

SEPP Management Co., Inc.  
 Marian Apartments  
 701 Hooper Rd  
 Endwell, NY 13760

**For Office Use Only:**

Date received \_\_\_\_\_

Time received \_\_\_\_\_

By. \_\_\_\_\_

Property Name:	Marian Apartments	Telephone:	607-785-5223
Address:	701 Hooper Rd	Fax:	607-785-5630
Address 2:	Endwell, NY 13760	TTD/TTY:	711 National Voice Relay or 607-677-0080
Property Web Site	www.seppinc.com	Email	housing@seppmanagement.com

**HOUSEHOLD COMPOSITION AND CHARACTERISTICS** List all other people who will be living in the unit

**Please Print Clearly**

<b>Applicant Name:</b> First _____ Last _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose	<b>Co-Applicant Name</b> First _____ Last _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose	<u>Relationship to Applicant</u> <input type="checkbox"/> Co-head/Spouse <input type="checkbox"/> Child, <input type="checkbox"/> Other adult, <input type="checkbox"/> Foster adult/child
Address	<b>Applicant</b>	<b>Co-Applicant</b>
Current Address →		
City, State, Zip →		
Home Phone →		
Cell Phone →		
Email address →		
Work Phone →		
Birth date →		
Social Security Number →		
Please indicate each state where this person has lived →		
Alternate Contact Person: Name of person we may contact in case we are unable to contact you.	Name: _____	Phone Number: _____



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<b>Is the head-of household or co-head/spouse 62 or permanently disabled?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a student enrolled in an institute of higher education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you or any member of household enlisted in the U.S. Military or are you a veteran of the U.S. Military?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you know that this property is a smoke free building? This means that smoking is prohibited in the unit, on unit balconies and porches and in all indoor and outdoor common areas.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you or <u>any member</u> of the household ever been convicted of a crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate if the conviction(s) was a felony, misdemeanor or check both boxes if you have been convicted of both.	<input type="checkbox"/> Felony	<input type="checkbox"/> Misdemeanor
Are you or is <u>any member</u> of the household required to register with any state lifetime sex offender or other sex offender registry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you or any member of household ever been evicted from a federally funded housing program for a lease violation including drug use or failure to report a crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when?		

**RENTAL HISTORY:**



	Applicant	Co-Applicant
Current Landlord		
Address		
City, State, Zip		
Contact Name (if known)		
Phone Number		
How long did you live at this address?		
Reason for leaving?		
Were you or any member of household ever asked to allow or participate in extermination of pests other than regularly scheduled pest control? <i>(Includes roaches, bed bugs, rodents, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you or any member of household owe the previous landlord any money when you left or do you currently have any outstanding balances owed to this landlord?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you or any member of household given this landlord notice that you will be moving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been evicted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you received any lease violation notices from your prior landlord? If so what was the alleged violations:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you or co-applicant currently receive any rental subsidy? (Section 8 Voucher, Rental Assistance, etc.) Please indicate type of assistance:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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**INCOME AND ASSET INFORMATION:** In order to determine eligibility and to ensure that your family receives the correct assistance, please provide the following information;

<b>Applicant-</b> Are you employed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide the name and address of your present employer below.			
Employer #1			
Address			
City, State, Zip			
Phone			
<b>Co-Applicant-</b> Are you employed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide the name and address of your present employer below.			
Employer #1			
Address			
City, State, Zip			
Phone			



How much do you expect to receive in other income in the next 12 months? <u>Please write in 0.00, NA or None if you will receive no income from these sources.</u> <b>THE OWNER/AGENT WILL NOT PROCESS THE APPLICATION IF THESE FIELDS ARE NOT COMPLETE.</b>			
<b>Income</b>	<b>PLEASE LIST GROSS AMOUNTS</b>	<b>Applicant</b>	<b>Co-Applicant</b>
Employment Income: Please note frequency, hours and rate of pay. \$ _____ X _____ (Hours) = _____ (Weekly, Biweekly, Monthly)		\$	\$
Monthly Social Security <b>before any deductions?</b>		\$	\$
Monthly SSI?		\$	\$
Monthly SSP?		\$	\$
Monthly Retirement Benefits?		\$	\$
Monthly VA Benefits?		\$	\$
Monthly Unemployment Benefits?		\$	\$
Monthly Alimony Amount?		\$	\$
Monthly Public assistance?		\$	\$
Monthly Income from a pension or annuity or other asset?		\$	\$



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Regular contributions from organizations or from individuals not living in the unit? Please specify frequency:	\$	\$
Periodic Payments from Long-Term Care Insurance, Disability or Death Benefits? Please specify frequency:	\$	\$
Contributions from family for rent, child care or other bills?	\$	\$
Do you or any member of household receive financial aid for education assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual amount of education assistance.	\$	\$
Any other <b>Monthly/ Quarterly/ Yearly</b> income? Please explain-	\$	\$

