieve multiple green building certifications for the highest energy efficiency possible.

The first step of the process is to complete the enclosed application package, in its entirety, and mail it to the address below:

Mail Completed Applications to:

Guardian Village c/o Viscaya Gardens 1000 Rosemary Ave Dinuba CA 93618

Upon receipt we will begin the initial screening which includes:

- Credit check
- Eviction check and sex offender search
- Previous landlord verifications

Please gather the following documents, as they will be required at the time of your interview.

- Proof of all income (employed persons must provide the most recent 3 months consecutive pay stubs)
- Proof of all assets (with documentation of current value, if possible)
- Most recent 6 months consecutive bank statements for all accounts (include all pages)
- Prior year and most current Tax Return with all attachments, including W-2 forms

Note: Applications will be processed in the order received and the sooner the complete application is received, the higher your placement on our waiting list.

PLEASE <u>DO NOT</u> send the above documents with the application package as they will be collected at the time of your interview appointment.

If you have any questions, please call: (559) 571-1519.



AWI Management Corporation is an Equal Opportunity provider.

APPLICANT INFORMATION

These apartments provide housing for low income households under the Tax Credit Program. This property may also be subject to Home Program regulations such as: the *Home Investment Partnership Program* or the *Housing Trust Funds Program*. This is an Equal Housing Opportunity complex and all are welcome to apply. We accept Section 8 certificates and vouchers.

For complexes with a senior designation, occupancy is limited to individuals who are 55 years of age or older (exceptions may apply at some properties). Please inquire with the manager as to the requirements specific to this property. Pets are permitted at those complexes designated as either a pet-friendly community or a senior community. Inquire with the manager as to the requirements specific to this property.

Our occupancy guidelines are as follows:

<u>Unit Size</u>	<u>Minimum</u>	<u>Maximum</u>
1 Bedroom	1 person	3 persons
2 Bedroom	2 persons	5 persons
3 Bedroom	3 persons	7 persons

To apply for an apartment you <u>must</u> complete an application. To complete an application, at minimum, the following information will be needed.

- 1. Income and assets of the household (total gross income and assets)
 - a. household income must be sufficient to cover rent, utilities and reasonable living expenses, while also meeting the tax credit eligibility requirements for income. Please inquire with the manager as to eligibility requirements and tax credit income limits for this property.
- 2. Household Composition
 - a. name(s) of all household members
 - b. number in household
 - c. household's current address and contact telephone number (identify contact person)
 - d. birth date of household members
 - e. full-time student information
 - f. unborn verification (for the purpose of determining household size)
- 3. Copies of Social Security Cards or other proof of SSN
- 4. Copies of Driver's License or other picture identification
- 5. Prior and present landlord information (for all adult household members)
- 6. Credit History (for all adult household members)
- 7. Criminal Background Check (for all adult household members)
- 8. Unlawful Detainer (eviction) Check
- 9. Personal References (preferably business/professional acquaintances)
- 10. Legible copy of the most recent Federal Income Tax Return (1040) with all attachments for each tenant who is not exempt from filing a return.
- 11. The application must be signed by <u>all</u> adults applying for occupancy.

You will be notified in writing that you have been placed on a waiting list. The Resident Manager can give you an <u>estimate</u> of when a unit may be available. The full application verification process will be postponed until your name is near the top of our waiting list.

For those households that move in at a qualifying income and rent level, if at recertification it is verified that their income has increased above one of the higher income levels, their rent will be increased to the correlated rent level, as it becomes available by unit size.

NON-DISCRIMINATION STATEMENT – "In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal (not all prohibited bases apply to all programs.)" To file a complaint of discrimination, write: U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410 or call toll-free, Telephone: (800) 669-9777 or TTY: (800) 927-9275.





NOTICE TO ALL TENANTS / APPLICANTS OPTIONS FOR PERSONS WITH DISABILITIES

Attachment to Application for Admission

This apartment community is managed by AWI Management Corporation. AWI provides housing to qualified families and/or individuals and does not discriminate against applicants or residents on the basis of race, creed, color, sex, religion, age, national origin, familial status, sexual orientation, political beliefs, or disability. In addition, AWI Management Corporation has a legal obligation to provide "reasonable accommodations" to applicants and tenants if they or any family members have a disability.

A reasonable accommodation is some modification or change that the Company can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the program, as long as the change does not create discrimination elsewhere. Compliance actions may include reasonable accommodations as well as structural modifications to the apartment or premises, to the extent that these reasonable accommodations can be implemented without creating undue financial or administrative burdens to the property.

