

CHAPEL SPRINGS APARTMENTS
9630 DIETZ PLACE
PERRY HALL, MD 21128
Office: (410) 352-7440
Fax: (410) 256-0396

Re: Application Packet for Waitlist

To Whom It May Concern:

Thank you for your interest in Chapel Springs Apartments. We are very proud of our wonderful community & hope that you will become a resident of ours. Chapel Springs is a pet friendly smoke-free senior community, where all residents must be 62 years of age or older. We are located in Perry Hall, which is located in Baltimore County. Chapel Springs is a tax credit community with affordable housing & we offer one and two bedroom apartments. We have an abundance of amenities & activities such as a Game Room, Cyber Lounge, Library/Lounge, Fitness Center, and Multipurpose Room/Diner for your enjoyment! We have spacious apartment homes with hardwood flooring, some plush carpeting & tile in the bathrooms.

We currently do not have any apartments available, but you could still apply and be waitlisted.

Our management office is open:

Monday through Friday from 9:00 a.m. to 5:00 p.m. Please note that we are closed some days for meetings, trainings, and holidays so it is always best to call and schedule an appointment before you come to visit.

Please return the enclosed application & other forms that need signing, along with a \$20 check or money order, a copy of your social security card (if available), a copy of your state issued ID, and a copy of your income letter(s).

We look forward to hearing from you soon!

Sincerely,

Nicolé Salamone, TCS
Community Manager



CHAPEL SPRINGS

A P A R T M E N T S

The Application Process – To Be Added to Waitlist

Thank you for considering residency at Chapel Springs Senior Apartments. In order to process your application, several documents are required:

- Driver's License
- Proof of Citizenship/ Legal Status
- Income Documentation
 - Social Security – most recent benefit letter
 - Pensions
 - Retirement Account Disbursements
 - Most recent Pay Stub for Any Job
 - Statements for All Assets
 - Most recent checking or Direct Express statement
 - Most recent for Savings, Retirement Plans, Money Markets, Mutual Funds, Life Insurance, etc.
 - Documentation of all mortgages held on property currently owned, along with rental information if renting the property
- Note: If self-employed, bring 2 years filed tax returns w/ schedule C. This is for self-employed applicants only. Tax returns are not otherwise required.
- \$20 Application fee** – check or money order. **Cash not accepted.**

Once we receive your application and required documentation, your credit will be processed and if it is approved, we will mail a letter to you stating that you are on the waitlist.

**Applications may be mailed to:
Chapel Springs Apartments, 9630 Dietz Place - Perry Hall, MD 21128**

Thank you for your interest in Chapel Springs.

**Please contact us with any questions 410-352-7440
chapelspringscm@hrehllc.com**



Chapel Springs Senior Apartments

Application for Housing

Please complete one application per household

Unit Size Requested? _____

When would you like to move in? _____

How did you hear about us? _____

OFFICE USE ONLY, DATE & TIME RECEIVED:
HHID: _____
Payment Received: _____

Contact Information

Primary Mailing Address:

_____		_____		_____		_____	
<i>Street Address</i>		<i>Apt #</i>		<i>Primary Phone Number</i>		<i>Primary Email Address</i>	
_____		_____		_____		_____	
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Secondary Phone Number</i>		<i>Cell</i>		<i>Home</i>
						<i>Work</i>	
						<i>Circle One</i>	

Household Composition

Please refer to the Program Eligibility Income Requirement section of the Resident Selection Criteria and list all persons who will live in the unit, and those who will be counted for determining income limits who are not living in the unit.

Name	Relationship to head	Marital Status	Birth Date MM/DD/YYYY	Age	Social Security number	Student Y/N
	Head of Household					Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N

Use the following codes for marital status:

NM – Single and Never Married **M** – Married **D** – Divorced **L** – Legally Separated **E** – Estranged **W** – Widowed

No one else can join the household without prior management approval

Is this the entire household to occupy the unit? Yes No

If no, please explain:

Do you plan to have anyone living with you in the future who is not listed above (*pregnancies, etc.*)? Yes No

If yes, please explain:

Do you anticipate any other changes to your household in the next 12 months? Yes No

If yes, please explain:

Do you have full custody of your child(ren)? N/A Yes No

If no, please explain:

Are any household members foster children or foster adults? Yes No

If yes, who?



