

# RENTAL APPLICATION

VIENNA PLACE APARTMENTS  
3510 Vienna Street  
Palmyra, N.Y. 14522

MANAGED BY: Sermar Management, LLC  
349 W. Commercial St. #3100  
E. Rochester, NY 14445  
585-248-5490



**THIS IS A NO SMOKING BUILDING**  
**NOTE: PLEASE PRINT.**

APPLICANT: \* MAXIMUM OCCUPANCY 2 PERSONS  
\* HEAD OF HOUSEHOLD (Head of Household must be age 55 or older at the time of occupancy)

FULL NAME: \_\_\_\_\_  
First M/I Last SS # Birthdate

CO-APPLICANT:

FULL NAME \_\_\_\_\_  
First M/I Last SS# Birthdate

## STUDENT STATUS

Will you be a full time student? ( ) Yes ( ) No

RENT OWN

Current Address \_\_\_\_\_  
Street Name Apt. # Monthly Rent \$ How long? \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_  
City State Zip Code (required)

Landlord Phone Home Phone Reason for moving  
Previous Address \_\_\_\_\_  
Street Name Apt. # Monthly Rent \$ How long? \_\_\_\_\_  
(if less than 2 yrs)  
Landlord's Name: \_\_\_\_\_  
City State Zip Code (required)

Landlord Phone Home Phone Reason for moving

REFERENCES:

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

BANK NAME: \_\_\_\_\_ SAVINGS# \_\_\_\_\_ CHECKING# \_\_\_\_\_

DRIVERS LICENSE: \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRES \_\_\_\_\_

VEHICLE MODEL: \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_

VEHICLE MODEL: \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_

OTHER INFORMATION

Have you ever	Filed for Bankruptcy	( ) yes	( ) no	Do you have a pet?
	Been evicted from Tenancy	( ) yes	( ) no	Yes( ) No( )
	Been convicted of a felony	( ) yes	( ) no	Type of pet _____

HANDICAPPED STATUS:

Two apartments are handicap adapted. Would you require a handicap adapted apartment? ( ) Yes ( ) No

Are you wheelchair bound? ( ) Yes ( ) No

IN CASE OF EMERGENCY, NOTIFY:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYMENT:

Circle all applicable	Employed full time Non-employed/Retired	Employed part time Unemployed	Self-employed
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Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ FAX# \_\_\_\_\_

Current wages: \_\_\_\_\_ per hour week bi-weekly month year (circle one)

Average hours worked per week: \_\_\_\_\_ Average tips per week \$ \_\_\_\_\_

Do you have more than one job? ( ) yes ( ) no

OTHER INCOME:

Note: Applicants must complete this section in order to determine qualification for residency within the Federal Low Income Housing Tax Credit Program. Although this information is voluntary under the Federal Fair Housing Act, failure to provide such income may result in non-qualification for residency for any rental unit in Affordable Housing Program.

Other Income Includes: Alimony, child support, welfare, unemployment, aid to dependent children, social security, annuities, insurance policies, retirement benefits, pensions, disability, gifts from family, and other regular periodic payments. Please consult the leasing personnel for complete list of other income.

If none, check here ( ) No other sources of income

1. _____	_____	_____
Type of income	Annual Amount	Contact address or phone
2. _____	_____	_____
Type of income	Annual Amount	Contact address or phone
3. _____	_____	_____
Type of income	Annual Amount	Contact address or phone

**RENTAL ASSISTANCE:**

( ) No Rental Assistance      ( ) Rental Assistance      From: \_\_\_\_\_

( ) Voucher    ( ) Certificate      Tenant Portion \$ \_\_\_\_\_

**ASSETS:**

**Assets Include:** Cash (wherever held), trust corpus, equity in real estate or capital investments, notes receivable, stocks, bonds, money market accounts, certificates of deposit, IRA's, retirement and pension funds, and luxury personal property (gems, jewelry, art, coin collections, etc...) You must also include the value of any assets disposed of in the past 24 months at less than fair market value.

**Assets do not Include:** Necessary personal property such as clothing, furniture, daily-use autos, tools, dishes, etc... Also excluded is any special equipment for use by the handicapped and assets of a business.

