

Reno Housing Authority Rental Application



Reno Housing Authority owns a variety of units including homes, condos, duplexes, and apartments that are available for rent throughout Washoe County. The funds used to build or purchase the units have come from a variety of sources, all of which have income limitations and rent restrictions.

These current units that are available have income restrictions between 50% to 120% of Area Median Income (AMI) and whose income or assistance is enough to pay the rent without hardship.

To qualify for this program, your family's yearly income cannot exceed these FY 2024 Area Median Income (AMI) limits for your family size.

	1 Person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
(50%) Income Limits	\$38,700	\$44,200	\$49,750	\$55,250	\$59,650	\$64,100	\$68,500	\$72,950
(60%) Income Limits	\$46,440	\$53,040	\$59,700	\$66,300	\$71,580	\$76,920	\$82,200	\$87,540
(80%) Income Limits	\$61,920	\$70,720	\$79,600	\$88,400	\$95,440	\$102,560	\$109,600	\$116,720
(120%) Income Limits	\$92,800	\$106,100	\$119,350	\$132,600	\$143,200	\$153,800	\$164,400	\$170,050

Does your family's income exceed 50% AMI?

☐ Yes ☐ No

Does your family's income exceed 60% AMI?

☐ Yes ☐ No

Does your family's income exceed 80% AMI?

☐ Yes ☐ No

Does your family's income exceed 120% AMI?

☐ Yes ☐ No

Are you Washoe County resident?

☐ Yes ☐ No

To Qualify:

Your family's gross monthly income must be at least two times the tenant's portion of monthly rent.

For example, if the property you would like to rent is \$1315.00 per month, your income could be no less than 2 x \$1,315.00, or \$2,630.00 per month.

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We are accepting applications for the following units:

<u>1-Bedroom Units</u>	<u>Income Limits</u>	<u>Monthly Rent</u>
• 419 10 th St., Sparks 89431 (6 Brand New Units)	(60% AMI)	\$1,256.00

Documents Needed at Time of Submitting Application

Applicant's Name:

Your application will not be processed without the following documents.

Included with my application	Documents Needed
	Completed, signed, and dated rental application.
	Valid government issued ID for all adult members listed on the application.
	Proof of current residency (lease agreement, utility bills, mortgage statement)
	Release of information, signed and dated by all adults listed on your application.
	Proof of Income for all currently employed members listed on your application, such as 8 weeks of current and consecutive paystubs, current letter from Social Security administration, 8 weeks print out of self-employment like doordash, grubhub, etc. or complete, sign and date the verification of employment-do not take to employer.
	2 months of current and consecutive bank statements for all savings, checking and investment accounts for all members listed on your application.
	After the initial screening for income qualifications has been completed you will be required to submit a money order for \$26.00 to complete the background check process.

Applications may be submitted in person:

1525 E 9th St. Reno, NV 89512

By Email:

management@renoha.org

or Printed by Visiting:

www.renoha.org

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Please answer all questions. Do not leave any space blank, write No or N/A where appropriate.

Date: _____

Name: _____ Client #: _____

Address: _____ Telephone: _____

_____ Work Telephone: _____

Does anyone in your household smoke? ☐ No ☐ Yes

Do you own any pets? ☐ No ☐ Yes If yes, size/type? _____

Have you ever been arrested for any drug related or violent criminal activity? ☐ No ☐ Yes
If yes, explain: _____

Is anyone in the household divorced? No Yes If yes, a copy of the divorce decree will be required.

FAMILY COMPOSITION							
Name	Age	Birth Date	Relationship	Social Security #	Sex	Race	Ethnicity
			Self				

Anticipated changes in household size within the next 12 months? (Y/N) _____ If Yes, Explain: _____

Codes for RACE, and ETHNICITY (if applicable)

RACE: 1 - White 2 – Black or African American 3 - Asian 4 - Native Hawaiian or Other Pacific Islander 5 - American Indian or Alaska Native 6 – American Indian or Alaska Native *and* White 7 – Asian *and* White 8 – Black or African American *and* White 9 American Indian or Alaska Native and Black or African American 10 – Other multi-racial

ETHNICITY: 1 - Hispanic 2 - Non-Hispanic

PERSON TO CONTACT IN CASE OF AN EMERGENCY

Name: _____ Relationship: _____

Address: _____ Telephone: _____

_____ Work Telephone: _____

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LANDLORD INFORMATION (list past two years)					
Previous Landlord Name	Address	Phone #	From (date)	To (date)	RHA use only

EMPLOYMENT RECORD - Applicant	
Present Employer Name:	Gross Annual Income: \$
Address:	From: To:
Previous Employer Name:	Gross Annual Income: \$
Address:	From: To:
Previous Employer Name:	Gross Annual Income: \$
Address:	From: To:

EMPLOYMENT RECORD - Co-Applicant	
Present Employer Name:	Gross Annual Income: \$
Address:	From: To:
Previous Employer Name:	Gross Annual Income: \$
Address:	From: To:
Previous Employer Name:	Gross Annual Income: \$
Address:	From: To:

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STUDENT STATUS CERTIFICATION

STUDENTS: Are ALL members of the household students? (Circle one) YES NO

If yes, then this Student Certification Section must be completed.