Are any household members temporarily absent? *(Examples: temporary, out-of-state work assignment; in hospital or rehab facility for limited or fixed duration; in a correctional facility)* Yes No

If yes, who? For how long?

Are any household members permanently confined to a hospital or nursing home? Yes No

If yes, who?

Will anyone in your household require a live-in care attendant? Yes No

If yes, who?

Does anyone in the household need any specific features or unit designs such as wheelchair accessibility, visual aids (Braille) or Apparatus for hearing assistance? Yes No

If yes, describe:

Would any household members benefit from or require a reasonable accommodation or modification? Yes No

If yes, describe:

Income

To be clear about program definitions, we will now go over a checklist of household income. Program rules require you to disclose the following income:

- ✓ All income for the head of household, co-head, or spouse, regardless of age
- ✓ Earned (employment) income of household members age 18 and older
- ✓ Unearned income (Social Security, etc.) for everyone in the household, regardless of age
- ✓ The first \$480 of annual earned income for full-time students age 18 and older

Report all income and management will determine whether it should be counted for certification purposes.

Contributions from Friends & Relatives | Please keep these answers in mind when completing the income checklist.

Do friends, relatives or other outside sources other than government entities:

Give anyone in the household money on a regular basis? Yes No

Make payments or pay bills on behalf of anyone in the household on a regular basis? Yes No

Give anyone in the household necessities (**excluding food**), and other regularly consumed items? Yes No
(Such as clothing, diapers, household products, alcohol, cigarettes, etc.)

Various types of income are listed on the following page. If anyone in the household receives a type of income listed below, please check yes and provide an estimated amount and frequency for each member who receives that type of income. Specify household members by labeling the top of each column. Use one column per member. If more than five household members, it is acceptable to list two household members with no income together in a column.

Do not leave any of the income types blank.

By checking no, you are certifying that no one in the household receives that type of income.

Household Member:

Contributions from Friends/Relatives	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Supplemental Security Income (SSI)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Social Security Disability Ins. (SSDI)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Social Security	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Unemployment	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
TANF/Public Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Child Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Alimony	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Pension/Annuity	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Workman's Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Veterans Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Military Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Net Income from Business	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Other Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$
Education Grants or Scholarships*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$	\$	\$

* Do not include Student Loans

Assets

If anyone in the household owns an asset listed below, please check yes and provide the name of the member(s) who own the asset(s) and the name of the bank or financial institution the asset is with. **Do not leave any of the asset types blank.**

	HH Member(s):	Financial Institution:
Checking Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No		
Savings Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No		
Retirement Accounts: <input type="checkbox"/> Yes <input type="checkbox"/> No 401K; 403B; IRA; Keough; etc.		
Money Market Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No		
Certificates of Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No		
Stocks <input type="checkbox"/> Yes <input type="checkbox"/> No		
Bonds <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mutual Funds <input type="checkbox"/> Yes <input type="checkbox"/> No		
Trust Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No		
Whole or Universal Life Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		

Does anyone in the household own and/or receive benefits or wages on prepaid debit cards? Yes No

If yes, please indicate, if any, which benefits (TANF, Social Security) or wages are paid through debit cards:

Does anyone in the household own a house, condo or other form of real estate? Yes No

If yes, please explain:

Please provide the address:

Please provide the name of the mortgage lender:

Does anyone in the household receive rental income from real estate? Yes No

Has anyone in the household sold or disposed of any real estate in the last 2 years? Yes No
**Do not include foreclosures, short sales or bankruptcies.*

If yes, please explain:

Has anyone in your household disposed of any other assets in the last 2 years? (Examples: Given away money to relatives, irrevocable trust account). **Do not include normal sale of items for market value* Yes No

If yes, please explain:

Excluding necessary personal property such as cars, furniture, clothing, etc., does anyone in your household have any other assets (items of value held as an investment that may be turned into cash) not listed above? Yes No

If yes, please list:

Residential History & Verification References

A verification of residency must be available for all addresses lived in by all adult applicants for 36 months prior to the application date. Please use the additional address spaces to provide information on previous addresses within the past 36 months or for separate addresses of other adults.