Are the assets (as defined above) of the whole household more than \$5,000?      ( ) Yes      ( ) No

Have you disposed of any assets at less than fair market value within 24 months?      ( ) Yes      ( ) No

**ASSETS**

YES	NO	DO YOU HAVE:	BANK	BALANCE	RATE
		*Checking Account(s)?		\$	
		**Savings Account(s)?		\$	
		Certificate(s) of Deposit?		\$	
		Cash held at home, etc?		\$	
		Money in Trust?		\$	
		Stocks or Bonds?		\$	
		IRA or Keogh Account(s)		\$	
		Money Market Account(s)?		\$	
		Treasury Bills?		\$	
		A Retirement Fund?		\$	
		Mutual Funds?		\$	
		A Whole Life Insurance Policy?		\$	
		Personal Property held as Investment? (Jewelry, coin collection, antiques)? Cash Value: \$ _____			
		Equity in Real Estate or Capital Investments? Market Value less unpaid balance and selling costs = Cash Value \$ _____			
		Have you received any Lump Sum Receipts? (Inheritances, capital gains, lottery winnings, insurance settlements or other claims) When _____ Amount \$ _____			
		Have you sold/given away any assets within the last 2 years? If yes, complete the "disposal of assets" form.			

\* The 6-month average balance must be used for the checking account.

\*\*The current balance must be used for the savings account.

TOTAL NET FAMILY ASSETS \$ \_\_\_\_\_

1. Total Cash Value of ALL Assets: \_\_\_\_\_

2. Total ACTUAL Asset Income: \_\_\_\_\_

3. IMPUTED Asset Income Calculation: \_\_\_\_\_ x 2% = \_\_\_\_\_  
Line #1 HUD Fasesbook Rate 2% Imputed Asset Income

A. Total Income: \$ \_\_\_\_\_

B. Total Asset Income: \$ \_\_\_\_\_  
Greater of Line #2 or #3

The undersigned makes the foregoing representation knowing that if any of such proven false, owner at his option may cancel and annul any lease given in reliance upon such information. The undersigned hereby grant Landlord permission to obtain any additional information deemed appropriate pertaining to my personal and financial records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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AFFORDABLE HOUSING PROGRAM INFORMATION SHEET

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VIENNA PLACE APARTMENTS  
3510 VIENNA STREET  
PALMYRA, N.Y. 14522

Managed by: Sermar Management, LLC  
349 W. Commercial St. #3100  
E. Rochester, NY 14445  
585-248-5490



Welcome to Vienna Place Apartments. Our community is operated under the Affordable Housing Program, within Section 42 of the Internal Revenue Code. This program is designed to facilitate the housing needs of moderate and middle income families. Residence at Vienna Place Apartments requires that applicants meet certain qualifying standards established by the government and the Managing Agent. This program is not connected with Section 8, although applicants with Section 8 vouchers or certificates may apply for residency.

Residency at Vienna Place Apartments is limited to those households having moderate incomes. In addition to standard wages, income includes monies received from many sources such as alimony, child support, pensions, and social security. In Palmyra, NY the maximum allowable incomes (by household size) are as follows:

<u>Household Size</u>	<u>Maximum Allowable Income</u>	<u>Minimum Income Guidelines</u>
1	\$31,080	\$9,000
2	\$35,520	\$12,000

Minimum income requirements are based upon the size of the household and the size of the apartment. Minimum income requirements may be waived under certain circumstances such as the ability to provide a higher security deposit or to obtain a cosigner for the lease. Maximum occupancy limits at Vienna Place Apartments are set at two people per bedroom. The Head of Household must be age 55 or older.

All information on income provided by applicants must be verified before occupancy. This qualification and certification process must also be completed annually upon renewal. In addition to standard wages, income includes monies received from many sources such as alimony, child support, social security, pensions, and AFDC. A complete definition of income is available for inspection upon request.

The rents at Vienna Place Apartments are controlled by regulation. Currently, the maximum allowable rents by bedroom are:

<u>Monthly Housing Cost</u>	<u>Monthly Rent</u>
1 Bedroom	\$403

**Rent includes heat and hot water.**

The allowable rent is subject to change annually and is based upon median incomes as determined by the Department of Housing and Urban Development and estimated utility expenses, which you will be required to pay directly to the utility company. The estimated additional utility costs are \$30/month for electricity.