<b><u>Assets</u></b>	<b>Applicant</b>	<b>Co-Applicant</b>
Do you have a checking account? <input type="checkbox"/> Yes <input type="checkbox"/> No Current Balance - Please write in 0.00, NA or None if the account balance is zero.	\$	\$
Do you have a savings account? <input type="checkbox"/> Yes <input type="checkbox"/> No Current Balance - Please write in 0.00, NA or None if the account balance is zero	\$	\$
Do you have a Prepaid Card account? <input type="checkbox"/> Yes <input type="checkbox"/> No ( <b>Example Direct Express card</b> ) Current Balance - Please write in 0.00, NA or None if the account balance is zero	\$	\$
Do you have a 401K or other employment savings account? <input type="checkbox"/> Yes <input type="checkbox"/> No Current Balance - Please write in 0.00, NA or None if the account balance is zero	\$	\$
Do you own an IRA or other retirement account? <input type="checkbox"/> Yes <input type="checkbox"/> No Current Balance - Please write in 0.00, NA or None if the account balance is zero	\$	\$
Do you own a home or other real property? <input type="checkbox"/> Yes <input type="checkbox"/> No  Estimated Market value, amount owed on Mortgage	Market Value \$	Mortgage amount owed \$
Do you own stocks/bonds/certificates of deposit (CD) <input type="checkbox"/> Yes <input type="checkbox"/> No Current Balance - Please write in 0.00, NA or None if the account balance is zero	\$	\$
<b>Do you own a life insurance policy?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Current Cash Value</u> - Please write in 0.00, NA or None if the account balance is zero	\$	\$
Do you or any member of household own an annuity? <input type="checkbox"/> Yes <input type="checkbox"/> No Current Balance - Please write in 0.00, NA or None if the account balance is zero	\$	\$



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**DEDUCTIONS:** Household income can be reduced based on the amount of qualified monthly expenses. Please let us know if you have out-of-pocket expenses for the following:

**Medical Expenses:** Households in which the **head-of-household, co-head of household or spouse are disabled or at least 62 years old** medical expenses. Please let us know if you or any members of your household have out-of-pocket expenses for the following:

<u>Medical Expenses</u>	<u>Applicant</u>	<u>Co-Applicant</u>
Monthly Medicare Health Insurance Premium	\$	\$
Monthly Health Insurance Premium ( AARP, BCBS etc.)	\$	\$
Prescription Drugs - annual out-of-pocket expense	\$	\$

**UNIT SIZE:** The owner/agent will take your unit preferences/requirements into consideration. The owner/agents occupancy standards indicate a minimum of one person per bedroom and maximum of two people per bedroom. Please indicate any necessary special features below.

<input type="checkbox"/> Mobility Accessible Unit	<input type="checkbox"/> Communication Accessible Unit (Visual)
<input type="checkbox"/> Communication Accessible Unit (Hearing)	<input type="checkbox"/> Special features



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The policy of SEPP Management Company, Inc. (managing agent) and SEPP Inc. (owner or affiliate of owner) is one of equal access to housing for prospective applicants regardless of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, gender identity or marital status.

**THE INFORMATION REGARDING RACE, NATIONAL ORIGIN AND SEX SOLICITED BELOW ON THIS APPLICATION IS REQUESTED BY THE APARTMENT OWNER IN ORDER TO ASSURE THE FEDERAL AND STATE GOVERNMENT THAT FEDERAL LAWS PROHIBITING DISCRIMINATION AGAINST TENANT APPLICATIONS 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. THE 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 OR ITS AGENT IS REQUIRED TO NOTE THE RACE, NATIONAL ORIGIN AND SEX OF INDIVIDUAL APPLICANTS ON THE BASIS OF VISUAL OBSERVATION OF SURNAME, AND PERSONAL INTERVIEWS. CONSEQUENTLY, WE WOULD APPRECIATE YOUR VOLUNTARY ANSWER TO THE FOLLOWING QUESTIONS:**

Race: White \_\_\_\_ Black \_\_\_\_ Spanish American \_\_\_\_ Asian/Asian Pacific \_\_\_\_ American Indian \_\_\_\_ Other (name)

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

#### APPLICANT CERTIFICATION

By signing this document, I 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 of credit and verification information which may be released to appropriate Federal, State, or local agencies. I/we certify that the statements made in the application are true and complete. I/we understand that providing false statements or information is punishable under Federal Law.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Marian Apartments does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.*

*The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).*

Name **Brandy Jackson** Address **53 Front Street** City **Binghamton** State **NY** Zip **13905**  
Telephone – Voice: **607-723-8989 extension 314** Telephone – TTY: **607-677-0080** Telephone- Fax: **607-723-8980**





# The SEPP Group

HOUSING MANAGEMENT DEVELOPMENT

53 Front Street  
Binghamton, NY 13905  
Phone: 607.723.8989  
Fax: 607.723.8980  
TDD: 607.677.0080  
[www.seppinc.com](http://www.seppinc.com)

## Federal Preference / Priority List Explanation & Declaration Please read carefully

The Federal Government has allowed us to open our waiting list to applicants that may be considered a preference. If it is determined that you are a preference, your name then can be moved to a higher position on the waiting list.

