



Dear Applicant:

Thank you for your inquiry into our housing. Enclosed is a preliminary rental application for your completion and return. Please complete all lines of the application and return it to:

**Community Basics Inc.
941 WHEATLAND AVE, SUITE 204, LANCASTER PA 17603**

Be sure to indicate on your application which apartment community you are interested in. Also, include the \$30 per adult household member (persons age 18 & older) with the application. If you are applying for more than one community, we need only one application with fees. You need to pay with check or money order, no cash please. Make the check payable to Community Basics Inc.

Any application that is received incomplete or missing the application processing fee will be returned.

Resident selection criteria includes credit checks, criminal background checks, sex offender database checks, landlord references, and income & asset verifications. You are not guaranteed housing by filing an application with us.

Community Basics, Inc - Application Processing Fee Policy - Please be advised that due to the cost of processing applications and in an effort to keep our costs lowered, we charge a non-refundable processing fee to all applicants. The fee covers the cost of completing a credit check and criminal check for all household members age 18 & older.

Resident Selection Criteria requires that you pass a credit check, criminal check, sex offender registry check, landlord reference and be income qualified for a community.

Whether your application passes or fails, the processing fee is still non-refundable, even if you change your mind and decide to withdraw your application.

The fee is \$30 for each of your household members who are age 18 and older. The non-refundable fee must accompany your application for housing. Applications received that do not include the full fee, will be returned. Payment of this fee is not a contractual obligation and does not guarantee housing. We accept check or money order made out to Community Basics Inc, no cash please.

The non-refundable fee may be paid by check or money order – no cash please.

THIS PROCESSING FEE IS NOT REFUNDABLE, NO EXCEPTIONS

If you have any questions please feel free to contact us. Again, thank you for applying with Community Basics, Inc.

COMMUNITY BASICS INC APARTMENT COMMUNITIES

NEW HOLLAND APARTMENTS

| | | |
|--------------------------|---------------------------|------------------------------|
| 146 EAST FRANKLIN ST | NEW HOLLAND PA | 717-351-0855 |
| 2 & 3 BEDROOM APARTMENTS | 2 BEDROOMS \$933 - \$1018 | 3 BEDROOMS \$1,079 - \$1,283 |

On-site parking, tot lot, courtyard, laundry & community room, air conditioning, elevator, wall to wall carpet, handicap accessible. **SMOKE FREE BUILDING.**

INCLUDES ALL UTILITIES! EQUAL HOUSING OPPORTUNITY RENTS SUBJECT TO CHANGE

THREE CENTER SQUARE APARTMENTS

| | | |
|--------------------------|--------------------------|-----------------|
| 2 W HIGH ST | MAYTOWN PA | 717-517-9257 |
| 2 & 3 BEDROOM APARTMENTS | 2 BEDROOMS \$933-\$1,018 | 3 BEDROOM \$895 |

On-site parking, tot lot, laundry & community room, air conditioning, elevator, wall to wall carpet, dishwasher, handicap accessible. **SMOKE FREE BUILDING.**

INCLUDES ALL UTILITIES! EQUAL HOUSING OPPORTUNITY RENTS SUBJECT TO CHANGE

WALNUT STREET APARTMENTS

| | | |
|--------------------------|--------------------------|-------------------------|
| 117 SOUTH WALNUT STREET | LITITZ PA | 717-351-0855 |
| 2 & 3 BEDROOM APARTMENTS | 2 BEDROOMS \$343*-\$1018 | 3 BEDROOMS \$863-\$1283 |

On-site parking, laundry & community room, air conditioning, wall to wall carpeting, handicap accessible (*rents for wheel chair accessible units only) **SMOKE FREE BUILDING.**

INCLUDES ALL UTILITIES! EQUAL HOUSING OPPORTUNITY RENTS SUBJECT TO CHANGE

GOLDEN TRIANGLE APARTMENTS

| | | |
|--------------------------|---------------------------|---------------------------|
| 72 ROOSEVELT BLVD # 100 | LANCASTER PA | 717-397-7091 |
| 2 & 3 BEDROOM APARTMENTS | 2 BEDROOMS- \$343*-\$1018 | 3 BEDROOMS- \$396*-\$1283 |

On-site parking, tot lot, laundry & community room, air conditioning, wall to wall carpeting, handicap accessible, private storage (*rents for wheel chair accessible units only) **SMOKE FREE BUILDING.**