An applicant or current resident household that has a member with a disability must still be able to meet the essential obligations of the Tenant Screening Process. They must be able to pay rent in a timely manner, to care for their apartment, to report required information to the Manager, avoid disturbing their neighbors, and to maintain sanitary and safe conditions in their living space. However, there is no requirement that they be able to perform these functions without assistance.

If you or a member of your family has a disability and feel you might need or want a unit specially equipped with design features that are beneficial to wheelchair users, individuals with hearing/vision impairments or a reasonable accommodation that relates to a disability, please complete the **REASONABLE ACCOMMODATION / MODIFICATION VERIFICATION** form. You may request it at any time in the application process or after admission. This is your choice to make. If you would prefer not to discuss your situation with management, that is your right.

USDA-RD Properties: Non-Discrimination Policy – In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Tax Credit or HUD Properties: To file a complaint of discrimination, write: U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410 or call toll-free, Telephone: (800) 669-9777 or TTY: (800) 927-9275.



Office Use Only									
Date: Time:				-					
Apt. Size:	1	2	3	-					

APPLICATION FOR ADMISSION

Guardian Village

Office Use Only
Gross Income: _____
Addition to Existing Household
Unit #: _____
Application #:

GENERAL INFORMATION

Name of Head of Household	Social Secu	rity #	Drive	r's License #	Birth D (mm/dd/y		Sex	Attending School?	
1.	1					//		DM DF	□ Yes □ No
List all others who will occupy the unit.									
Name	Social Security #		Driver's Li	cense #	Birth Date (mm/dd/yyyy)	Sex		ationship to Head of ousehold	Attending School?
2.					//	🗆 м 🗆	F		□Yes □No
3.					//	🗆 м 🗆	F		🗆 Yes 🗆 No
4.					//	🗆 м 🗆	F		□Yes □No
5.					//	🗆 м 🗆	F		□Yes □No
6.					//	🗆 м 🗆	F		□Yes □No
7.					//	🗆 м 🗆	F		🗆 Yes 🗆 No

Have you or has any member of your household ever used another name and/or Social Security number?
Yes No If yes, describe:

Do you own a pet?
Yes No If yes, please inquire with the manager as to the Pet Policy at this community.

Do you wish to have priority for an apartment with special design features for persons with disabilities?
□ Yes □ No

Do you or anyone in your household request "Reasonable Accommodations" to be made?
Yes No See attached 'Notice to All Tenant/Applicants' Is any member of the household employed as a farm labor worker?
Yes No If yes, which household member(s)?:

______. Farm Labor Employment information is required on page 4 of this application even if you are a seasonal worker and are not currently working and your income amount is \$0.00.

Do you anticipate any changes in household composition in the next 12 months? 🗆 Yes 🗆 No 🛛 If yes, please explain: _____

APARTMENT SIZE REQUESTED: 1 Bedroom 2 Bedroom 3 Bedroom

RENTAL HISTORY - Management's policy is to have <u>5 years</u> of continuous landlord history. If additional space is needed, please use the back page of this application or attach an additional sheet.

1. (Head of Household) CURF	ENT Address:						
	Stree	t Apt. #	ŧ	City	County	State	Zip
Phone: ())		_ Dates you lived her	e: /	_/	to /	//	
			mm dd	уууу	mm	dd	уууу
MAILING Address (if different f	rom above):	a i i				0	
		Street	Apt. #		City	State	Zip
CURRENT Landlord:			Address:				
Phone: ())		_ If apt., name of compl	ex:				
Reason you want to move:							
Do you □ Rent or □ Own? N	Ionthly rental/mortgage	amount: \$	Do you have yo	ur own Sectior	n 8 Certificate or	Voucher? 🗆 Y	′es □ No
Are you being displaced?	es 🛛 No 🛛 If yes, why	?					
Are you being, or have you bee	n evicted? □ Yes □	No If yes, explain:					
PREVIOUS Address:							
	Stree	t Apt. #	ŧ	City	County	State	Zip
If apt., name of complex:			Dates you lived here				
				mm dd	уууу	mm dd	уууу
PREVIOUS Landlord:		Phone: ()		Reason fo	r Moving:		
Address:)id you □ Rent o	or □ Own?
Street	Apt. #	City	County	State	Zip		



ALL OTHER ADULT APPLICANTS NOT RESIDING WITH THE HEAD OF HOUSEHOLD APPLICANT FOR THE PAST 5 YEARS MUST PROVIDE CURRENT AND PREVIOUS ADDRESSES.

