

APPLICATION COVER LETTER

Thank you for your inquiry about our federally funded properties. Below is a list of the properties that we manage offering rental assistance. Please check whichever complex(s) you would like to apply for. Please be aware that storage is not available at any of these locations.

These properties are funded and regulated by Rural Development or Department of Housing and Urban Development. There are two different types of apartments throughout these various properties – Basic Rent and Subsidized. **Subsidized** means that rent is 30% of the adjusted household income. When determining the rental amount, the average cost of electricity is taken into consideration as all residents pay for their own electricity. **Basic Rent** sets a minimum rental amount – the rent will not be less than this minimum rental amount regardless of household income. However, if 30% of the household income is higher than the basic rent, the household would have to pay the higher amount for rent. We appreciate your interest. Attached is our “Tenant Selection Criteria” and application. Please feel free to call with any questions.

PROPERTY LIST (Please check all that you would like to apply for)

- Country View Apartments (RD) – Pembroke, Maine:** 16 unit complex with (2) 2BR and (14) 1BR apartments. All of these apartments are subsidized. This is a designated “Elderly” complex which means that qualified applicants must be 62 years of age or older or disabled. Heat & hot water are included. There are coin-operated laundry facilities on site.
- Jerrold's Place Apartments (RD) – Machias, Maine:** 16 unit complex with (1) 3BR, (12) 2BR and (3) 1BR apartments. All of these apartments are subsidized. Heat & hot water are included. No pets allowed. There are coin-operated laundry facilities on site.
- Hale Street Apartments (HUD) – Lincoln, Maine:** 14 unit complex with (12) 3BR and (2) 4BR apartments. All of these apartments are subsidized. Residents are responsible for their electricity – it is electric heat, and please remember that the average cost of the electric bill is taken into consideration when determining the rental amount. Washer/dryer hookup in each apartment.
- Hope Manor (RD) – Eddington, Maine:** 16 unit complex with (12) 1BR and (4) 2BR apartments. All of these apartments are subsidized. Residents are responsible for their electricity – it is electric heat, and please remember that the average cost of the electric bill is taken into consideration when determining the rental amount. There are coin-operated laundry facilities on site.
- Kilmarnock Pines (RD) – Medford, Maine:** 4 unit complex with (2) 1BR and (2) 2BR apartments. All units are subsidized. Residents are responsible for their electricity – it is electric heat, and please remember that the average cost of the electric bill is taken into consideration when determining the rental amount. There are coin-operated laundry facilities on site.
- Ridgeview Apartments (RD) – Machias, Maine:** 28 unit complex with 1&2BR subsidized apartments. There are (8) units with heat and hot water included and (20) units with electric heat (residents are responsible for their electricity, please remember that the average cost of the electric bill is taken into consideration when determining the rental amount). Coin-operated laundry facilities on site. This is a designated “Elderly” complex.
- Shiretown Apartments (RD) – Machias, Maine:** 20 unit complex with 1 & 2 BR subsidized apartments. Residents are responsible for their electricity – it is electric heat, please remember that the average cost of the electric bill is taken into consideration when determining the rental amount. No pets allowed. There are coin-operated laundry facilities on site. This is a designated “Elderly” complex.
- Valley View Apartments (RD) – Machias, Maine:** 20 unit complex with 1BR subsidized apartments. Residents are responsible for their electricity – it is electric heat, please remember that the average cost of the electric bill is taken into consideration when determining the rental amount. No pets allowed. There are coin-operated laundry facilities on site. This is a designated “Elderly” complex.
- Whim Station Apartments, Phase I (RD) – Old Town, Maine:** 24 units complex with (4) 1BR, (16) 2BR and (4) 3BR apartments. All of these apartments are subsidized. Residents are responsible for their electricity – it is electric heat, please remember that the average cost of the electric bill is taken into consideration when determining the rental amount. No pets allowed. There are coin-operated laundry facilities on site.
- Whim Station Apartments, Phase II (RD) – Old Town, Maine:** 24 unit complex with (8) 1BR and (16) 2BR apartments. Within these 24 units, 18 are subsidized and 6 are basic rent. Basic rent (as of 3/1/15) will be \$650.00 for a 1BR and \$820.00 for a 2BR. Heat and hot water are included in the rental amount. Residents are responsible for their electricity. No pets allowed. These units all have washer/dryer hook-ups in the apartment.
- Woodland Acres Apartments (RD) – Milo, Maine:** 24 unit complex with (6) 2BR and (18) 1BR apartments. All of these apartments are subsidized. This is a designated “Elderly” complex which means that qualified applicants must be 62 years of age or older or disabled. Heat & hot water are included. There are coin operated laundry facilities on site.



