

Villas De Val Verde

Farm Labor Housing Community

1275 FM 2523 A-101

Del Rio, Texas 78840

(830)298-1340 • Fax (830)298-2162

- **To expedite the process of your application please provide copies of the following documents with your completed application.**
 - All Birth Certificates or Voters Registration Card for each family member.
 - All Social Security Cards for each family member
 - Proof of Citizenship, Resident Alien Card if not a U.S. Citizen.
 - All Income Information-Last 4 check stubs and Name of Employer to send Employment Verification Form, copy of TANF, Child Support, Unemployment, Social Security or SSI or self employment letter, (must be notarized).
 - Child Care-If participating with CCPS, bring the letter from CCPS stating how much you will be paying.
 - If you are already renting, we will need complete address and telephone number of current and previous landlord information; your last 3 rent receipts and utility bills for water & gas and electricity.
 - If you are being displaced, we will need documentation to that effect.
 - Copy of school schedule if you are attending classes full time.
 - If you have assets or property, bring the statement showing current appraised value.If you are 18 years old, you need to provide emancipation documents.

***IF YOU ARE MIGRANT OR FARM WORKER PLEASE PROVIDE THE MOST CURRENT INFORMATION FROM LAST YEAR AND/OR CURRENT YEAR.**

***Se requiere que traiga copias de los siguientes documentos al entregar su aplicacion.**

- Actas de nacimiento o tarjetas para votar de todos los miembros de la familia.
- Tarjetas de seguro social de todos los miembros de la familia.
- Tarjeta de Identificación con fotografia/licencia de manejar de adultos en la familia.
- Tarjeta de residencia permanente, si no es ciudadano Americano.
- Información de ingresos- Los últimos 4 talones de pago y Nombre completo de donde trabaja para enviar verificación de empleo, desempleo, seguro social o suplemental, Carta notariada de empleo por si mismo.
- Guardería, si esta participando con CCPS, traer una carta de CCPS indicando cuanto estara pagando.
- Si usted ha sido desalojado, necesitamos documentación que lo corrobore.
- Copia de curriculo de escuela si está asistiendo a clases de tiempo completo.
- Si es dueño de una propiedad, traer documentacion actual indicando el valor.
- Y si usted es de 18 anos, necesita traer los documentos de emancipación

***SI ES USTED MIGRANTE O TRABAJADOR DE GRANJA FAVOR DE TRAER LA INFORMACION MAS VIGENTE DEL AÑO PASADO Y/O ESTE AÑO.**

Rural Housing and Community Programs

Things You Should Know About USDA Rural Rental Housing

Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification

Penalties for Committing Fraud

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Ⓢ Evicted from your apartment;
- Ⓢ Required to repay all the extra rental assistance you received based on faulty information;
- Ⓢ Fined;
- Ⓢ Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

How To Complete Your Application

When you meet with the landlord to complete your application, you must provide information about:

- Ⓢ **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
 - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
 - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
 - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
 - Any income you expect to receive, such as a pay raise or bonus.
- Ⓢ **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
 - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
 - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- Ⓢ **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

Ask for Help if You Need It

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

Before You Sign the Application

- Ⓢ Make sure that you read the entire application and understand everything it says;
- Ⓢ Check it carefully to ensure that all the questions have been answered completely and accurately;
- Ⓢ Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- Ⓢ The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ⓢ Ask for a copy of your signed application and keep a copy of it for your records.

Tenant Recertification

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must immediately report:

- Ⓢ Any changes in income of \$100 or more per month;
- Ⓢ Any changes in the number of household members.

For your annual recertification, you must report:

- Ⓢ All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Ⓜ Any household member who has moved in or out;
- Ⓜ All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Ⓜ Don't pay any money to file your application;
- Ⓜ Don't pay any money to move up on the waiting list;
- Ⓜ Don't pay for anything not covered by your lease;
- Ⓜ Get receipts for any money you do pay;
- Ⓜ Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

Report Abuse: If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

PA 1998

December 2008

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2500 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



RURAL RENTAL HOUSING ASSOCIATION OF TEXAS, INC.

RENTAL APPLICATION

VILLAS DE VAL VERDE

Property Name

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Application Submittal For Office Use Only
Date Received:
Time Received:
Application Fee: \$

Application Assignment For Office Use Only
Apartment No.:
Lease Date:
Rent: \$

ABOUT YOU: (TENANT OR CO-TENANT)

Applicant's full name:
Present address:
Phone Number: (Home) (Cell)
Driver's License Number: (State)
Social Security Number:
Date of Birth:
Marital Status: Single Married Divorced Widowed Separated
Why are you moving?
Do you receive job related or other income? Yes No
Current Landlord:
Their Phone Number:
How long have you lived there?
Current Monthly Rent: \$
Previous Landlord:
Address:
How long did you live there?
Their Phone Number:
Previous Monthly Rent: \$
Are you currently attending any kind of school? Yes No
E-Mail Address:

YOUR SPOUSE: (Note: Co-Tenants are required to complete a separate rental application)

Full Name:
Present address:
Phone Number:
Do you receive job related or other income? Yes No
Drivers License Number:
Social Security Number:
Date of Birth:
Are you currently attending any kind of school? Yes No

OTHER OCCUPANTS: (Anyone other than spouse, that is 18 or older, must complete a separate application)

Name: Relationship: SSN: Birth date: Student
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Does the tenant or co-tenants have legal custody of all minor children listed above? Yes No
Do you or any occupant have a live-in attendant? Yes No
Do you anticipate any changes in household size (new members, birth of child, adoption, foster child, etc.)? Yes No

VEHICLES: (List all vehicles, including motorcycles, RVs and trailers to be parked by you, your spouse or any occupants of the apartment.)