INCLUDES ALL UTILITIES! EQUAL HOUSING OPPORTUNITY RENTS SUBJECT TO CHANGE

COUNTRY CLUB APARTMENTS

| | | |
|------------------------------|--------------------------|---------------------------|
| 323 AARON LANE | LANCASTER PA | 717-391-8950 |
| 2, 3 & 4 BEDROOMS APARTMENTS | 2 BEDROOMS \$373*-\$1200 | 3 BEDROOMS \$431*-\$1,400 |
| | 4 BEDROOMS \$481*-\$1500 | |

On-site parking, tot lot, laundry & community room, air conditioning, wall to wall carpeting, handicap accessible, private storage in some apartments (*rents for wheel chair accessible units only) **SMOKE FREE BUILDING.**

INCLUDES ALL UTILITIES! EQUAL HOUSING OPPORTUNITY RENTS SUBJECT TO CHANGE

OLD MARKET APARTMENTS

| | | |
|-----------------------------|------------------|-----------------------------------|
| 10 W LOCUST ST | EPHRATA PA | 717-351-0855 |
| 1, 2 & 3 BEDROOM APARTMENTS | 1 BEDROOM \$778 | 2 BEDROOMS \$933 |
| | 3 BEDROOM \$1079 | electric is NOT included in rents |

On-site parking tot lot, laundry & community room, air conditioning, wall-to-wall carpeting, handicap accessible, private storage. **SMOKE FREE BUILDING.**

WATER, SEWER & TRASH INCLUDED! EQUAL HOUSING OPPORTUNITY RENTS SUBJECT TO CHANGE

BRUNSWICK FARM APARTMENTS

| | | |
|------------------------|--------------------------|---------------------------|
| 373 HAMPDEN DRIVE | LANCASTER, PA | 717-517-9257 |
| 2&3 BEDROOM APARTMENTS | 2 BEDROOMS \$373*-\$1018 | 3 BEDROOMS \$411*-\$1,295 |

On-site parking, tot lot, laundry & community room, air conditioning, wall to wall carpeting, handicap accessible (*rents for wheel chair accessible units only) **RENTS SUBJECT TO CHANGE**

INCLUDES ALL UTILITIES! EQUAL HOUSING OPPORTUNITY SMOKE FREE SITE!



COMMUNITY BASICS INC
941 WHEATLAND AVE, SUITE 204
LANCASTER PA 17603
PH: 717.735.9590
FAX: 717.509.5714

PRELIMINARY RENTAL APPLICATION - COMMUNITY BASICS INC

| | | |
|--|--|--|
| PLEASE MARK INTEREST: | | |
| <input type="checkbox"/> COUNTRY CLUB APTS (smoke free) | RETURN COMPLETED APPLICATION TO: COMMUNITY BASICS INC 941 WHEATLAND AVE, STE 204 LANCASTER PA 17603 (or site where picked up) | PLEASE MARK ONE: |
| <input type="checkbox"/> NEW HOLLAND APTS (SMOKE FREE) | | <input type="checkbox"/> 1 BEDROOM-OLD MARKET ONLY |
| <input type="checkbox"/> THREE CENTER SQUARE APTS (SMOKE FREE) | | <input type="checkbox"/> 2 BEDROOM |
| <input type="checkbox"/> WALNUT STREET APTS (SMOKE FREE) | | <input type="checkbox"/> 3 BEDROOM |
| <input type="checkbox"/> OLD MARKET APTS (SMOKE FREE) | | <input type="checkbox"/> 4 B/R -COUNTRY CLUB ONLY |
| <input type="checkbox"/> GOLDEN TRIANGLE APTS (SMOKE FREE) | | |
| the following is confidential and will not be disclosed without your consent | | |
| <input type="checkbox"/> BRUNSWICK FARM APTS (SMOKE FREE SITE) | | |

COMPLETE ALL THE INFORMATION BELOW - INK ONLY - NO WHITE-OUT

| | | |
|--|------------------------|--------------------------------|
| Applicant's Name: (first, middle initial, last) | EMAIL: | The Phone Number to reach you: |
| Present Street Address: | City: State: Zip Code: | No. Yrs. at Present Address: |
| Former Street Address (if at present Address for less than 3 yrs.) | City: State: Zip Code: | No. Yrs at Former Address: |

