



**Oakland Planning and Development Corp.  
 235 Atwood Street  
 Pittsburgh, PA 15213  
 Telephone: (412) 621-7863 EXT 10  
 www.opdc.org**

**Application for Admission**

This is an Application for Admission. Please answer all questions completely and truthfully. We will verify your answers. Any misrepresentation of information related to eligibility, preference for admission, allowance, rent, family composition, personal history, or prior tenant history is grounds for rejection. Enter “none” or “N/A” for those questions which you believe does not apply to you. Before offering you a unit, you will need to sign appropriate consent forms which will let us check the information you gave us. Information you provide on income and disability will be maintained as confidential. However, in accordance with program regulations, information may be released to appropriate Federal, state or local agencies.

The federal eligibility requirements for this housing, along with other information about the facility, are summarized in the attached Screening and Eligibility Guide Lines attached to this Application. Please read the Screening and Eligibility Guide Lines carefully, because we must verify your eligibility pursuant to federal law. Once verified, all applicants are also screened with regard to their willingness and/or ability to satisfy the essential obligations of tenancy, by themselves or with the assistance of (1) an aide, attendant, or other outside support service; (2) the provision of reasonable accommodation; and/or (3) a reasonable modification of the premises. We will consider mitigating or extenuating circumstances during the screening process if related to disability.

**IF, FOR ANY REASON, YOU REQUIRE ASSISTANCE OR HAVE QUESTIONS  
 RELATING TO THE APPLICATION OR SCREENING PROCESS, PLEASE CONTACT  
 THE PROJECT OFFICE.**

**Date received:** \_\_\_\_\_ **Time received:** \_\_\_\_\_ **AM/PM** **Staff initial:** \_\_\_\_\_

**\*\*Management Use Only\*\***

**HOUSING INFORMATION**

<b>Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>
Do you have a senior exemption? (no social security card & 62 before 2010)	Yes	No

<b>Current Street Address</b>	<b>City, State &amp; Zip</b>	<b>Telephone #</b>

**APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years**

Current Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Current Landlord Address: \_\_\_\_\_

Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Previous Landlord Address: \_\_\_\_\_

Please list all states where you and all household members have ever lived:

\_\_\_\_\_

Have you ever been evicted from Housing? \_\_\_\_\_

<b>Co-Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>

<b>Co-Current Street Address</b>	<b>City, State &amp; Zip</b>	<b>Telephone #</b>

**CO-APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years**

Co-Applicant Current Landlord Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Co-Applicant Current Landlord Address: \_\_\_\_\_

Co-Applicant Previous Landlord Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Co-Applicant Previous Landlord Address: \_\_\_\_\_

Co-Applicant Previous Landlord Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Co-Applicant Previous Landlord Address: \_\_\_\_\_

**EQUAL OPPORTUNITY HOUSING**

Our housing complies with federal and state fair housing laws and does not discriminate against any person because of race, color, religion, national origin, sex, age, familial status, sexual orientation, gender identification, marital status, or disability. This information will have no effect on your application, requested for (HUD purposes only). It is being requested for use in HUD reports.

Household Financial Information-Please provide this information for each member of the household who will live in the apartment (except proposed live-in aides). The financial information is necessary to meet the requirements of HUD and this facility's screening criteria.

<b>ANNUAL INCOME</b>				
<b>Source</b>	<b>Applicant</b>	<b>Co-Applicant</b>	<b>Other Household Members 18 Years or Older</b>	<b>Total</b>
<b>Gross</b> Social Security	\$	\$	\$	\$
SSI	\$	\$	\$	\$
SSP	\$	\$	\$	\$
<b>Gross</b> Pensions	\$	\$	\$	\$
Interest from: Savings, Certificates of Deposits Stocks & Bonds	\$	\$	\$	\$
Family Assistance	\$	\$	\$	\$
Employment	\$	\$	\$	\$
Dividends	\$	\$	\$	\$
Annuities	\$	\$	\$	\$
Other Income (specify type)	\$	\$	\$	\$
Other Income (specify type)	\$	\$	\$	\$
Other Income (specify type)	\$	\$	\$	\$

