

Nazareth Villages, Inc.

P. O. Box 15 ♦ Nazareth, KY 40048

Nazareth Villages II Inc.

P. O. Box 42 ♦ Nazareth, KY 40048

a ministry of the Sisters of Charity of Nazareth
 (502) 348-4911 ♦ Fax (502) 349-6640 ♦ nazarethvillages.org

Thank you for your interest in housing at Nazareth Villages! Please take the time to fill out the application entirely. All information must be filled out in order for us to process your application. Any application that is not complete will be returned. Your name will be placed on the waiting list AFTER we have a completed application.

Thank you!!

Please indicate what housing you are applying for (check all that apply):

Nazareth Villages I
 HUD Subsidized housing where rent is approximately 30% of your income.
 Please list any specific information:

Nazareth Villages II
 Set market rate rent prices.

"A-Wing" Apartments- Larger

"B-Wing" Apartments- Smaller but cozy ☺

2- Bedroom- There are only 3 of these

PART 1: HEAD OF HOUSEHOLD

First Name: _____
 Last Name: _____
 Maiden/Alias Name(s): _____
 Social Security Number: _____ - _____ - _____
 Date of Birth: ____/____/____
 Sex: (circle one) MALE FEMALE NO ANSWER
 Phone Number: (____) _____ - _____
 Alternate Number: (____) _____ - _____
 Age at time of application: _____
 Driver's License Number: _____ Issuing State: _____

In order to complete your application you must provide copies of your Driver's License and Social Security Card!

PART 2: HOUSEHOLD MEMBERS (List who will be living in the apartment)

<u>First Name</u>	<u>Last Name</u>	<u>Social Security #</u>	<u>Date of Birth</u>	<u>Sex</u>	<u>Disabled</u>	<u>Relationship</u>
_____	_____	____ - ____ - ____	____/____/____	____	Y or N	_____
_____	_____	____ - ____ - ____	____/____/____	____	Y or N	_____

*Each adult member must complete a separate criminal and credit screening consent form

PART 3: CURRENT HOUSING

- **Indicate below if any situation applies to your current housing:**
 - Displacement by Natural Disaster : Yes No
 - Displacement by a Government Agency: Yes No
 - Presidentially Declared Disaster: Yes No
 - Currently live in subsidized housing: Yes No



LEGAL ADDRESS

(Where you currently live)

Address: _____

City: _____

State: _____ Zip: _____

How long have you lived here:

From: _____ To: _____

Do you currently own your home?

YES or NO If yes how long:

*If your legal or mailing address changes, you must notify Nazareth Villages to maintain your waiting list status.

MAILING ADDRESS

(Where you currently receive mail)

Address: _____

City: _____

State: _____ Zip: _____

Current Landlord Information:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone #: _____

PART 4: PREVIOUS HOUSING- We must have previous 10 years of housing history***Previous Address:***

Location/Name of Property:

Dates: From _____ to _____

Previous Landlord Contact Information:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone #: (____) ____-_____

Previous Address:

Location/Name of Property:

Dates: From _____ to _____

Previous Landlord Contact Information:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone #: (____) ____-_____

If you have owned your own home anytime within the past 10 years please list the address and dates of ownership:

Dates: From _____ to _____ Address _____

Dates: From _____ to _____ Address _____

PART 5: INCOME**LIST GROSS MONTHLY INCOME:**

<u>Type of Income</u>	<u>Issued/Paid By</u>	<u>Gross Monthly Amt.</u>	<u>Held by which member</u>
Employment			
Social Security, Disability			
Pension			
Interest/Dividends from investments			
Alimony			
Other			

Does any member receive Social Security benefits from another person? YES NO

If yes, please list claim number: _____

PART 6: ASSETS

LIST ASSETS HELD BY ALL MEMBERS:

<u>Type of Asset</u>	<u>Financial Institution</u>	<u>Value</u>	<u>Held by which member</u>
Checking Accounts			
Savings Accounts			
Bonds, Stocks, CD's, Investments			
Real Estate			
Other			

***Does any member own any real property (land, buildings, etc)?** _____

If yes, please list: _____

***Has any member disposed of any assets in the past 2 years for less than fair market value?** _____

If yes, please list: _____

PART 7: OTHER INFORMATION

• List Personal References (Other Than Family)

○ Name: _____ Phone: _____ Relationship: _____

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• Person To Be Notified In Case Of Emergency:

○ Name: _____ Phone: _____ Relationship: _____

• Does any member pay out of pocket medical expenses? YES NO

• Are any members of the household students? YES NO

• Are any members of the household a US Military Veteran? YES NO

• How did you hear about Nazareth Villages? _____

• Do you have a pet that will be living with you? YES NO

By signing this form, I consent to the release of my Criminal Record and Credit Screening to Nazareth Villages, and I agree that I will not file any claim or lawsuit relating to the sites' use of my criminal record for screening purposes.

I, the undersigned, do hereby authorize the administrative office of the courts to provide to Nazareth Villages records for any arrest, convictions, or information available.

I/We hereby affirm that the answers to the foregoing questions are true and correct, and that I/We have not knowingly withheld any facts or circumstances which would, if disclosed, affect this application unfavorably.

APPLICANT SIGNATURE

DATE

ADDITIONAL ADULT MEMBER SIGNATURES

DATE



FOR OFFICE USE ONLY

Date Application Received: ___/___/___ Time: _____ am/pm
Received By: _____

Checklist

Initial when completed/received

Completed at time of application

- Completed Application..... _____
- Copy of Driver's License/ID (all members)..... _____
- Copy of Social Security Card (all members)... _____
- Credit/Criminal Consent Form (all members)..... _____
- Form 92006 Completed..... _____
- Race & Ethnic Data Reporting Form..... _____
- Criminal/Sex Offender Background Info Form.. _____

Next Step

- Entered in Yardi system..... _____
- Yardi criminal and credit screening..... _____
- KY screenings..... _____
- Name placed on appropriate waitlist..... _____
- Applicant folder assembled..... _____
- Given to director for approval..... _____
- Previous landlord checks completed.... _____
- Personal reference checks completed..... _____

When name reaches top of Wait List

- Asset Checklist Form Completed..... _____
- Tenant Release and Consent Form..... _____
- Citizenship Declaration Form..... _____
- Family Summary Sheet Completed ... _____
- Owners Summary of Family Form... _____
- Student Certification Form Completed (NVI ONLY)... _____
- Form 50059 Assets Disposed of Form (NVI ONLY)... _____
- Receipt of Fact Sheet, Rights, & EIV (NVI ONLY).. _____
- Info Release HUD 9887/9887-A Form (NVI ONLY).. _____
- Existing Tenant Search (NVI ONLY).. _____
- Recap OR Calculation Sheet Completed.... _____

Move-In

- Lease..... _____
- Multi Consent Form.... _____
- Given House Rules/Sign Acknowledge.... _____
- Security Deposit Receipt/Return Form..... _____
- Move-In Inspection & Checklist.... _____
- Given Quick Reference Sheet & Welcome..... _____
- Cable List & Fee Schedule..... _____
- 50059..... (NVI ONLY)... _____
- Source Listing..... (NVI ONLY)... _____
- VAWA 91067 Form.....(NVI ONLY)... _____
- Next Recertification.....(NVI ONLY)... _____
- Assign Parking..... _____

Review of Application

____ Approved
 ____ Approved Pending
 ____ Rejected/Denial
 _____ Rejection Letter Mailed

Approved by _____
 Title _____

CONTACT NOTES LOG

Needed for Recap/Calculation Sheet

INCOME

ASSETS

OUT OF POCKET MEDICAL (NVI ONLY)