Current Housing Status: Please provide the name, address, & phone number of all your landlords for past 3 yrs.

| | | |
|---|--|---|
| Current Landlord Name: | Current Landlord's Address: | Landlord's Phone #: |
| Previous Landlord Name: | Previous Landlord's Address: | Landlord's Phone #: |
| Previous Landlord Name: | Previous Landlord's Address: | Landlord's Phone #: |
| DO YOU HAVE A SECTION 8 VOUCHER? YES _____ NO _____ | DO YOU HAVE A SECTION 8 CERTIFICATE? YES _____ NO _____ | ARE YOU AN 811 APPLICANT? YES _____ NO _____ |
| Name of Employer | Address of Employer | Employer's Phone #: |
| Type of Business | Are you self Employed? Yes _____ No _____ | No. Yrs. On Job |
| Name of Previous Employer (if at present job less than 2 yrs) | Address of Previous Employer | Employer's Phone #: |
| Type of Business | Were you self Employed? Yes _____ No _____ | No. Yrs. On Job |
| Co-Applicant's Name: | Social Security No. | Home Phone: |
| Co-Applicant's Present Street Address: | City: State: Zip Code: | No. Yrs at Present Address: |
| Co-Applicant's Former Street Address (if at present Address for less than 3 yrs.) | City: State: Zip Code: | No. Yrs at Former Address: |
| Co-Applicant's Name of Employer | Address of Employer | Employer's Phone #: |
| Co-Applicant's Type of Business | Are you self Employed? Yes _____ No _____ | No. Yrs. On Job |
| Co-Applicant's Name of Previous Employer (if at present job less than 2 yrs) | Address of Previous Employer | Employer's Phone #: |
| Type of Business | Were you self Employed? Yes _____ No _____ | No. Yrs. On Job |
| ARE YOU HOMELESS? YES _____ NO _____ | | |
| DESCRIBE YOUR SITUATION PLEASE? | | |



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ANNUAL INCOME - NET BEFORE ALL DEDUCTIONS

| SOURCE OF INCOME | APPLICANTS ANNUAL INCOME | CO-APPLICANT ANNUAL INCOME | OTHER HOUSEHOLD MEMBERS 18 & OLDER | TOTAL PER YEAR: |
|-----------------------------|-----------------------------|-------------------------------|---|-----------------|
| GROSS SALARY | | | | |
| OVERTIME PAY | | | | |
| COMMISSIONS | | | | |
| TIPS/BONUSES | | | | |
| UNEMPLOYMENT BENEFITS | | | | |
| WORKER'S COMP. | | | | |
| SOCIAL SECURITY | | | | |
| PENSION | | | | |
| RETIREMENT FUNDS | | | | |
| TANF/WELFARE | | | | |
| ALIMONY | | | | |
| CHILD SUPPORT | | | | |
| INTEREST OR DIVIDENDS | | | | |
| NET INCOME FROM BUSINESS | | | | |
| NET RENTAL INCOME | | | | |
| OTHER: | | | | |

| | | | GRAND TOTAL: |
|------------------------------|------------|-----------------------|--|
| ASSETS | CASH VALUE | INCOME FROM ASSETS | NAME OF BANK OR FINANCIAL INSTITUTION |
| CHECKING | | | |
| SAVINGS | | | |
| CERTIFICATES OF DEPOSIT | | | |
| MUTUAL FUNDS | | | |
| STOCKS | | | |
| SAVINGS BONDS | | | |
| REAL ESTATE | | | |
| WHOLE LIFE INSURANCE | | | |
| ANNUITY, KEOGH, IRA, 401K | | | |
| OTHER: | | | |
| TOTAL: | \$ | \$ | |

I ☐ have ☐ have not - (MARK ONE BOX PLEASE) have not 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. If yes, please list asset value under the "other" column in the listing of assets above.

Are all household members students? Yes _____ No _____

HOUSEHOLD COMPOSITION. List the head of your household and all members who would live in your home. Give the relationship of each family member to the head.

| MEMBER NO. | FULL NAME: | RELATIONSHIP | BIRTH DATE (M/D/Y) | SOCIAL SECURITY NO. |
|--------------------|------------|--------------|-----------------------|---------------------|
| Head of Household: | | SELF | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

Are there any special housing needs or reasonable accommodations that the household will require?