2. (Applicant #2) CURRENT A	ddress:	Street	Apt. #	City	County	State	Zip
Phone: ())		Dates you liv	/ed here:/_	/yyyy	to/	/	
CURRENT Landlord:				uu yyyy			уууу
Phone: ())							
Reason you want to move:							
Do you □ Rent or □ Own? N	/onthly rental/morto	gage amount: \$	Do you h	ave your own Section	8 Certificate or V	′oucher? □Y	es 🗆 No
Are you being, or have you bee	n evicted?	□ No If yes, expla	in:				
PREVIOUS Address:		Street					
If apt., name of complex:			Apt. # Dates you liv	City	County	State	Zip
PREVIOUS Landlord:		Pnone: ()		Zip		
Street	Apt. #	City	County	State	Zip Dic		
3. (Applicant #3) CURRENT A	.ddress:	Street					
Phone: ())			Apt. #	City	County	State	Zip
				/yyyy			уууу
CURRENT Landlord:							
Phone: ())		If apt., name of	f complex:				
Reason you want to move:							
Do you □ Rent or □ Own? N	/lonthly rental/morto	gage amount: \$	Do you h	ave your own Section	8 Certificate or V	'oucher? 🛛 Y	es 🗆 No
Are you being, or have you bee	n evicted?	□ No If yes, expla	in:				
PREVIOUS Address:		Street	Apt. #	City	County	State	Zip
If apt., name of complex:			•	,	,		•
PREVIOUS Landlord:				mm dd Reason foi		mm dd	уууу
Address:						d you □ Rent o	or □ Own?
Street	Apt. #	City	County	State	Zip		
4. (Applicant #4) CURRENT A	ddress	Street	Apt. #	City	County	State	Zip
Phone: ())		Dates you liv	/ed here: /_	/yyyy			
CURRENT Landlord:							уууу
Phone: ())							
Reason you want to move:							
Do you □ Rent or □ Own? N					8 Certificate or V	/oucher? □Y	es □ No
Are you being, or have you bee							
PREVIOUS Address:							
		Street	Apt. #	City	County	State	Zip
If apt., name of complex:			Dates you liv	ed here: / dd	/to	// mm dd	уууу —
PREVIOUS Landlord:		Phone: ()	Reason for	Moving:		
Address: Street	Apt. #	City	County	State	Zip Dic	d you □ Rent o	r □ Own?
AWI/Site (07/24/19)		Par	ne 2 of 7				入

PERSONAL REFERENCES (Do not list relatives. Business or professional friends/acquaintances are preferred.):

Applicant #1	Name	Address		Phone #	Relationship
			()	
			()	
Applicant #2	Name	Address		Phone #	Relationship
			()	
			()	
Applicant #3	Name	Address		Phone #	Relationship
			()	
			()	
Applicant #4	Name	Address		Phone #	Relationship
			()	
			()	
EMERGENCY C	ONTACT PERSON(S):				
Applicant #1	Name	Address		Phone #	Relationship
			() –	
			() [_]	
Applicant #2	Name	Address		Phone #	Relationship
)	
			()	
Applicant #3	Name	Address		Phone #	Relationship
			()	
			()	
Applicant #4	Name	Address		Phone #	Relationship
			()	
			_()	
AUTOMOBILE(S):				
	Model:	Color:	Year:	License Plate #:	
Make:	Model:	Color:	Year:	License Plate #:	
Make:	Model:	Color:	Year:	License Plate #:	
Make:	Model:	Color:	Year:	License Plate #:	

Per the terms of the lease agreement at this complex, trailers, boats and campers are not permitted.



HOUSEHOLD FINANCIAL OBLIGATIONS: List ALL credit card payments, car payments, child support, alimony, loans, etc. NOTE: THIS SECTION <u>MUST</u> BE COMPLETED.

Payable To: (company name)	Monthly Payment	Payable To: (company name)	Monthly Payment

INCOME: Do you or any member of your household anticipate receiving income from any of the following sources during the next 12 months? (Please mark every question YES or NO. If you answer any questions with a YES, complete the blanks on the right.)

	Yes	No	Amount Received (per time period)	Received By Which Household Member	Source of Income (name, address & phone)
			,		(name, address & phone)
Employment (Earned Income)			\$ per		
			□ hour □ week □ month		
Employment			\$ per		
(Earned Income)			□ hour □ week □ month		
Farm Labor	_		\$ per		
Employment			□ hour □ week □ month		
Farm Labor	_		\$ per		
Employment			□ hour □ week □ month		
Farm Labor			\$ per		
Employment					
			hour week month		
Alimony			\$ per		
			□ hour □ week □ month		
Child Support			\$ per		
			□ hour □ week □ month		
Disability Benefits (worker's	_		\$ per		
compensation			□ hour □ week □ month		
disability income)					
Monetary Gifts			\$ per		
			□ hour □ week □ month		
Pension or			\$ per		
Retirement Benefits			□ hour □ week □ month		
Public Assistance			\$ per		
Public Assistance			□ hour □ week □ month		
School Grants or	_		\$ per		
Scholarships			□ hour □ week □ month		
			\$per		
Social Security / SSI					
			hour week month		
Unemployment Compensation			\$ per		
Compensation			□ hour □ week □ month		
Veterans			\$ per		
Administration			□ hour □ week □ month		
Other:	_		\$ per		
			□ hour □ week □ month		