This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture,
Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C.
20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



Tenant Selection Criteria - Equal Housing Opportunity

1. Income Eligibility Level - Preferences for RD properties will be given to Very Low Income Applicants and then to Low Income Applicants. Jerrold's Place Apartments applicants must also meet Low Income Housing Tax Credit Criteria (LIHTCC).

RD Category	1 person	2 people	3 people	4 people	5 people	6 people
Very Low	19,250	22,000	24,750	27,450	29,650	31,850
Low	30,750	35,100	39,500	43,900	47,400	50,900
LIHTCC	25,080	28,680	32,280	35,820	38,700	41,580

The following income limits apply to Whim Station ONLY:

RD Category	1 person	2 people	3 people	4 people	5 people	6 people
Very Low	23,100	26,400	29,700	32,950	35,600	38,250
Low	36,900	42,150	47,450	52,700	56,900	61,150

Preferences for HUD properties will be given to Extremely Low Applicants, then to Very Low Income Applicants and then to Low Income Applicants.

HUD Category	1 person	2 people	3 people	4 people	5 people	6 people
Extremely Low	10,850	12,400	13,950	15,500	16,750	18,000
Very Low	18,100	20,700	23,300	25,850	27,950	30,000
Low	28,950	33,100	37,250	41,350	44,700	48,000

2. A tenant must be of legal age to sign a lease (18 years of age or older or be an emancipated minor).
3. Landlord references from all landlords for at least the last three year and three (3) personal references are required. Management will obtain a credit report and may use that credit report to determine whether there are landlords that are missing or whether there is a prior landlord to whom an applicant owes money. Applications will be rejected for negative landlord and/or negative personal references. Applications will also be rejected if an applicant owes a balance to a prior landlord, even if that landlord was more than (3) years prior the application.
4. Management agent will request a state and/or national criminal record check. An application fee will be required of all applicants to help offset cover this cost. The non-refundable application fee (\$5.00 per adult household member) will be requested when there is an apartment available for which the applicant is to be qualified.
5. Any additional information may be requested by the management agent if it feels it is in the best interest of its client. All information received will be handled in a confidential manner.
6. The management agent, in its sole discretion, will determine from a prospective tenant's verified income whether such prospective tenant is financially capable of meeting the financial obligations for living expenses pertaining to this apartment complex. Applications will be rejected if income is not adequate. The management agent considers adequate income to be \$200/month for those units in which heat and hot water is included with the rent and \$300/month for those units in which the tenant is responsible for electric heat and hot water.
5. Priority will be given to those displaced from any other Rural Development project due to the prepayment of the loan on the project where the displaced person presently resides and with a "Letter of Priority".
6. No person will be denied occupancy due to age, race, color, sex, disability, religion, ancestry, national origin, familial status or sexual orientation. Waiting lists will be maintained for the various income limit categories by chronological order based on the date and time a completed application is received.
7. If an applicant refuses an apartment when a vacancy occurs, the applicant's name is removed from the Waiting List and notified in writing of this action.
8. Applicants may be rejected for: negative landlord or personal references and/or inaccurate submission of information on any required forms filled out and signed. Additionally, applicants must meet minimum income guidelines listed above. Student households must meet RD and HUD guidelines to be eligible.

