

SIMPSON



at Simpson Midtown



Management Office • 1001 Green Street • Philadelphia, Pennsylvania 19123
Office (215) 232-7290 • Facsimile (215) 232- 7289 PA TTY/TTD 800-654-5984
Russ Alexander, Housing Manager

Thank you for your interest in making Simpson Midtown your new home. We are proud to offer decent affordable housing to our community under a program of the United States Department of Housing and Urban Development (HUD). The rent paid by each resident is equal to 30% of the resident's monthly income. The balance of the rent is paid by HUD. Unfortunately, because there are many more folks who want this housing than is available, we maintain a waiting list of applicants. This letter summarizes how we process applications. The process is based on our Tenant Selection Plan ("TSP"), available on request.

Application process for the waiting list:

In order to apply for housing here, you must:

- Be age 62 or older as of the day you apply, and
- Your income for one person must be less than \$33,100 annually, or for two people must be less than \$37,800 annually.

We have enclosed the following documents you will need to review, complete, sign, and return in order to added to the waiting list. These include:

1. This introductory letter;
2. Application Assistance and Information Statement;
3. Options for Applicants with Disabilities;
4. Pre-Application for Waiting List;
5. Supplement to Pre-Application;
6. HUD Race Reporting Form, and
7. Limited Criminal History screening policy.

If you speak Mandarin and need assistance filling out this application, please return this portion of the form to the office:

Date: _____ I need a Mandarin-speaking translator to assist me in filling out this form.

Please have the translator contact me at this number: _____

We will have someone contact you within 5 business days of receiving this slip of paper.

如果您会说普通话，并且需要协助填写此申请表，请将表格的这一部分退回办公室。日期：_____

_____ 我需要一名会说普通话的翻译人员来协助我填写此表格。

请翻译人员通过以下电话号码与我联系：_____

我们会在收到这张纸条后的5个工作日内与您联系。

You may return the completed application by mail, fax, email, or in person. Once we have received it, we will check to make sure you meet the minimum age and income requirements. Please note that incomplete and/or unsigned applications will be returned. You will then receive a letter indicating whether we are able to approve your application and add you to the waiting list, or if we must decline your application. If approved, we will log in your application with the date and time received. Being added to the waiting list does NOT guarantee that you will be offered housing.

Processing for an offer of housing

When your application is # 3 on the waiting list, we will obtain a both a credit report and criminal background history check.

If we decline your application based on your credit report, we will write to you notifying you of our decision. You will have 14 days to appeal the decision.

We will review any criminal history based on the enclosed “Criminal History Policy.”

If you pass both the credit and criminal background check, we will arrange for a personal interview here in our office, at which time you will need to provide us with more information, including but not limited to the following items:

- Government-issued picture ID;
- Original Social Security card;
- Birth certificate or other proof of birth date;
- Details of your income, assets, and medical expenses, and contact information for your current landlord. We will verify these items in writing after the interview. Note that in certain situations, the returned verifications may cause us to decline your application. We will do so in writing.

Once all the verifications are returned and accepted, we will offer you housing. You may decline the application of housing if you are not ready to move. You will retain your place on the waiting list if you do decline the offer. If you accept our offer, you must move in within thirty (30) days of receiving our offer.

Simpson Midtown is a non-smoking facility, and offers equal access to housing and services without regard to race, color, creed, sex or sexual preference, National origin or disability.

Please give us a call if you have any questions. Again, thank you for considering making your home in our community.

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EQUAL HOUSING OPPORTUNITY

Simpson Midtown does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs and activities.

APPLICATION ASSISTANCE AND INFORMATION STATEMENT

If you have difficulty completing this application, please advise us of your needs when you receive this application, or call us to schedule assistance. Appropriate assistance will be provided in a confidential manner and setting.

Answering Questions on your Application

Please answer all questions truthfully. We will verify your answers. Any misrepresentation of information related to eligibility, preference for admission, allowances, rent, family composition, or prior resident history is grounds for rejection. Additionally, you should be aware that Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements or misrepresentations of any material fact involving the use of or obtaining federal funds.

Answering Questions Relating to Disability

Answers to questions on your application concerning disability status are optional. But please note that families with disabled members may be entitled to 1) certain deductions from income that affect rent; or 2) units designed to be accessible for individuals with disabilities. So, without this information, we may not be able to calculate your rent correctly or verify your eligibility to live in an accessible apartment.

If you answer the questions relating to disability, we will need to verify that you or family members are disabled. We do not need to know the nature, extend, or current condition of the disability. But we will need to know that you meet the federal definitions that apply to these terms and that you can abide by the terms of our lease.

Information you provide on disability status will be treated as confidential by management. In accordance with program regulations, information may be released to appropriate federal, state, or local agencies.