Does an outside party pa	ay your utilities,	phone service or	other household exp	enses? 🗆 Yes 🗆 I	No If yes, amount p	aid per month \$	
Name and address of ou	tside party:	Name		Address	City	State	Zip
FEDERAL INCOME TAX	(RETURNS: /	Are you or any me	mber of your house	old exempt from filing	a Federal Income Tax	Return? □ Yes □ No	
If yes, which members: _	Name	,	Name	, Name		_, Name	

ASSETS: Assets include cash held in savings and/or checking accounts, trust funds, equity in real estate and other capital investments, stocks, bonds, Treasury bills, certificates of deposit, money market funds, IRA accounts, retirement and pension funds, lump sum receipts (i.e. lottery winnings, insurance settlements, etc.) and personal property held as an investment (i.e. gem or coin collections, paintings, antique cars, etc.). Please mark every question either YES or NO. If you answer with a YES, complete the blanks on the right. Do not include necessary personal property such as furniture, automobiles and clothing.

DO YOU HAVE ...?

	Yes	No	Name on Account	Account #	Balance/Value	Bank (name & address)
Checking Account(s)						
Checking Account(s)						
Checking Account(s)						
Savings Account(s)						
Savings Account(s)						
Money Market Account(s)						
Certificate/Time Deposit						
Safety Deposit Box						
Trust Account(s)						
Stocks or Bonds						
IRA/Keough/Life Insurance or other retirement account						
Rental Property						
Other Real Estate						
Other:						

SUBSIDIZED HOUSING:

Have you or any member of your household lived in subsidized housing?
Yes Ves Ves, which household member(s): _

_ Has your household's tenancy in a subsidized housing program ever been

terminated for fraud, nonpayment of rent or failure to cooperate with the recertification process? 🗆 Yes 🗆 No If yes, please explain the circumstances:



STATE REGISTERED LIFETIME SEX OFFENDERS HOUSING NOTICE:

Prior to admission into assisted housing programs, applicants must provide a complete list of all states in which EVERY adult household member has resided. Please provide the residency information below for each adult household member. If additional space is needed, please use the back page of this Application.

Head of Household	Co-Tenant	Co-Tenant	Co-Tenant	Co-Tenant	Co-Tenant	Co-Tenant
All States Resided						

Yes No

Are you or any adult member of your household subject to a lifetime sex offender registration requirement in any state?
If yes, which household member(s):

١	lame	and	State	Regis	tered	

Name and State Registered

If any applicant erroneously omits that they or a member of their household are subject to a lifetime sex offender registration requirement, it would be cause for eviction and/or termination of assistance for the household member.

I/We certify that the information given is accurate and complete and understand any misrepresentation will disqualify the applicant. I/We understand the responsibility, as applicant, to keep Management notified of any changes. This includes a change in household size, current address, income and/or assets. I/We also authorize the owner to obtain credit and criminal background reports, verify income, assets and employment and to contact current and previous landlords.

Signature	Date	Signature			Date				
Signature	Date	Signature			Date				
Signature	Date	Signature			Date				
How did you hear about this complex?	y □ Tenant Referral	□ Internet Search	□ Craigslist	□ Newspaper Ad					
Phone Book/Yellow Pages Other:									



RRH and FLH Borrowers are required to keep track of the demographics of their applicants and tenants (even though their participants may decline to cooperate in the gathering of this data).

"The information regarding race, ethnicity and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal Laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with."

"You are not required to furnish this information, but are encouraged 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, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname."

Please check (\checkmark) the applicable <u>Ethnicity</u> of Head of Household:

- □ Hispanic or Latino (any race)
- □ Not Hispanic or Latino

Please check (\checkmark) the applicable <u>Race/National Origin</u> of Head of Household:

- 1. D American Indian or Alaskan Native
- 2. 🗖 Asian
- 3. 🛛 Black or African American
- 4. D Native Hawaiian or Other Pacific Islander
- 5. 🗖 White

"In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal (not all prohibited bases apply to all programs.)"

To file a complaint of discrimination, write: U.S. Department of Housing and Urban Development 451 7th Street S.W. Washington, DC 20410

Or call toll-free, Telephone: (800) 669-9777 or TTY: (800) 927-9275