Vehicle Type: Year: Color: License No.:
Vehicle Type: Year: Color: License No.:

PREFERENCES:

What size unit are you requesting? Efficiency 1 Bedroom 2 Bedroom 3 Bedroom
Are you applying for a handicap accessible unit? Yes No
Do you wish to claim the deduction available for handicap or disabled persons? Yes No
Do you wish to make any modifications to the apartment to accommodate a handicap or disability? Yes No (If yes, please describe):

EMERGENCY:

In the case of an emergency, notify
Address: Relationship:
Daytime phone number: Evening phone number:
In the case of serious illness, death or disappearance, is the above named person authorized to take possession of your property? Yes No
In the case of serious illness, death or disappearance, is the apartment property authorized to return any monies (rent or security deposit) due to the resident to the above named person? Yes No
Other instructions:

FORM VALID FOR RRHA OF TEXAS MEMBERS ONLY

GENERAL INFORMATION:

Do you have a pet? Yes No Breed: _____ Age: _____ Weight: _____
Are all household members citizens of the United States of America? Yes No
If any member is not a United States citizen, is that person a qualified resident alien as defined by law? Yes No
Have you or anyone in your household (adult or juvenile) ever been convicted of, pled no contest to, or entered a guilty plea, to any criminal offense other than minor traffic violations? Yes No If yes, please describe: _____
Have you or anyone in your household ever lived at this apartment property? _____
Do you or anyone in your household use a controlled substance (drugs)? _____
Have you or anyone in your household ever:
1) broken an apartment lease? _____
2) been requested to vacate an apartment? _____
3) been evicted or sued for non-payment of rent? _____
4) been evicted or sued for damage to rental property? _____
5) received deferred adjudication for a felony? _____
6) been convicted of a felony? _____
7) been arrested and convicted as a sex offender? _____
Have you given notice to your present landlord of your intent to move? _____

STUDENT STATUS:

USDA requirements (determines eligibility for housing):

Will any tenant or co-tenant attend an institution of higher learning in the coming year? Yes No
1) Has the student established a separate household from parents for at least one year prior to occupancy? Yes No
2) Is the student claimed as a dependent on their parent's tax return? Yes No
3) Is the student financially independent from their parents? Yes No

HUD (determines eligibility for Section 8 rental assistance)

1) Is the student 24 years of age or older? Yes No
2) Is the student a veteran? Yes No
3) Is the student married? Yes No
4) Does the student have a dependent child? Yes No

LIHTC requirements (determines eligibility for housing):

Has any tenant or co-tenant in the household attended school *full-time* for at least 5 months in the past year? Yes No
Does any tenant or co-tenant in the household intend to go to school full-time in the coming year? Yes No
If the answer is "Yes" to either of the questions above, complete the section below:

LIST the name of each Full-time Student: _____

NOTE: Households where all of the members are full-time students are not eligible unless they meet one of the exemptions:

- 1) Is/are the full-time student(s) married and filing a joint income tax return? Yes No
- 2) Does the household receive assistance under Title IV of the Social Security Act (i.e., AFDC)? Yes No
- 3) Is the student a single parent with a minor child? Yes No
- 4) If you have children, do you claim them on your federal income tax return? Yes No
- 5) Does the student receive assistance under the Job Training Partnership Act or similar federal or state law? Yes No

CREDIT:

Credit Reference #1: _____ Phone #: _____
Address: _____ Account #: _____
Credit Reference #2: _____ Phone #: _____
Address: _____ Account #: _____

ASSET & INCOME QUESTIONNAIRE

The information on this form is authorized to be collected by the USDA Rural Housing Service to determine an applicant's eligibility and the amount the tenant must pay toward rent and utilities. This information may be released to appropriate Federal and State agencies. However, this information will not otherwise be released, except as permitted or required by law. Failure to disclose certain items of information requested may result in a delay in the processing of an application or its rejection.

INCOME:
Does any member of your household have a job? Yes No (Include wages, salary, overtime pay, military pay, commissions, fees, tips, bonuses, etc.)