There are 24 one-bedroom apartments, 2 of which are handicapped accessible. The security deposit for an apartment is \$393.00 (or one month's rent) and payable when application is approved. One dog or cat under 20 lbs is permitted with the payment of an additional \$100.00 security deposit.

**VIENNA PLACE APARTMENTS**  
**A SENIOR LIVING COMMUNITY LOCATED AT**  
**3510 Vienna Street, Palmyra**

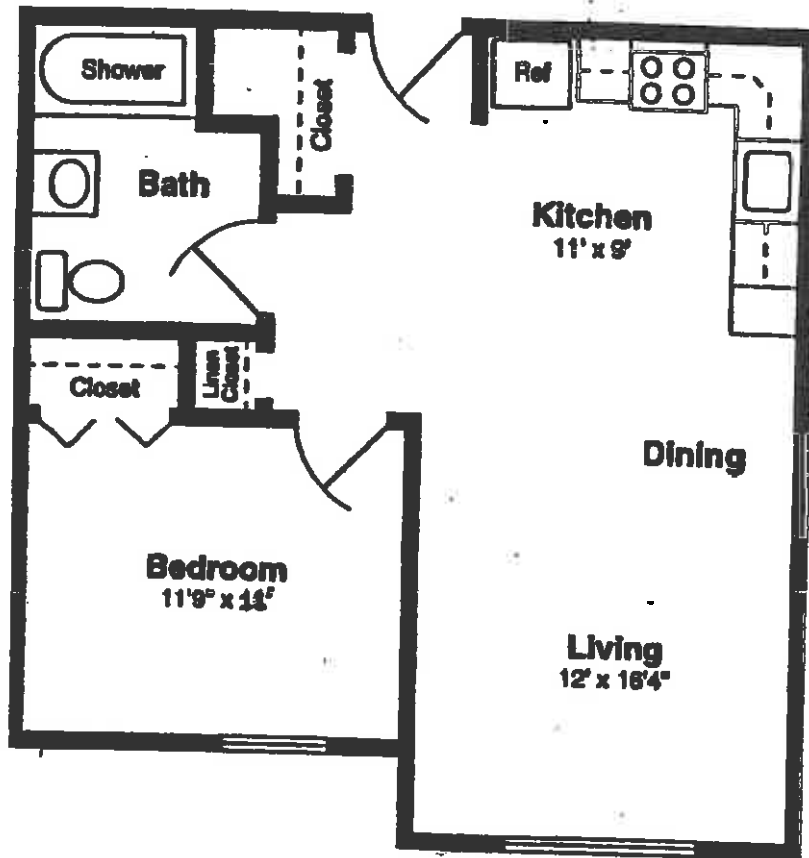
**24 One bedroom apartments (643 sq. ft.)**  
**Maximum and minimum income limits apply**  
**2 handicap accessible apartments, 6 with shower stalls**  
**Elevator**  
**Community room with kitchen and library**  
**Walking distance to Post Office, Banks, Library, Restaurants and**  
**Grocery Store**  
**Rent \$403/month**  
**Rent includes heat, hot water and refuse**  
**Electricity estimated to be \$30/month**  
**One dog or cat under 20 lbs. allowed (additional fees)**  
**Private storage locker**  
**Primary resident must be age 55 or older**  
**Central coin laundry facilities**  
**Security system, emergency call switches**  
**NO SMOKING**

**Applications will be accepted by US Mail only.**

**CALL NOW FOR AN APPLICATION**  
**(585) 248-5490**

**Sermar Management, LLC**  
**349 W. Commercial Street, Suite 3100**  
**East Rochester, New York 14445**





**ONE BEDROOM APARTMENTS – 641 sq. Feet  
33 sq. FEET OF PRIVATE STORAGE**

**For additional information, please contact:**

**Cory Sertl  
SERMAR MANGEMENT CORPORATION  
349 W. COMMERCIAL STREET, SUITE 3100  
EAST ROCHESTER, NEW YORK 14445  
585-248-5490**