Are You Disabled? Yes: _____ No: _____

MOTHER'S MAIDEN NAME:

APPLICANT'S MAIDEN NAME:

Have you ever been convicted of a crime? Yes _____ No _____

If yes, please explain: _____

Are you a registered sex offender? Yes _____ No _____

If yes, which state(s) are you registered in: _____

List all states where you have resided:

Are you homeless? What Agency can verify your status as homeless?

Do you own a firearm? _____ Yes _____ No

Have you ever been evicted from a dwelling for any reason? Yes _____ No _____

If yes, please explain: _____

Are you or anyone in your household a victim of domestic violence, stalking, dating violence? _____ Yes _____ No

Have you or anyone in your household ever been in foster care? _____ Yes _____ No

The information provided in the pages above is true & complete to the best of my/our knowledge and belief. I/We consent to the disclosure of income & financial information from my/our employer and financial references for the purpose of income & asset verification related to my/our application for tenancy. I/We consent to a criminal, credit background check and review for the purpose of references related to my/our application for tenancy. I/We understand that any misrepresentation may result in the denial of my/our application for tenancy. I/We have read this application and understand its contents. I/We understand this application is not a rental agreement, contract, lease or offer to rent. All Applications are subject to approval by the Owner and/or Management Agent. I release from all liability all persons, companies & corporations supplying such information. I authorize the release of information to CBI.

Applicant's signature: _____

Date: _____

Co-Applicant's signature: _____

Date: _____

Other Applicant's signature: _____

Date: _____

***ALL ADULT HOUSEHOLD MEMBERS MUST SIGN ABOVE**

In accordance with data collection information required by the U.S. Department of Housing & Urban Development (HUD), please provide the following information for the **HEAD OF HOUSEHOLD ONLY**.

| RACE | | | |
|---------------------------|--|--------------------------|--|
| PLEASE SELECT ONE OR MORE | | | |
| <input type="checkbox"/> | WHITE | | |
| <input type="checkbox"/> | BLACK OR AFRICAN AMERICAN | | |
| <input type="checkbox"/> | ASIAN(SELECT A SUB-CATEGORY AS WELL) | | |
| <input type="checkbox"/> | ASIAN INDIA | <input type="checkbox"/> | CHINESE |
| <input type="checkbox"/> | JAPANESE | <input type="checkbox"/> | KOREAN |
| <input type="checkbox"/> | OTHER ASIAN | <input type="checkbox"/> | FILIPINO |
| <input type="checkbox"/> | VIETNAMESE | <input type="checkbox"/> | OTHER ASIAN |
| <input type="checkbox"/> | AMERICAN INDIAN OR ALASKA NATIVE | <input type="checkbox"/> | American Indian/Alaska Native & Black/African American |
| <input type="checkbox"/> | NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (PLEASE SELECT A SUB-CATEGORY AS WELL) | <input type="checkbox"/> | OTHER; |
| <input type="checkbox"/> | NATIVE HAWAIIAN | <input type="checkbox"/> | GUAMANIAN OR CHAMORRO |
| <input type="checkbox"/> | SAMOAN | <input type="checkbox"/> | OTHER PACIFIC ISLANDER |
| <input type="checkbox"/> | DECLINE TO REPORT | | |
| ETHNICITY (SELECT ONE) | | GENDER | |
| <input type="checkbox"/> | Not of Hispanic, Latino/a or Spanish origin | <input type="checkbox"/> | MALE |
| <input type="checkbox"/> | HISPANIC, LATINO/A OR SPANISH ORIGIN | <input type="checkbox"/> | FEMALE |
| <input type="checkbox"/> | PUERTO RICAN | <input type="checkbox"/> | MEXICAN, MEXICAN AMERICAN, CHICANO/A |
| <input type="checkbox"/> | CUBAN | <input type="checkbox"/> | ANOTHER HISPANIC, LATINO/A OR SPANISH ORIGIN |
| <input type="checkbox"/> | DECLINE TO REPORT | | |

ACT 11 AMENDED – CONSUMER NOTICE

Section 806(b) of the Real Estate Licensing and Regulation Act, 63 P.S. § 455.608(b) requires that _____ brokers, associate brokers, salespersons or rental listing referral agents provide the following written _____ statement at the time of initial interview or when the rental application is taken:

