

# PLEASE READ CAREFULLY

- All **INCOMPLETE** applications will be rejected and **RETURNED** to you to complete and will **NOT** be accepted. Please make sure **ALL Social Security Numbers** are listed and a complete address.
- You are applying for smoke free housing. There is **NO** smoking in the units or common areas.
- Pets are allowed, with restrictions at all properties **except** Preston Square, The Meadows, and Meadows II that are managed for another owner.
- Your name will be placed on the Waiting List if you meet the qualifications for the unit you applied for. The full application verification process will not be done until your name is near the top of the wait list.
- We purge all Waiting lists for our properties once per year. We will mail you a letter of interest to the current address on file, that you will need to complete and return by deadline listed. Failure to return the letter by deadline date will result in your name being removed from the waiting list and you will need to reapply.
- You can **refuse** an apartment **TWICE** then you will be removed from the waiting list for that property. You will then need to reapply. Refuse would consist of not returning a call, email, letter or denying apartment when called.
- Unfortunately, we can **NOT** give you an estimate on how long the wait will be. Unit availability is dependent when someone moves out.

## APPLICATION INSTRUCTIONS:

- All Applications must be completed when turned into the office. If something doesn't pertain to you, please put **N/A**.
- Please make sure **ALL** areas that require a **signature** are signed.
- Landlord references must be provided with **full name, address, current phone number**. Failure to supply landlord references with good cause may result in an automatic denial.
- To speed up the approval process, please **provide a copy** of your Social Security Benefit Award Letter when you turn in your application or call the Social Security office right away to request a copy of your **CURRENT** benefit award letter.
- Please **circle each** Y (yes) N (no) questions, otherwise application is incomplete.
- All Household Composition **MUST** be completed. If this is incomplete the application will not be accepted. **Full Social Security Numbers, Date of Birth, Full Name are required of ALL Household Members.**
- You **will** need to provide a copy of **Social Security Card, Driver's License/ID, Placement orders for minors**. To speed things up when we reach your name, please provide when you turn in your application.
- Please check which waiting list you would like to be placed on. Make sure you read "**Who May Apply**" column to make sure you qualify for the property you are selecting.
- Please make sure your **phone number is current** and kept **updated** with the office. You can also list an **active** email address. We contact you via phone and email when we have an apartment available.
- Deliberate omission of relevant information from the application will result in rejection of application.

(KEEP THE 1<sup>ST</sup> PAGE FOR YOUR RECORD)

## TAX CREDIT PROGRAM OPTIONS

### HIGHPOINTE COMMONS-BARABOO (55 years and older)

If your income is at or below  
30 % of median Income:

1 Person: \$15,780  
2 Person: \$18,030  
1 BR Rent: \$360  
(2 Available)

If Your income is at or below  
40% of median Income:

1 Person: \$21,040  
2 Person: \$24,040  
1 BR rent: \$480  
(2 Available)

If your income is at or below  
50% of Median Income:

1 Person: \$26,300  
2 Person: \$30,800  
1 Bdrm rent: \$625  
(6 Available)

If your income is at or below  
60% of Median Income

1 Person: \$31,560  
2 Person: \$36,060  
1 BR rent: \$735 (6 Available)  
2 BR rent: \$805 (6 Available)

Market Rate Rents:

No Income Limit  
2 BR rent: \$825

Amenities: Underground garage parking, A/C, Stove, Refrigerator, Dishwasher, Garbage Disposal, Community Room, Exercise Roo, On-site laundry on each floor, elevator, library, hair salon, Nutritional Meal Site, Secured Entrance.  
Utilities included: Heat, water, sewer and trash. Tenant pays Electric

### PRAIRIE MEADOW APT BLDG 100, 200 & 300 AND WINFIELD APARTMENTS

#### 2021 INCOME LIMITS

	1	2	3	4	5	6
40% COUNTY MEDIAN	21,040	24,040	27,040	30,040	32,480	34,880
50 %	26,300	30,050	33,800	37,550	40,600	43,600
60%	31,560	36,060	40,560	45,060	48,720	52,320
Market Rate: (MR)	(No income limits apply)					

#### 115/117 Tower St. Bldg 100/200:

(6) 50% 2 br units \$640  
(3) 60% 2 br units \$690  
(1) Market Rate 2 br \$690  
(3) 50% 3 br units \$740  
(3) 60% 3 br units \$790  
Project Based Vouchers:  
(5) 3 br units 50%

#### 950 13<sup>th</sup> St. Bldg 300

(2) 40% 2 br units \$590  
(4) 60% 2 br units \$690  
(3) 50% 3 br units \$740  
(3) 60% 3 br units \$790  
Project Based Vouchers:  
(3) 3br units 50%

#### Winfield

(6 ) 60% 2 br \$690  
(3) 60% 3 br \$790  
Project Based Vouchers  
(4) 2 br (2) 3 br units 50%

These properties have recently been renovated with a Federal Home Loan Grant (FHLB). Prairie Meadows in 2017 and Winfield in 2019. Amenities: AC, Stove, Refrigerator, Dishwasher, Garbage Disposal, off-street parking, new counter tops, flooring in most units, new cabinet fronts, interior doors, windows/patio doors in Bldg 100/200 & Winfield.

Heat, water, sewer and trash are included in rent at these properties.



# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

**(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees:** HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410



# Rural Housing and Community Programs

## Things You Should Know About USDA Rural Rental Housing

***Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification***

### **Penalties for Committing Fraud**

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

### **How To Complete Your Application**

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
  - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
  - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
  - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
  - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
  - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
  - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

### **Ask for Help if You Need It**

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

### **Before You Sign the Application**

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

### **Tenant Recertification**

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must **immediately** report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

## Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

**Report Abuse:** If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

## If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

### Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

### Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

### When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

PA 1998  
December 2008

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.