Except for the exceptions listed below, households comprised totally of full-time students are considered ineligible for residency in this property due to federal law. Changes in student status must be reported to management as soon as they occur and may be grounds for terminating your lease if you do not meet one of the exceptions.

A student is a person who is carrying a subject load considered full-time student at an educational institution attended (for a minimum of five months per year) or will be a full-time student at an educational institution within the next twelve (12) months. This includes evening classes, vocational schools with diploma or certificate programs, and college degree programs. Full-time students working full-time are still considered full-time students. Status must be verified by your school.

_____ 1. I certify that I am NOT a full-time student, nor do I anticipate enrolling as a full-time student in the next 12 months. Further, I agree to notify the manager immediately if my student status changes in the next twelve (12) months.

Residents whose households are comprised fully of students must initial the items that apply.

_____ 2. I certify that I am a part-time student and I authorize the manager to verify my student status with my school. I agree to notify management immediately if my student status changes in the next twelve (12) months.

_____ 3. I certify that all members of my household are full-time students, but that we meet one of the following exceptions:

_____ a) single parent and dependent child(ren), both of whom are not dependents of a third party
(attach copy of last IRS tax return)

_____ b) married to another household member and have filed a joint income tax return (attach copy of marriage license or last year's tax return)

_____ c) receiving assistance under title IV of the Social Security Act (AFDC) (verification required)

_____ d) enrolled in a federal/state or local job training program (verification required) Describe:

I understand that this certification is made as part of the qualification procedure to determine eligibility for residency at these apartments and that providing false information or any misrepresentation herein will be considered a material breach of the lease agreement and subject me to immediate eviction. Under penalties of perjury, I certify the above representations are true.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency.

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HOUSEHOLD ASSETS

Do you or anyone in the household have any of the following assets? Please mark "yes" or "No" for each source of income.

	Head of Household		Co-Head		Additional Household Members	
Type of Asset	Check One	Value of Asset	Check One	Value of Asset	Check One	Value of Asset
Checking Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Savings Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Certificates of Deposits*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Money Market Funds	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Mutual Funds/Stock*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Treasury Bills	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
IRA or 401K*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Company Retirement Accounts*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Annuities Income*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Life Insurance Policies (Whole Life)*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Pension Funds*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Trust Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
If yes, is it revocable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Personal Property Held for Investment	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Mortgage or Deed of Trust	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Cash held in Safety Deposit Boxes, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
House/Real Estate*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Rental Property	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Other Investments	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Have you received any lump sum payments such as the following:						
Inheritances	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Lottery or other Winnings	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Insurance Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Workers' Compensation Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Social Security Disability Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Unemployment Compensation Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
VA Disability Settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Severance Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Capital Gains	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$

Note: *When listing the cash value of any of the items that have an asterisk, please keep in mind penalties for withdrawal, or any fees deducted to convert the asset to cash. For example, if you owned a home, and sold it, how much cash would you have after you paid off the mortgage, the realtor etc.? That's the amount you should list in the "value" column.

Have you disposed of any assets for less than Fair Market Value within the last two years? (State if the sale was due to foreclosure, bankruptcy or divorce.)

☐ Yes ☐ No

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SOURCES OF INCOME

Is income received from any of the following sources? Please mark "yes" or "No" for each source of income.

	Head of Household		Co-Head		Additional Household Members	
Type of Income	Check One	\$ Amount	Check One	\$ Amount	Check One	\$ Amount
Wages, Salary, etc. thru Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Income from a Business or Profession	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Military Pay, including all allowances	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Social Security	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
SSI	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
TANF or other Public Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Alimony	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Child Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Unemployment Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Workers' Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Severance Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Retirement Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Pensions	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Annuities Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Insurance Policies Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Disability or Death Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Income from Rental Property	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Regularly Recurring gifts	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Scholarships	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Educational Entitlements	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Work Study Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Regular Recurring Gifts	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Long Term Care Payments	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Income from Training Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
List Other Income:						
	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$

I understand that the above information is being collected to determine my eligibility for residence. I authorize the owner/manager to verify information provided on this application and my signature is my consent to obtain such verification. I certify that I have revealed all assets currently held or previously disposed of and that I have no other assets than those listed on this form (other than personal property). I further certify that the statements made in this application are true and complete to the best of my knowledge and belief and am aware that false statements are punishable under Federal law.

I understand that this application and all related inquiries will be used only for its relevance to screening and occupancy at this property.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

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The Reno Housing Authority reserves the right to contact current/former landlords and to conduct a credit check and a background or fingerprint check to verify past criminal history. I/we understand that the information on this form will be used to determine eligibility to lease properties owned or managed by the Housing Authority of the City of Reno. I/we have provided accurate information regarding family composition, income, and assets. I/we agree to notify the RHA immediately if there are any changes in household composition or income.

Under penalties of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understand that providing false representations herein constitutes an act of fraud and can result in denial of your application, or eviction.

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES GOVERNMENT.

I hereby give authorization to allow the Housing Authority to investigate landlord history, credit check and criminal records of all family members over 18 years of age that reside/will reside in the household.

Applicant Signature

Date

Co-applicant or other adult member signature

Date

Co-applicant or other adult member signature

Date

Co-applicant or other adult member signature

Date

Please return your completed application and all supporting documentation to:

Reno Housing Authority Asset Management Department
1525 East Ninth Street
Reno, NV 89512

Or

Email to: Management@renoha.org