9. Applicants may be rejected if an adult household member has been convicted (found or pled guilty) of criminal activity that involves safety of others or creates a question relative to integrity. The purpose of this policy is to maintain a complex that is safe for all residents and to establish a reasonable expectation that all households are required to report changes to household and income. A history of false information to authorities creates a natural question about whether a household will accurately report information to Management. Charges involving the safety of others include but are not limited to domestic violence, assault, theft, drugs, etc. Charges involving integrity of the applicant include but are not limited to negotiating a worthless instrument, impeding an investigation, etc. Convictions for traffic offenses, OUI, violating conditions of release and other charges that are not directly related to safety or integrity are not covered under this criterion and will not affect eligibility.

This policy is not limited to felony convictions and is related to all criminal convictions that appear on the criminal records check obtained as part of the application process. The time periods listed below begin on the last date of court involvement which may be the date of conviction, the date released from incarceration or the date discharged from probation – whichever occurs last.

- a. For non-drug related offenses, applications will be rejected if any adult member has been convicted, released from incarceration or discharged from probation within the three years immediately preceding occupancy.
- b. For drug-related offenses that include possession but do not include any reference to the manufacture, sale or distribution of drugs, applications will be rejected if any adult member has been convicted, released from incarceration or discharged from probation within the three years immediately preceding occupancy. This would include, but is not limited to, possession of illegal/controlled substances or drug paraphernalia.
- c. For drug-related offenses that include the manufacture, sale or other distribution of drugs, applications will be rejected if any adult member has been convicted, released from incarceration or discharged from probation within the ten years immediately preceding occupancy. This would include, but is not limited to, trafficking, manufacturing and distribution of illegal/controlled substances.
- d. Extreme offenses including but not limited to kidnapping, sex crimes, the death of another person or arson will cause the application to be rejected regardless of how long ago the offense occurred.

10. Occupancy guidelines are as follows:

1-bedroom apartments	May be occupied by a total of no more than 2 people
2-bedroom apartments	May be occupied by a total of no less than 2 people and no more than 4
3-bedroom apartments	May be occupied by a total of no less than 3 people and no more than 6

Preliminary Application Form for Very Low or Low Income Housing in RD/HUD Projects

Bedrooms (Please circle): 1 2 3 4 Type (please circle): Subsidized only Basic rent only Both

Last Name: _____ First Name: _____ MI: _____

Please list any prior names: _____

Mailing Address: _____ City: _____ State: _____

Zipcode: _____ Telephone Number: () _____

HOUSEHOLD INFORMATION:

Full name (first name, middle initial, last name)	Date of Birth	Social Security #	List all states lived in:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is any adult member of the household a full or part time student? ___ YES ___ NO

Is the Applicant or Co-Applicant claimed as a dependent on any third party's tax return? ___ YES ___ NO

Do you own a pet? *Please be aware that pets ONLY allowed in the "Elderly" designated properties.* ___ YES ___ NO
 If yes, please describe type, breed and size of pet. _____

The eligibility for "elderly" designated properties requires that the applicant or co-applicant must be 62 years of age or older or disabled of any age. Do you meet any of these requirements? ___ YES ___ NO

- Do you, or does any member of your household, have a condition that requires:
- | | | |
|--|--|---|
| <input type="checkbox"/> A live-in aide (personal care attendant) | <input type="checkbox"/> Unit for vision-impaired | <input type="checkbox"/> First floor apartment |
| <input type="checkbox"/> Physical modifications to a typical apartment | <input type="checkbox"/> Unit for hearing impaired | <input type="checkbox"/> A barrier-free apartment |

ASSETS:

Does anyone in the household have a checking account or a savings account? ___ YES ___ NO
 If yes, please provide: Household member's name _____ Bank _____ Bank Address _____

Does anyone in the household have a Certificate of Deposit? ___ YES ___ NO
 If yes, please provide: Household member's name _____ Bank _____ Bank Address _____