Housing Requirements Questionnaire

Please complete the Housing Requirements Questionnaire that accompanies this application. The information is needed so that we may assign you an apartment appropriate to any needs that exist for you. Your answers will be verified. If, however, there are no family members with a disability, or if you do not wish to complete the document for any reason, simply indicate that choice in the space provided at the top of the document. The choice not to complete this document will not in any way affect the processing of your application for an apartment.



Simpson Midtown

1001 Green Street, Philadelphia, PA 19123 215-232-7290 FAX: 215 232-7289
Russ Alexander, Housing Manager PA TTY/TTD 800-654-5984

PRE-APPLICATION FOR WAITING LIST

Upon request, we will accommodate persons with disabilities who, as a result of their disabilities, cannot utilize our preferred application process by providing alternative methods of taking applications. Contact our office for assistance.

INSTRUCTIONS: Any person wishing to apply for admission at Simpson Midtown must complete this pre-application **in its entirety**. The pre-application must be signed by the applicant in order to be considered complete. The pre-application form is used to initiate the verification of the applicant’s eligibility for residency at Simpson Midtown. Information obtained on this application is collected in accordance with the Privacy Act (copied on next page). The following information is required at this time.

HEAD OF HOUSEHOLD INFORMATION:

Name _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Email address _____ Date of Birth _____

Social security number _____ Gender _____

Driver’s license/ID card number _____ State of issue _____ Expiration date _____

SECOND HOUSEHOLD MEMBER INFORMATION: Name _____

Date of Birth _____ Social Security number _____

INCOME:

List sources and estimated amounts of household’s anticipated income and assets (indicate frequency of amounts received, i.e., weekly, monthly, annually, etc.)

Description (Source)	Frequency	Amount
_____	_____	_____
_____	_____	_____

How did you first learn about Simpson Midtown? _____

**OVER PLEASE
1 of 2**

APPLICANT CERTIFICATION

I/We understand that when our name(s) reach the top of the waiting list and an apartment is available for rent, we will be contacted to complete the application process. I/We also understand that this Pre-Application provides only preliminary information to the Simpson Midtown management staff, and that no final determination of eligibility will be made until the application process is completed.

I/We certify the information included in this application is accurate and complete to the best of my/our knowledge. I/We understand that false statements or information are punishable under Federal law. And I/we understand that false statements or information are grounds for denial of eligibility for rental assistance and/or termination of housing assistance and/or tenancy. I/We authorize Simpson Midtown to obtain a credit, court record, and criminal background check for me/us.

WARNING: Section 1001 of Title 18 of the United States Code makes it a criminal offense to make willful, false statements of misrepresentations to any department or agency of the United States as to any matter within its jurisdiction. "Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).**

Signature of Head of Household X _____ Date _____

Signature of Other Adult Member X _____ Date _____

Simpson Midtown 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.

If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll Free Hot Line at 800-424-8590.

Privacy Act Notice to Tenants: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543).

The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the government's financial interest, and to verify the accuracy of the information furnished.

HUD or a PHA may conduct a computer match to verify the information you provide. This information may be released to appropriate federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. You must provide all of the information requested. Failure to provide any information may result in a delay or rejection of your eligibility approval.

101105 Revised 01/22/08 9/14/09 5/16/17

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NOTICE TO ALL APPLICANTS OPTIONS FOR APPLICANTS WITH DISABILITIES

Simpson Midtown provides assisted housing to the general public under the HUD Section 202 PRAC Capital Advance program. We are not permitted to discriminate against applicants on the basis of their race, color, religion, sex, national origin, familial status, or disability. In addition, we have an obligation to provide “reasonable accommodations” to applicants if they have a disability. Compliance actions may include reasonable accommodations as well as structural modifications to the apartment or the premises.

A reasonable accommodation is some modification or change that we can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the programs under which we operate. Examples of reasonable accommodations and structural modifications include, but are not limited to:

- Making reasonable alterations to an apartment so it could be used by a person with a wheelchair;
- Installing strobe-type flashing-light smoke detectors in an apartment for a hearing-impaired person;
- Permitting a person to have a seeing-eye dog to assist a vision-impaired person where existing pet rules would not allow the dog;
- Making large type documents or a reader available to a vision-impaired applicant during the application process;
- Permitting an outside agency to assist an applicant with a disability to meet the property’s applicant screening criteria.

An applicant with a disability must still be able to meet essential obligations of tenancy – you must be able to pay rent, to maintain your apartment in a safe and sanitary condition, to report required information to the building manager, to avoid disturbing your neighbors, etc., but there is no requirement that you be able to do these things without assistance.

If you have a disability and think you might need or want a reasonable accommodation, you may request it at any time in the application process or after admission. This is up to you. If you would prefer not to discuss your situation with management, that is your right.

The next page of this application is a *Housing Requirements Questionnaire*. If you wish to complete the document and provide management with information regarding a disability, please do so. If you do not have a disability, or if you do not wish to complete the questionnaire for any reason, please indicate so, sign the form, and return it to the manager. Thank you.

