



A Petra Community Housing Property
Bard Complex Application
Strengthening Communities, Empowering Lives



Dear Applicant,

Thank you for your interest in the Bard Complex. Attached is an application for residency. Please answer all questions, where not applicable, write "N/A". **Please provide proof of income with this application.**

All applicants must meet certain qualifications for admission to the Bard Complex:

1. Head of household must be at least 62 years of age or older with a verified disability to apply.
2. Income limits determined by the Department of HUD in accordance with the Section 202/PRAC program do apply. Maximum qualifying 2019 – 2020 annual income is \$31,550 (1 Person) or \$36,050 (2 Person).
3. Actual eligibility will be verified once the applicant's name has reached the top of the waiting list, and further verification must be done. (i.e. credit check, background check, income verification, etc.)

Those who qualify for this program will pay approximately 30% of their monthly income toward rent. All apartments are one bedroom unfurnished units equipped with refrigerator and stove. The Bard Complex is a four-story non-smoking facility with two elevators.

Completed applications can be delivered to the address below. If deemed complete, you will receive a letter of acknowledgement. It is your responsibility to inform us if there are any updates to your contact information.

Further information regarding Petra's application procedures can be reviewed by viewing our Tenant Selection Plan on our website at www.petrach.org/apartments-for-rent/howtoapply

Regards,

Steve Kambic
Executive Director

Petra Community Housing Office located at 201 S. Main Street, Spring City, PA 19475 (610) 948-1797

Revised 1/6/2020

Office Use Only:

Date/Time Received: _____

_____ Accessible Unit Requested

**APPLICATION FOR ELIGIBILITY DETERMINATION FOR RESIDENCY WITH THE BARD COMPLEX
LOCATED AT 201 S. MAIN STREET SPRING CITY, PA 19475**

Property Managed by Petra Community Housing
Main Office location - 201 S. Main St. Spring City, PA 19475
Phone – 610.948.1797 Fax – 610.948.1765 Website – www.petrach.org

1. Petra Management will make reasonable attempts to improve the access of persons with Limited English Proficiency (LEP). Management will take affirmative steps to communicate the provided information and services. Do you require services of an interpreter or materials translated into another language other than English, as available for persons with Limited English Proficiency (LEP)? Yes No If Yes, please list the language and services requested: _____

2. Do you require a reasonable accommodation due to a disability? Yes No

3. Do you need an accessible feature (i.e. walk or roll-in shower, flashing notification for the deaf)? Yes No
If yes to either question, please describe your need: _____

Household Composition and Characteristics & Family Summary

4. List the head of the household and all other members who will be living in the unit. Give the relationship of each family member to the head of household. Please Print.

NOTE: YOU MUST BE AT LEAST 18 YEARS OR OLDER TO APPLY AND HAVE A VERIFIED DISABILITY. GENDER INFORMATION OPTIONAL.

	Last Name	First Name	Relationship	Age	Gender	Birthday	Social Security Number
1			Head (HOH)				
2			Spouse/Co Head				
3							

5. Are you a Veteran? Yes No

6. Are you a US Citizen? If no, please list citizenship. Yes No _____

Contact Information & Location History

7. Your Telephone # _____

8. Your Email Address _____

9. Current Mailing Address: _____

10. If lived there less than 2 years, give prior address: _____

11. Please list all states you lived in and the approximate year(s) the re: _____

12. Do you rent? (If yes, Landlord information will be collected and verified before move-in approval.) Yes No

Or other living arrangements (describe): _____

Live-In Attendant

13. Do you require the aid of a live-in care attendant? Yes No

14. Do you require the assistance of others to manage your affairs? Yes No

NOTE: PETRA COMMUNITY HOUSING DOES NOT PROVIDE ASSISTED LIVING. Tenants must provide for their own care or employ outside agencies/services to be able to live independently from Petra Staff/Management.

