



### Fort Stephenson House Apartments

600 West State Street · Fremont, OH 43420 · 419 334-9586 · FAX: 419 334-9587

Web: [www.FortStephenson.com](http://www.FortStephenson.com) · Email: [fortstephenson@sbcglobal.net](mailto:fortstephenson@sbcglobal.net) · TTY: 711

Fort Stephenson LLC · Kenneth G. Humbard, Owner · Cell: 419 307-1010 and Kathy Burkin, Owner · Cell: 419 355-6593

### 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. If you have a limited understanding of the ENGLISH language you are entitled to have someone speak on your behalf. Contact our office for assistance.**

INSTRUCTIONS: Any person wishing to apply for admission at the Fort Stephenson House Apartments must complete a pre-application. 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 the Fort Stephenson House. 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 \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Disability Status (required for Fort Stephenson House to establish eligibility for those under age 62).

Disabled \_\_\_\_\_ Not disabled \_\_\_\_\_

#### Second Household Member Information:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Relationship to Head of Household \_\_\_\_\_

List sources and estimated amounts of household's anticipated income and assets:

Source of Income	Monthly Amount
_____	\$ _____
_____	\$ _____

Is a wheelchair accessible unit needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Where did you first learn about the Fort Stephenson House? \_\_\_\_\_

**OVER...**

**NOTE:** If a preliminary review of your application indicates that you are eligible for residency at the Fort Stephenson and no unit is available at the time the application is submitted, your name will be placed on a waiting list. When a unit is available and your name reaches the top of the waiting list, you will be contacted to complete the application process. At that time an appointment will be made with you, and you will be given instructions on how to provide information about the following:

- \* Birth Certificate
- \* Photo ID
- \* Citizenship Declaration and Consent forms
- \* Prior Landlord References
- \* Prior Drug/Criminal Activity (law enforcement reports)
- \* Sex Offender Registry

**APPLICANT CERTIFICATION**

I/We understand that when our name(s) reach the top of the waiting list and a unit 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 Fort Stephenson House 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.

WARNING "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 uses 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. Section \*\*408 (a) (6), (7) and (8).\*\*

Signature of Head of Household	Date
Signature of Other Adult Member	Date
Signature of Person Who Helped Complete this Form, if applicable	Phone Number _____

**The Fort Stephenson House 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 1-800-424-8590.**

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.



## Fort Stephenson House Apartments

600 West State Street · Fremont, OH 43420 · 419 334-9586 · FAX: 419 334-9587

Web: [www.FortStephenson.com](http://www.FortStephenson.com) · Email: [fortstephenson@sbcglobal.net](mailto:fortstephenson@sbcglobal.net) · TTY: 711

Fort Stephenson LLC · Kenneth G. Humbard, Owner · Cell: 419 307-1010 and Kathy Burkin, Owner · Cell: 419 355-6593

---

**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.**

When your name is next on the waiting list, we will contact you. Applicants will need to provide

1. Social Security Card
2. Birth Certificate
3. Photo ID
4. Bank information (where you have accounts, and the account numbers).
5. Guardianship/payee documents.
6. Income information:
  - a. A current printout from Social Security, Railroad Retirement, Pension or any other sources of income.
  - b. Proof of other income from the past year, and anticipated future income
  - c. Proof of any assets such as Certificates of Deposit, Trust Fund, Stocks, Bonds
7. A list of your medical expenses, insurance premiums, medical bills, provider names and addresses, pharmacy name and address, spend down information.
8. A list of addresses and landlords for the past three years. Include the landlord name, address, and telephone number.
9. A list of two personal references, with address and telephone number.

**For your information, we will perform a criminal background and sex offender registry check.**

It takes about two weeks to process an application, however, it may take longer.

You will be required to pay the first month's rent, and a security deposit of one full month's rent.

The rent is income based, and includes all utilities, including approximately 65 Time-Warner cablevision channels, and broadband internet service. The rent does not include telephone.

Please don't hesitate to call me (419) 334-9586 if you have any questions.