Household Member Name	Employer (Name, Address & Phone No.)	Gross Monthly Wages
		\$
		\$
		\$

Does any member of your household own a business or rental property? Yes No

Name of Business	Type of business	Years of Ownership	Monthly Profit
			\$

Does any member of your household receive payments or benefits from Social Security, SSI, annuities, veterans benefits, retirement funds, pensions, insurance policies, etc.? Yes No

Household Member Name	Source (SS, Veterans, etc.)	Monthly Income
		\$
		\$
		\$

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FORM VALID FOR RPHA of Texas MEMBERS ONLY

Does any member of your household receive unemployment, disability, death benefits, workers compensation payments, public assistance/TANF, etc.? Yes No

Household Member Name	Source (Unemployment, workers comp, etc.)	Monthly Income
		\$
		\$
		\$

Does any member of your household receive alimony, child support or regularly recurring contributions from someone not residing in the dwelling? Yes No

Household Member Name	Amount you are entitled to receive	Gross Amount received monthly
	\$	\$
	\$	\$
	\$	\$

Does any member of your household receive interest or dividend income? Yes No

Household Member Name	Source	Monthly Income
		\$
		\$
		\$

List all other household income. (Include severance pay, education grants, scholarships, etc.)

Household Member Name	Source	Monthly Income
		\$
		\$
		\$

Total Monthly Income

Total Annual Income expected for the next 12 months

\$
\$

ASSETS:

Total Cash on Hand for all members of the family \$

Does any member of your household have a bank account (checking, savings, etc)? Yes No

Account Holder	Bank (Name & address)	Interest Rate	Account Number	Avg 6 month Balance
				\$
				\$
				\$

Does any member of your household own stocks, bonds, IRA, 401K, CD or retirement account? Yes No

Account Holder	Financial Institution (Name & address)	Income	Account Number	Current Value
				\$
				\$
				\$

Does any member of your household have a life insurance policy that has cash value? Yes No

Household member name	Description (Term, whole life, etc.)	Policy #	Cash Value
			\$
			\$

Does any member of your household have personal property held as an investment (gem & coin collections, antique autos, art, etc.)? Yes No

Description	Current Value
	\$

FORM VALID FOR RRHA OF TEXAS MEMBERS ONLY

Does any member of your household own any property? Yes No

Household member name	Location of property	Appraised Value	Outstanding Mortgage
		\$	\$
		\$	\$

Has any member of your household sold or given away any assets in the last two (2) years? Yes No

Household member name	Description of property	Market value or appraised value	Amount of Sale
		\$	\$
		\$	\$

Have you or any household member received any lump sum payments, such as lottery winnings, inheritance or insurance settlements?
 Yes No (If yes, please describe) _____

Does any member of your household own any asset not listed above? Yes No (If yes, please describe in detail.)

EXPENSES:

CHILD CARE: To enable a household member to be employed or attend school, does anyone in your household pay for childcare services? Yes No (If yes, please list each provider):

MEDICAL EXPENSE: (Complete this section when the Tenant or Co-Tenant is at least 62 years old, or handicapped or disabled.)

Does your household pay medical expenses that are not covered by insurance? Yes No

If the answer is yes, you may be eligible for a reduction in your monthly rental payment. Please submit to the property manager the information necessary to document the amount of un-reimbursed medical expenses you expect to pay in the next 12 months.

If any member of the household is subject to a State lifetime sex offender registration requirement, then admission as an occupant shall be denied. In order to verify the non-offender status of all occupants, it is necessary for the applicant to list all states in which any and all occupants have ever resided. A complete list of all states in which every occupant of household has ever resided is as follows:

- Applicant: _____
 Co-Applicant: _____
 Other occupant #1: _____
 Other occupant #2: _____
 Other occupant #3: _____
 Other occupant #4: _____

Are any proposed Applicants or occupants subject to a lifetime sex offender registration of any state? Yes No

If any member of the household is subject to a lifetime sex offender registration, you will be given the opportunity to permanently remove the individual from the household and, if such person is not permanently removed and barred from the property, you will not be allowed to occupy an apartment.

If you or any occupant of the household falsifies any information or otherwise fails to disclose criminal history in this application or in any recertification forms, then your occupancy shall terminate and you shall be evicted.

CERTIFICATION AND SIGNATURES: (All Adults in household must sign application.)

All statements contained in this application are true and correct. I authorize the owner or its representatives to contact any person to verify any information contained herein. In the event that information given above is discovered to have been false or incomplete, the applicant understands that their application may be rejected or they may lose any subsidy that the Federal Government pays and have their rent increased and be sued for eviction. The Applicant also certifies that the unit applied for will be the Applicant's Household's permanent residence and it does/will not maintain a separate subsidized rental unit in a different location.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provided inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Date

Signature of Applicant

Date

Signature of Applicant

WARNING: Section 1001 of Title 18, United States code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States makes a false, fictitious, or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five years, or both."

CENSUS INFORMATION:

The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Development/USDA, that Federal laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age and handicap 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, national origin and sex of an individual applicant on the basis of visual observation or surname.

ADULT APPLICANT #1

- Ethnicity:**
 Hispanic or Latino
 Not Hispanic or Latino
Race: (Mark one or more)
 White Black or Africa American
 American Indian/Alaska Native Asian
 Native Hawaiian or other Pacific Islander
Gender: Male Female

ADULT APPLICANT #2

- Ethnicity:**
 Hispanic or Latino
 Not Hispanic or Latino
Race: (Mark one or more)
 White Black or Africa American
 American Indian/Alaska Native Asian
 Native Hawaiian or other Pacific Islander
Gender: Male Female

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