Employment

15. Are you or a household member currently employed? Yes No

16. If yes, give information on your employer and provide a recent paystub and your last year’s W2:

Name	Address	Supervisor	Telephone Number	Length of time employed
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Sources of Income HUD REQUIRES ALL INCOME TO BE REPORTED.

17. Fill out the table below with all of your GROSS income. (i.e. Social Security income BEFORE they take out Medicare)

Do you receive the following:	Source	Monthly or Periodic Amount	Documentation Needed at Eligibility Interview
<input type="checkbox"/> Yes <input type="checkbox"/> No	Social Security		Current Award Letter
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pensions, Annuities		Most Recent Statement/Check Stub
<input type="checkbox"/> Yes <input type="checkbox"/> No	Disability		Most Recent Statement/Check Stub
<input type="checkbox"/> Yes <input type="checkbox"/> No	Self-Employment		Profit & Loss Tax Documents
<input type="checkbox"/> Yes <input type="checkbox"/> No	Other (specify)		

18. Do you have any other regular sources of income not listed above? This would include any financial assistance from an outside source. (Describe if yes) Yes No

Assets: HUD REQUIRES ALL ASSETS TO BE REPORTED

19. Fill out the table below with all of your current assets. Estimated values are acceptable for the application process.

Do you have the following:	Asset	Current Value	Documentation Needed As Attachments to Application
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cash on Hand		Signed Statement
<input type="checkbox"/> Yes <input type="checkbox"/> No	Checking Account(s)		Copy of Most Recent Bank Statement(s)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Savings/Money Market Account(s)		Most Recent Statement(s)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Stocks and Bonds		Most Recent Statement
<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Deposit		Copy of Certificate
<input type="checkbox"/> Yes <input type="checkbox"/> No	Trusts, IRA, or Pension Accounts		Most Recent Statement
<input type="checkbox"/> Yes <input type="checkbox"/> No	Life Insurance (cash value)		Insurance statement if term or cash value
<input type="checkbox"/> Yes <input type="checkbox"/> No	Other (describe)		

20. Do you or any members of your household own a home or other real estate? Yes No

21. If yes, please list address _____

22. Estimated Value of the property \$ _____

23. Will you sell or rent the property? _____

Criminal Background

Petra Community Housing may prohibit admission of a household to federally assisted housing if we determine that any household member is currently engaging in, or has engaged in during a reasonable time before the admission decision:

(1) Drug-related criminal activity;

(2) Violent criminal activity;

(3) Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or

(4) Other criminal activity that would threaten the health or safety of the owner or any employee, contractor, subcontractor or agent of the owner who is involved in the housing operations.

24. Have you or any member of your household ever been convicted or adjudicated of a felony or any other criminal activity including a violation of the Controlled Substance Act within the past ten (10) years? This also includes harassment, sexual assault, drug abuse, and other crimes. Yes No If yes, please explain:

25. Are you or any member of your household subject to a lifetime registration requirement under a state/federal sexual offender registration program? Yes No If yes, please explain:

26. Have you or any member of your household ever been evicted from Federally -assisted housing or other types of housing? This specifically includes drug-related criminal activity. Yes No If Yes, please explain: _____

27. Are you or any member of your household currently engaged in illegal drug use? Yes No

If Yes, please explain: _____

28. Are you or any member of your household currently engaged in alcohol abuse that may threaten the health/safety of the resident/staff or hinders the peaceful enjoyment of the housing premises? Yes No

If Yes, please explain: _____

Other Information:

29. Do you plan to use a service or assistance animal in this facility? Yes No

30. Do you have a pet you wish to bring into this facility? Yes No

31. If yes to either question, further information will be required regarding the service or assistance animal or the pet. Request our Pet Policy and Pet Rules for details.

