

Instructions for Completing Application for EHDHC Housing (revised July 2021)

1. **Elderly Housing Development and Operations Corporation (“EHDHC”), EHDHC Management, LLC, Las Brisas Trace LP and Steve Protulis East and West** 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.
2. **Steve Protulis Towers East & West** is an affordable housing community for seniors age 62 and over and is financed utilizing IRS Section 42 Low-Income Housing Tax Credits (LIHTC). This property is **NOT** HUD-subsidized nor does it provide any type of rental assistance to qualified applicants. **You must be prepared to self-pay or possess a Choice Section 8 Voucher.**

3. Are You Eligible for Residency?

Eligibility for residency in Steve Protulis Towers East and West is determined after application completion.

Individuals eligible to apply are:

- 62 years of age or older, or disabled
- For two people, one person must meet the minimum age requirement of 62
- At or below income levels established by Florida Housing Finance Corporation
- Units are reserved for households with incomes at or below 30%, 60% and 80% of Area Median Income. Household income limits may preclude qualification for one or two bedroom units. If no vacancies exist at the time of application approval, applicants will be added to the waiting list.

Floor plans at Steve Protulis Tower East and Steve Protulis Tower West are designed to suit your lifestyle. Below are the current rents for 1-Bedroom/ 1-Bathroom & 2-Bedroom/ 2 Bathroom units and the maximum income limits adjusted to household size. ADA units are available upon a verifiable request. To qualify, a household cannot exceed the maximum income limits listed below and must earn at minimum 2x the gross monthly rent.

<u>Unit Type</u>	<u>Size</u>	<u>Av SqFt</u>	<u>Net Rent</u>	
A-30%	1X1	621	\$ 426.00	
A-60%	1x1	621	\$ 935.00	
A-80%	1X1	621	\$ 1,275.00	
B-30%	2x2	1012	\$ 482.00	
B-60%	2x2	1012	\$ 1,093.00	
B-80%	2x2	1012	\$ 1,500.00	
Maximum Income Limits Adjust to Household Size				
<u>AMI Set-Aside</u>	<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>	<u>4 Persons</u>
30%	18,990	21,720	24,420	27,120
60%	37,980	43,440	48,840	54,240
80%	50,640	57,920	65,120	72,320

4. The person named below has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Housing and Urban Development's regulation implementing Section 504 (24CFR, Part 8 dated June 2, 1988):

Title: Compliance Coordinator / Melissa Tarrant
Address: 1580 Sawgrass Corporate Parkway, Suite 100
Ft. Lauderdale, FL 33323
954-835-9200 x. 214

5. Please complete all sections of the application by **PRINTING IN INK**. Please do not leave any section blank, even sections which do not apply to you. For instance, if a section asks for a Driver's License Number and you do not have a Driver's License, you should write **NONE** in the blank. If you need to make a correction, put one line through the incorrect information and write the correct information above and initial the change. **DO NOT USE WHITE OUT ON THIS APPLICATION.**
6. This application must be completed by the Head of Household. Each additional household member 18 years of age and older who will reside in the unit must sign the rental agreement.
7. It is important that all information on this form be complete and correct. False, incomplete, or misleading information will cause your household's application to be declined.
8. As long as your application is on file with us, it is your responsibility to contact us whenever your address, telephone number or income situation changes or if you need to add or remove a person from your application. If we are unable to contact you at the phone number or address on your application, your name will be removed from the Wait List.
9. After receiving your application, we will make a preliminary determination of income and household affordability eligibility. If your household appears to be eligible for housing, your application will be placed on a waiting list; but this does not mean that your household will be offered an apartment at that time. If later processing establishes that your household is not eligible or not qualified for housing, your application will be declined. We will process your application according to our standard procedures, which are summarized in the "Tenant Selection Plan" which is posted in the Management Office.
10. Rental History must include all places where you and/or all adult members have lived in the past **three (3) years**, including places where your or their name did not appear on the lease and places where you or they used a different name.
11. Application processing includes employment verification, if applicable, household income and asset verification, credit checks, rental history, and criminal background and registered sex offender checks for all states.
12. When you are called for an available apartment you must submit copies of an official document(s) proving age and citizenship, Alien Registration card (if applicable) and Social Security card for all household

members, as well as verification of all sources of all household income and assets that are listed on the application. This includes but is not limited to the following, if applicable:

- Photo ID (required)
- The most recent benefit letter from the Social Security Administration outlining gross monthly benefits for all household members.
- Statement to document other income sources for each household member such as pensions, veterans' benefits, alimony, annuities, consistent monetary gifts, etc.
- 6 consecutive pay stubs (if employed)
- 6 consecutive bank statements from all banks that you have accounts (checking, savings, etc.)
- Documentation from other financial institutions outlining assets and dividends received, such as IRA's annuities, whole life insurance policies, mutual funds, money market accounts, stocks, bonds, Certificate of Deposits, etc.
- Most recent tax bill for any real estate owned. Includes house, condominium or other real estate that has been sold or transferred over to someone in the last 2 years.
- Other documentation determined to be necessary upon review of the application.

If you bring the original documents to your interview the Management Office will make copies of the necessary documents for your file and give you back the originals.

13. If you have any questions concerning this application, please direct them to the Management Office at 305-633-8200. TTY 800-955-8771 or 771.

EHDOC is an equal housing opportunity provider