An applicant with a preference would include: someone who is paying more than 50% of their monthly GROSS income in rent and utilities, if you have been involuntarily displaced, if you are living in substandard housing and/or if you have what is considered “extremely low income” as described on the last page of this section.

Please read the enclosed material carefully, complete, and return to us at the address shown above as soon as possible so we may determine your preference eligibility. If we do not hear from you within fifteen (15) days, we will assume that you do not qualify, though we would like to hear from you regardless.

If it is determined that you may have one of these preferences, you will be asked to furnish us with written proof of the preference. If you should have any questions pertaining to this, please feel free to contact my office at the number listed. Thank you.

Sincerely,

Management

Cardinal Cove Apartments \* Creamery Hills Apartments \* Hamilton House Apartments \* Harry L. Apartments \*

Kime Apartments \* Marian Apartments \* Nichols Notch Apartments \* Watkins Glen School Apartments \*

Wells Apartments \* Whitney Point Apartments \* Windsor Woods Apartments



Substandard Housing:

*A unit is substandard because it:*

1. Is dilapidated
2. Does not have operable indoor plumbing
3. Does not have a usable flush toilet in the unit for exclusive use of the family
4. Does not have a usable bathtub/shower in the unit for the exclusive use of the family
5. Does not have electricity, or has inadequate or unsafe electrical service
6. Does not have a safe or adequate source of heat,
7. Should, but does not have a kitchen or;
8. Has been declared unfit for habitation by an agency or unit of government.

*A unit is dilapidated if it:*

Does not provide safe and adequate shelter and,

endangers the health and safety or wellbeing of a family or

has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. (These defects may involve original construction, or result continued neglect or lack of repair or serious damage to the structure.)

In defining substandard housing, an applicant who is a “homeless family” meets the criteria of substandard housing.

*A “homeless family” includes any individual or family who:*

Lacks a fixed, regular and adequate night time residence and has a primary night time residence that is:

A supervised publicly/privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional living.)

An institution that provides a temporary residence for individuals intended to be institutionalized.

A public/private place not designed for, or ordinarily used for sleeping for human beings.





Single Room Occupancy Housing is not considered substandard because it does not contain sanitary or food preparation facilities.

### Involuntarily Displaced

- A disaster such as fire or flood has made the unit uninhabitable.
- Code enforcement, public improvement or development program activities by a U.S. Agency, a State, or Local government body or agency.
- The housing owner has taken action, which forces the applicant to vacate its unit.
- The action was beyond the applicant's ability to control or prevent
- The action occurred despite the applicant's having met all previously imposed conditions of occupancy, and:  
The action was not a rent increase.

The applicant has vacated a housing unit because of domestic violence or the applicant lives in a housing unit with a person who engages in domestic violence.

*Domestic violence means actual or threatened physical violence directed against one or more members of the applicant's household. The violence must have occurred recently or is of a continuing nature.*

The applicant family members provide information on criminal activities to a law enforcement agency and based on a threat assessment, a law enforcement agency recommends re-housing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information.

One or more members of the applicant's family have been the victim of one or more hate crimes and the applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit.

*Hate crime means actual or physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, handicap, or familial status. It must have occurred recently or is of a continuing nature.*

\*A member of the family has mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make the changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation.\*

Disposition of a multifamily rental housing project by HUD under Section 203 of the Housing and Community Development Amendments of 1978.

### Rent Burden

A rent burden applies if the applicant pays more than 50% of their gross monthly income for rent and utilities.

Cardinal Cove Apartments \* Creamery Hills Apartments \* Hamilton House Apartments \* Harry L. Apartments \*

Kime Apartments \* Marian Apartments \* Nichols Notch Apartments \* Watkins Glen School Apartments \*

Wells Apartments \* Whitney Point Apartments \* Windsor Woods Apartments



The definition of income is the one used to compute eligibility and Total Tenant Payment (TTP):

The amount of tenant paid utilities may be determined by using the utility allowances established by the local PHA for its Section 8 Existing Program, however, the family may choose to document the actual average monthly utilities for the past 12 months (or for an appropriate recent period of a full 12 months' information if not attainable).

A family does not qualify for this preference if the reason it is paying more than 50% of its income for housing is because assistance under a HUD program was terminated for refusal to comply with applicable policies and procedures on the occupancy of under occupied and overcrowded units under the Section 8, Rent Supplement and RAP Programs.

A family does not qualify for this preference if the applicant has been paying more than 50% of family income for rent for less than 90 days.

If your total annual **GROSS** household income is:

**\$14,850** or less for *ONE* person

**\$16,950** or less for *TWO* persons

**\$21,330** or less for *THREE* persons

*I certify to the best of my knowledge and understandings of the preferences as indicated that I qualify to be considered for an apartment ahead of other applicants on the waiting list. I also understand before I will be considered as a preference I must otherwise be eligible for Subsidized Housing.*

**MY CURRENT PREFERENCE IS:**

- Substandard Housing
- Involuntarily Displaced
- Rent Burden
- My annual GROSS income is less than the figures stated above
- I do not have a preference at this time

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.