32. Do you have a vehicle you wish to bring onto the property? Yes No

33. If yes, is the car registered, insured, in operable condition, and owned by a member of the household?

Yes No

Applicant(s)' Certification:

I/we understand that the above information is being collected to determine my/our eligibility for placement on the wait list. By application, I/we understand this does not mean we are qualified for housing other than by initial review of age and household income. Once, my/our name(s) comes to the top of the waiting list, I/we authorize PETRA COMMUNITY HOUSING to verify all information provided on this application and to contact previous or current landlords or other sources for credit, criminal background check, and verification information which may be released to appropriate Federal, State or Local agencies. I/we understand that our information will be kept confidential, but may be reviewed by a HUD auditor. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are punishable under Federal Law, and could result in this application being rejected. I/we am/are aware that the applicant may be given less than thirty (30) days notice to move into an available apartment. If for any reason I/we am/are unable to move in within the allowed time, I/we understand that our offer may be forfeited. I/we also understand that it is a requirement of our placement on the Waiting List that I/we contact **Petra Community Housing** in writing every twelve (12) months should we decide to remain on the List and if our address or telephone number changes. I/we understand that failure to complete this application in its entirety and/or legibly, will result in the rejection of this application. I/we certify that if selected to move into this project, the unit I/we occupy will be my/our only residence.

Signature of Head of Household: _____ Date _____

Signature of Spouse / Co-Head: _____ Date _____

Please note: If your household size or contact information changes, notify us immediately as it may impact your eligibility and opportunity to be offered an apartment. Petra Community Housing supports fair housing practices and does not discriminate based upon a person's race, color, sex, creed, national origin, handicap status, religion, familial status, source of income, or disability. Petra Community Housing does not discriminate based upon age or disability for any reason, excluding HUD program/project requirements.

Mail completed applications to: Petra Community Housing
201 South Main Street
Spring City, PA 19475

Application Checklist

- All questions filled in – NO BLANKS. If the question doesn't apply, please put N/A.
- Proof of income (i.e. copy of Social Security award letter, pension statement)
- HUD form # 92006 (AKA Supplement to Application for Federally Assisted Housing)
- HUD form Race/Ethnic Data Reporting Form

STEPS TO COMPLETE THE ATTACHED RACE/ETHNIC DATA REPORTING FORM AND THE SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

It is necessary to complete the attached forms for your application to be considered complete.

Race and Ethnic Data Reporting Form

1. Print your name on the third line where it says "Name of Head of Household," and if there are two people applying for residency, write their name where it says "Name of Household Member."
2. Put today's date on the date line
3. If you choose to provide your race/ethnic data, please do the following:
 - a. Ethnic Categories – Put a check mark next to each category that applies to you
 - b. Racial Categories – Put a check mark next to each category that applies to you
 - c. Sign on the signature line
 - d. Put today's date on the date line
4. If you choose to **NOT** provide your race/ethnic data, please do the following:
 - a. Sign and date

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form acts like an emergency contact form. You will be filling out your own personal contact information as well as the contact information for the person you give us permission to contact.

1. For the top portion of the form, please fill out your own information. Applicant name, Address, phone number, etc.
2. If you choose to provide information for an emergency contact, please do the following:
 - a. For the second portion of the form, under "Name of Additional Contact Person or Organization" please fill out information for your emergency contact.
 - b. Please be sure to check the reasons why we may be able to contact them. (If nothing is checked, we cannot contact them.)
 - c. Sign and date
3. If you choose **NOT** to provide any information for an emergency contact, please do the following:
 - a. Check the box that says "Check this box if you choose not to provide the contact information."
 - b. Sign and date

**Race and Ethnic Data
Reporting Form**

U.S. Department of Housing
and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

GRUBER MILLS dba THE BARD COMPLEX 201 S. MAIN ST. SPRING CITY, PA 19475

Name of Property Project No. **Address of Property**

PETRA COMMUNITY HOUSING PRAC 202

Name of Owner/Managing Agent **Type of Assistance or Program Title:**

Name of Head of Household **Name of Household Member**

Date (mm/dd/yyyy): _____

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the reverse side.**

There is no penalty for persons who do not complete the form.

Signature

Date

Public reporting burden for this collection is estimated to average 10 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. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa

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.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (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	
Commitment of Housing Authority or Owner: 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.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: 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.

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