SIMPSON MIDTOWN
HOUSING REQUIREMENTS QUESTIONNAIRE

PLEASE READ THE FOLLOWING INFORMATION REGARDING THIS QUESTIONNAIRE:

This questionnaire is administered to every applicant applying to Simpson Midtown. It is used to determine whether you need special features in your housing unit. The need for special adaptations must be verified in order to assure that the limited number of apartments with special features go to persons that actually need the features. Completing this questionnaire is optional on your part. If you choose not to complete this form, please check the line that indicates that choice, sign and date the form, and return it to the manager. The choice not to complete this questionnaire will not in any way affect the processing of your application for an apartment.

If you choose to complete this form, please check the box that indicates your choice to furnish this information, complete the information requested, sign and date the form, and return it to the manager.

APPLICANT ELECTION TO PROVIDE SPECIAL NEEDS INFORMATION

Household head name _____ Social Security # _____

_____ I choose to complete this form. _____ I choose NOT to complete this form.

Applicant's signature _____ Date _____

INFORMATION RELATIVE TO THE HOUSING REQUIREMENTS OF APPLICANT

1. Do you have a condition that requires:

- ___ An apartment for the vision-impaired
- ___ An apartment for the hearing-impaired
- ___ A barrier-free apartment, to accommodate a wheelchair or other mobility device
- ___ Other

2. If you checked any of the above-listed categories, please explain exactly what you need to accommodate your situation.

3. Will you require a live-in aide to assist you? ___ Yes ___ No

4. Who should be contacted to verify your need for the features you have identified above (for example, a doctor or social service agency representative). **Must be a medical professional**

Name _____ Daytime phone _____

Address _____

City, State, Zip _____

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 may mark one or more.
 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.

Race and Ethnic Data Reporting Form

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

OMB Approval No. 2502-0204
(Exp. 6/30/2017)

Simpson Midtown 034EE107

1001 Green St. Philadelphia, PA 19123

Name of Property

Project No.

Address of Property

Simpson Midtown

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*	One or More
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.

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.

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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.

Form HUD- 92006 (05/09)



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Russ Alexander, Housing Manager

Credit and Criminal Screening

Our community is committed to upholding fair housing principles and ensuring equal access to our property regardless of applicants' backgrounds.

In determining whether to approve an applicant to live in the community, Simpson Midtown will conduct a **limited** criminal background screening for all individuals age 18 and older who will reside in the apartment. Criminal history checks of convictions will be provided by OneSite Leasing Desk, Leasing and Rents by RealPage.

The limited criminal background screening **will only consider felony criminal convictions in the last five (5) years**. It will consider felony convictions of any category.

Simpson Midtown's limited criminal background screening will not consider arrests, charges, expunged convictions, convictions reversed on appeal, vacated convictions, offenses where adjudication was withheld or deferred, pardoned convictions, and sealed juvenile records. *It will not consider misdemeanor convictions*. It will not treat people differently based on whether the applicant is on probation or parole.

If an applicant is identified as having a felony criminal conviction within the five years prior to the application ("covered criminal conduct"), we will provide an individual assessment of the applicant's current situation before deciding whether to offer a unit to an applicant. The purpose of the assessment is to determine whether the applicant is able to fulfill the obligations of tenancy at Simpson Midtown.

We will first send a written notice to each applicant identified as having covered criminal conduct that includes specific information from the background check that creates a concern. The notice will inform the applicant that covered criminal conduct was identified in the limited criminal background screening and will invite the applicant to provide additional information within fourteen (14) days for management to consider. The requested information could include, for example, letters from parole officers, case workers, counselors, family members, or community organizations commenting on the applicant's responsible conduct and rehabilitation efforts.

Based on information received from the applicant, as well as the information provided by our criminal background screening provider, we will then conduct an individual assessment of each applicant identified as having covered criminal conduct. We will consider all applicants equally and render decisions in a fair and consistent manner. We will consider the following factors in determining whether to approve or reject the application:

1. The facts or circumstances surrounding the criminal conduct;
2. The age of the applicant at the time of the occurrence of the criminal offense;
3. Evidence of a good tenant or employment history before or after the conviction or conduct;
4. Evidence of rehabilitation efforts;
5. The time that has elapsed since the occurrence of the conduct;
6. Any information about the applicant that indicates good conduct since the offense occurred;
7. Whether the conduct/conviction arose from the applicant's status as a survivor of domestic violence, sexual assault, stalking, or dating violence;
8. Whether the conduct/conviction arose from an applicant's disability, including mental illness; and
9. Any other information related to whether the applicant's specific criminal history creates the potential that Simpson Midtown's current residents, employees, or property will be exposed to a heightened risk of crime.

If an applicant does not provide information for Simpson Midtown's consideration within fourteen (14) days of the date of Additional Information Request Letter, we will assess the applicant based upon available information obtained during the application process, including the information received from our credit and criminal background screening provider.

If, after the individual assessment described above, we decide to reject an applicant, then on the day of such determination, we will notify the applicant in writing.