

**We Support Healthy Lifestyles And Therefore We  
Are A **NON Smoking Community!****

**Return the application to:**  
**Knowlton Place (Northside)**  
**1465 Knowlton Street**  
**Cincinnati, OH 45223**

**For Office Use Only:**  
**Date/Time Rec'd** \_\_\_\_\_

A Community of Episcopal Retirement Services

## Application for Lease

If you need assistance in completing this application and/or you need an application in a different language, please contact our office at 513-527-7040 or for TDD 800-750-0750.

The eligibility criteria includes persons who are at least 55 years of age. You also will be asked to sign authorizations so that we may obtain and review credit and criminal history. A Tenant Selection Policy is available upon request, which contains information explaining all of the eligibility requirements and screening procedures. Income limits are \$34,200 for 1 person and \$39,060 for 2 persons. **PLEASE COMPLETE THE ENTIRE APPLICATION.**

Head of Household			Other		
Name: Last	First	Middle Initial	Name: Last	First	Middle Initial
Home Phone:			Home Phone:		
Cell Phone:			Cell Phone:		
Current Address:			Current Address:		
City:	State:	Zip:	City:	State:	Zip:
Previous Address:			Previous Address:		
City:	State	Zip:	City:	State	Zip:
Email Address:			Email Address:		
Social Security # OR			Social Security #: OR		
Alien Registration #:			Alien Registration #		
Date of Birth:		Birth Place:	Date of Birth:		Birth Place:
Sex:	Marital Status:		Sex:	Marital Status:	
Please list every state where you have lived:			Please list every state where you have lived:		
Please circle what type of unit you are applying for: 1 Bedroom OR 2 Bedroom OR 1 Bedroom Accessible* OR 2 Bedroom Accessible			(If there are more persons applying with you please provide the information on another sheet of paper)		

\*If you are applying for an accessible unit, is the head or co-head physically disabled and in need of the design features of an accessible unit? (Circle) Yes or No

Does any member of your household require a reasonable accommodation (an exception to our usual rule or policy) or structural modification because of a disability? (Circle) Yes or No

How did you hear about us? \_\_\_\_\_

Please provide information for 2 other persons who would know how to contact you if our attempts to contact you are unsuccessful:

Name:	Relationship:	Name:	Relationship:
Address:		Address:	
City	State Zip	City	State Zip
Email Address:		Email Address:	
Home #:	Work	Home#	Work
# Cell#		# Cell #	

Source(s) of Income and Amounts:

Who Receives the Income	Source of Income	Annual Gross Amount

Asset Information/checking, savings, CD's other investments:

Who owns the asset	Name of Bank	Current Balance	Annual Earnings

List value of all stocks, bonds, trusts, or other assets including real estate:\_\_\_\_\_

Do you or any members of your household have any life insurance policies with permanent cash value?  
(May be called "whole life", "universal" or "paid up" coverage)

\_\_\_\_\_Yes      \_\_\_\_\_No      If yes, please list policies on the next page:

Name of Company	Policy #	Face Value	Current Cash Value
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Have you ever been evicted or had your rent subsidy terminated due to your failure to cooperate with the recertification process?  
(Circle) Yes or No

Do you, or anyone in your household, have a pattern of alcohol abuse that has or would interfere with the health, safety and right to peaceful enjoyment by other residents? (Circle) Yes or No

Are any household members listed subject to a lifetime registration requirement under a state sex offender registration program? (Circle) Yes or No If yes, who \_\_\_\_\_ and what county/state \_\_\_\_\_.

Do you currently have a Housing Choice Voucher? (Circle) Yes or No

**Protections for Victims of Domestic Violence, Dating Violence or Stalking**

An Applicant's or program participant's status as a victim of domestic violence, dating violence or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance for admission.

Do you have a pet? (Circle) Yes or No If yes, what kind of pet? \_\_\_\_\_

Are you a veteran? (Circle) Yes or No

Are you being evicted? (Circle) Yes or No If yes, please explain: \_\_\_\_\_

THIS COMMUNITY IS NON SMOKING. You and your guests may not smoke anywhere inside the building, apartments or on the grounds. If this policy is broken we will proceed with eviction based on our non-smoking policy. Please initial here \_\_\_\_\_ that you understand the no smoking policy and agree to not smoke anywhere in the building, including your apartment or on the grounds.

Is anyone in the household a full or part time student, enrolled in an institution of higher learning? (Circle) Yes or No If yes, Knowlton Place will provide an additional form to complete to determine your eligibility.

We are pledged to the letter and the spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

All questions asked on the application or during the application process must be answered honestly. Failure to disclose information or falsification of information is grounds for denial of application or eviction after you move in.

**Applicant Certification**

I/we certify that if selected to receive assistance, the unit I/we occupy will be my/our only residence. I/we understand that the above information is being collected to determine my/our eligibility. I/we authorize the owner/manager/PHA to verify all information provided on this application and to contact previous or current landlords or other sources for credit and criminal verification information which may be released to appropriate Federal, State or Local agencies. I/we do hereby release all individuals connected therewith from all liability. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are punishable under Federal Law.

Signatures:

_____	Date: _____
Head of Household	
_____	Date: _____
Spouse or Co-Head	
_____	Date: _____
Other Household Member	
_____	Date: _____
Community Manager or other Owner Representative	

Updated: 2/28/18

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at \*\*208 (a) (6), (7) and (8).\*\* Violation of these provisions are cited as violations of 42 U.S.C. Section \*\*408 (a) (6), (7) and (8).\*\*