**CONSUMER NOTICE
THIS IS NOT A CONTRACT**

Jo A. Raff, Lisa Kashner, Monica Paquin and/or Ellen Souders hereby states that with respect to the Community Basics, Inc. managed communities of:

| | |
|-------------------------------------|--------------------------------|
| Country Club Apartments | Park Avenue Apartments |
| Golden Triangle Apartments | Walnut Street Apartments |
| New Holland Apartments | Three Center Square Apartments |
| Nissly Chocolate Factory Apartments | Old Market Apartments |
| Cloister Heights | Marietta Senior Apartments |
| Fordney House | Lincoln House |
| Brunswick Farms Apartments | |

THEY ARE DIRECT EMPLOYEES OF THE OWNER/LANDLORD, COMMUNITY BASICS, INC.

I acknowledge that I have received this notice:

Applicant/Consumer

Date

I certify that I have provided this notice:

Licensee

Date

| |
|--|
| VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT AUTHORIZATION ACT OF 2005 |
|--|

Please note, the provisions of the Violence against Women and Justice Department Act of 2005 offers protections to you:

* A landlord may not consider incidents of domestic violence, dating violence, or stalking as serious or repeated violations of the Lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.

* The landlord may not consider criminal activity directly related to abuse, engage by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or immediate member of the tenant's family is the victim or threatened victim of that abuse.

* The landlord may request in writing that the victim ,or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD 91066, or other documentation as noted on the certification form, be completed and submitted within fourteen (14) business days, or an agreed upon extension date to receive protection under VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

| |
|--|
| I/we have been informed of the rights and protections, listed above. |
|--|

| |
|------------------|
| Signature: _____ |
|------------------|

| |
|------------------|
| Signature: _____ |
|------------------|

| |
|-------------|
| Date: _____ |
|-------------|

Section 42 Tax Credit Program

What is Section 42?

The Tax Credit Reform Act of 1986 created the Low Income Housing Tax Credit Program (LIHTC). The program regulations are under Section 42 of the Internal Revenue Code. The tax credit encourages developers to build affordable housing to meet the needs of the community. As a condition for receiving Housing Tax Credits, owners must keep the units affordable for a specified number of years. Affordable rents are defined and calculated based on Median Household income figures published annually by the US Department of Housing and Urban Development (HUD).

What does it cost?

The residents who live in Section 42 units must be income and program eligible. The rent that a Section 42 resident will pay is based on a **fixed rental fee for the unit size** that is lower than the average market rate rent in the area.

What does it offer?

Affordable rents that are lower than similar market rate units in the community. **RENTS ARE NOT BASED ON INCOME. RENT INCREASES EACH YEAR BETWEEN 2-5%.**

What should I be prepared for?

It is difficult to identify which rental properties participate in the Section 42 program.

You will be asked to complete an application that requests information regarding your household composition, income and student status. These factors will determine your eligibility for this program.

Qualified income levels are determined by the local office of the Department of Housing & Urban Development (HUD), based on two factors: 1) a percentage of the median household income for the county or metropolitan statistical area in which the development is located; and 2) the number of people in your household.

Your income level is based on the combined projected gross income, including income from assets, for the next 12 months of all household members 18 years of age and older.

You must re-certify your income and family size before you are offered a new lease. This process starts about 90 days before your lease renewal date.

The unit is being rented to you and those identified on the rental application. Any changes in household size or income must be reported in writing and may require that you reapply for eligibility.

MARKETING

How did you hear about Community Basics, Inc, or the community you are interested in?

MARK AS MANY AS APPLY:

- | | |
|--|---|
| <input type="checkbox"/> CBI WEBSITE | <input type="checkbox"/> SOCIALSERVE.COM |
| <input type="checkbox"/> REFERRAL-CBI EMPLOYEE | <input type="checkbox"/> APARTMENTS.COM |
| <input type="checkbox"/> NEWSPAPER - Name of paper? _____ | <input type="checkbox"/> REFERRED BY A SOCIAL AGENCY |
| <input type="checkbox"/> OTHER WEBSITE | <input type="checkbox"/> HOUSING AUTHORITY REFERRAL |
| <input type="checkbox"/> DRIVE--BY | <input type="checkbox"/> REFERRAL - CBI RESIDENT |
| <input type="checkbox"/> APARTMENTSMART.COM | <input type="checkbox"/> PAHOUSINGSEARCH.COM |
| <input type="checkbox"/> OTHER - PLEASE DESCRIBE: _____ | |