<b>ASSETS</b>				
<b>Source</b>	<b>Applicant</b>	<b>Co-Applicant</b>	<b>Other Household Members 18 Years or Older</b>	<b>Total</b>
Checking Account (avg. 6 months)	\$	\$	\$	\$
Savings Account (current balance)	\$	\$	\$	\$
Certificate of Deposit	\$	\$	\$	\$
Stocks & Bonds (Current Value)	\$	\$	\$	\$
IRA/Keogh	\$	\$	\$	\$

Real Estate (Appraised value less mortgage)	\$	\$	\$	\$
Life Insurance (Cash Surrender Value)	\$	\$	\$	\$
All <b>other</b> Assets	\$	\$	\$	\$
Total Assets	\$	\$	\$	\$

Have you disposed of any asset(s) valued at \$1,000 or more in the past two years for less than fair market value of the item?  **Yes**  **No** If yes, please list the asset value under the "other" column in the above listing of assets.

Are there any full-time or part-time students 18 years of age or older in your household?  
 **Yes**  **No**

Marital Status:  Single  Married  Divorced  Widowed

If widowed or divorced, give date: \_\_\_\_\_

Are you currently living in Section 8 Subsidized Housing?  **Yes**  **No**

Is the Co-Applicant currently living in Section 8 Subsidized Housing?  **Yes**  **No**

Do you own an automobile?  **Yes**  **No**

Do you plan to have a pet upon move-in?  **Yes**  **No**

Have you or any household family member been convicted of a felony or any other criminal activity including a violation of the Controlled Substance Act within the past 7 years?

**Yes**  **No** If yes, list dates, crimes/violations, locations, jail/prison time served, probation, or parole status: \_\_\_\_\_.

Is the applicant or any member of the applicant's household subject to a state life time sex offender registration in any state?  **Yes**  **No**

List all states lived in by household members: \_\_\_\_\_

**SPECIAL UNIT SELECTION**

Do you or any member of your household have a condition that requires:

- A barrier free unit
- Physical Modifications to a typical unit
- Unit for hearing impaired
- Unit for vision impaired

If you checked any of the above, please explain exactly what you believe is required to accommodate your situation: \_\_\_\_\_

What is the name of the family member requiring the features identified above? \_\_\_\_\_

Will you or any family member require a live-in aide to assist you?

**Yes**  **No**

**Marketing Information**

How did you learn about our community? \_\_\_\_\_

- Current Resident
- Friends
- Newspaper
- Advocate
- Other

If Current Resident please list name: \_\_\_\_\_.

**Applicant Certification and Release**

I/We understand the information in this application will be used to determine eligibility for a unit and understand that any false information may make me/us ineligible for a unit. I/We also understand that all adult members of the household must sign the Applicant's/Tenant's Consent to the Release of Information and HUD required Notice and Consent for the Release of Information to enable verification of our information before I/we can be offered a unit.

I/We also recognize and agree that management may obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S.C. Section 1681a(d), seeking information on my/our credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

If my/our application is approved, and move-in occurs, I/we certify that only those persons listed in this application will occupy the apartment and they will maintain no other place of residence, and that there are no other persons for whom I/we have, or expect to have, responsibility to provide housing. I/We agree to notify management in writing regarding any changes in household address, telephone numbers, income and household composition.

**SIGNATURE PAGE**

**WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS OF ANY MATERIAL FACT INVOLVING THE USE OF OR OBTAINING FEDERAL FUNDS.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse or Co-Applicant

\_\_\_\_\_  
Date

Contact Person (in the event you cannot be reached):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**IF SOMEONE OTHER THAN THE APPLICANT(S) COMPLETED THIS APPLICATION:**

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**PROGRAM ACCESSIBILITY STATEMENT**

**NOTICE TO ALL APPLICANTS: Options for Applicants with Disabilities**

This property is managed by Oakland Planning & Development Corp. We provide affordable housing to persons with disabilities. We do not discriminate against applicants or residents on the basis of their race, color, religion, national origin, sex, age, familial status, sexual orientation, or disability. In addition, we have a legal requirement to provide reasonable accommodations to applicants and residents if they or any member of their family have a disability.

Reasonable accommodation is some modification or change that we can make to the rules or procedures or to the structure of the property that will assist an otherwise eligible applicant or resident with a disability to take advantage of the program.