Current Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:

Month/Year Tenancy Began:

Street Address:

Apt #:

Landlord's Name:

City:

State:

Zip:

Landlord's Phone & Fax Number:

Additional Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:

Month/Year Tenancy Began:

Month/Year Tenancy Ended:

Street Address:

Apt #:

Landlord's Name:

City:

State:

Zip:

Landlord's Phone & Fax Number:

Additional Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:

Month/Year Tenancy Began:

Month/Year Tenancy Ended:

Street Address:

Apt #:

Landlord's Name:

City:

State:

Zip:

Landlord's Phone & Fax Number:



Additional Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:	Month/Year Tenancy Began:	Month/Year Tenancy Ended:
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Street Address:	Apt #:	Landlord's Name:
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City:	State:	Zip:	Landlord's Phone & Fax Number:
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To facilitate verification of the various factors of eligibility please provide the contact information for any employers, sources of contributions or informal support, pension/annuity providers, and other sources of income and assets.

Contact Information for Verification of:

Name of Business, Professional or Individual:	Street Address:	Phone Number:
Relevant Household Member:	City: State: Zip:	Fax Number:

Contact Information for Verification of:

Name of Business, Professional or Individual:	Street Address:	Phone Number:
Relevant Household Member:	City: State: Zip:	Fax Number:

Contact Information for Verification of:

Name of Business, Professional or Individual:	Street Address:	Phone Number:
Relevant Household Member:	City: State: Zip:	Fax Number:

Contact Information for Verification of:

Name of Business, Professional or Individual:	Street Address:	Phone Number:
Relevant Household Member:	City: State: Zip:	Fax Number:

Contact Information for Verification of:

Name of Business, Professional or Individual:	Street Address:	Phone Number:
Relevant Household Member:	City: State: Zip:	Fax Number:

Contact Information for Verification of:

Name of Business, Professional or Individual:	Street Address:	Phone Number:
Relevant Household Member:	City: State: Zip:	Fax Number:



Miscellaneous

Are any members of the household subject to a Lifetime Sex Offender Registration in any state?

Yes No

Please list all states where any members of the household have resided:

Vehicle & Pet Information

Please provide the following information for vehicles owned or operated by household members:

Year	Vehicle Make	Model	Color	License Plate
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Does anyone in the household own a pet?

Yes No

If yes, please describe:

Prospective Resident Consumer Report Authorization

I hereby affirm that my answers on this application to lease are true and correct and that I have not knowingly withheld any fact or circumstance, which would, if disclosed, affect my application unfavorably. I authorize you to secure from **TransUnion**, a consumer reporting agency, an investigative consumer report. This report may contain, but would not be limited to a consumer credit report, a criminal history records investigation, and verification of my residences, employments and income.

I authorize **TransUnion** to verify any and all information contained in this application and to inquire into my character, general reputation, personal characteristics and mode of living, and I release all concerned from liability, in right, under the federal Fair Credit Reporting Act (FCRA), Section 606(B) to make written request of you and **TransUnion**, within a reasonable time, for a complete and accurate receipt of the summary of consumer rights required by Section 609 of the FCRA, entitled, A Summary of Your Rights Under the Fair Credit Reporting Act.

Certification

Certification by Applicant(s): I/we understand I/we must pay a security deposit for this apartment prior to occupancy. I/we certify that the housing I/we will occupy is/will be my/our permanent residence.

I/we understand that eligibility for housing will be based on the funding program and housing agency's eligibility criteria and this community's resident selection criteria. I/we understand that this application in no way ensures occupancy and that my/our application can be rejected based on the applicant screening criteria listed in the Resident Selection Criteria.

I/We have understood and answered all questions on this rental application. I/We certify that all answers are true to the best of My/Our knowledge and that any misrepresentations of information or any omission of any significant information or false statements are punishable under Federal Law and could be grounds for cancellation of this application or termination of residency after occupancy.

Head of Household's Signature

Date

Other Adult Member's Signature

Date

Spouse or Co-head's Signature

Date

Other Adult Member's Signature

Date

Other Adult Member's Signature

Date

Other Adult Member's Signature

Date

Chapel Springs Senior Apartments

9630 Dietz Place / Perry Hall, MD 21128

410.352.7440, TTY: 711 / ChapelSpringsCM@hrehllc.com

We do business in accordance with the Federal Fair Housing Law