Does anyone in the household own any stocks/bonds? ___ YES ___ NO
 If yes, please provide the name of the household member that owns the stocks/bonds and the name, address and phone number of individual/company who can verify value: _____

Does anyone in the household have a life insurance policy that can be cashed in before death? ___ YES ___ NO
 If yes, please provide the name of the household member who carries the policy and the name, address and phone number where the policy can be verified: _____

Does anyone in the household own any real estate? ___ YES ___ NO
 If yes, please provide the address of the property: _____

Has any household member disposed of any real estate/assets in the last 2 years? ___ YES ___ NO
 Household Member's Name Assets disposed of: Value of asset when disposed of: Amount received:

INCOME:	YES	Monthly Amt	NO
Do you receive <u>Aid for Dependant Children (TANF)</u> ?	_____	\$ _____	_____
Do you receive any type of <u>Social Security Benefits</u> ?	_____	\$ _____	_____
Do you receive <u>unemployment benefits</u> ?	_____	\$ _____	_____
Do you receive any type of <u>Veteran's benefits</u> ?	_____	\$ _____	_____
Do you receive <u>child support</u> from any source?	_____	\$ _____	_____
Is any member of the household <u>employed</u> ?	_____	\$ _____	_____

If YES, name of household member(s) who are employed: _____

Name and address of employer(s): _____

Do you receive a pension? _____ \$ _____

If YES, name and address of the company that sends you the payment: _____

Do you receive any income not listed above? _____ \$ _____

If YES, please list: _____

MEDICAL EXPENSES:

The eligibility for a \$400 household deduction and medical cost deduction requires that the tenant or co-tenant be 62 years of age or older or disable of any age. If you meet these requirements, please complete the items below.

Do you pay an insurance premium for health insurance? ___ YES ___ NO
 Name and address of your insurance company: _____ Monthly premium: _____

Do you pay for medical bills to your doctor(s) after any insurance benefits? ___ YES ___ NO
 Name and address of medical provider(s)/doctor(s) _____ Monthly out-of-pocket cost _____

Do you pay any portion of the cost for your prescriptions? ___ YES ___ NO
 Name and address of pharmacy/pharmacies _____ Monthly out-of-pocket cost _____

CHILD CARE EXPENSES:

Do you pay for child care due to work and/or education for any minors under 13 years of age? ___ YES ___ NO
 If YES, please list: Child's Name: _____ Weekly out-of-pocket cost: \$ _____
 Name and address of Caregiver: _____

LANDLORD INFORMATION for the past three years

Name	Complete Mailing Address	Phone Number	Dates of Tenancy
_____	_____	_____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____

Are you currently under eviction or have you ever been evicted? *If YES, please explain.* _____ YES ___ NO

PERSONAL REFERENCES: Please provide name, complete mailing address & phone for (3) references.

Name	Complete Mailing Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of any illegal behavior or act or do you have any pending criminal charges? ___ YES ___ NO
If YES, please explain. Criminal records remain intact without being erased. If you have any convictions in your past and you do not disclose them here, your application will be denied. Please refer to the Tenant Selection Criteria for explanation of the circumstances under which an application may be rejected for a criminal record.

Are you a required to register as a sex offender? *If YES, the application will be rejected.* ___ YES ___ NO

CERTIFICATION

By signing my name below, I certify that:

- I have been truthful in submitting information on this Application and provided information regarding all household members.
- I understand that my application will be rejected if it is discovered during the verification process that incorrect information has been provided for or by any member of the household. I also understand that my tenancy will be terminated if it is discovered after I move into the complex that incorrect information was provided for or by any member of the household.
- I understand that my eligibility for housing will be based on RD selection criteria and by Hughes Associates Tenant Selection Criteria attached hereto;
- If accepted for tenancy, this apartment will be my household's permanent – and only - residence;
- I HAVE NOT left any other federally-subsidized housing units with an outstanding rent or damage payable;

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

THE FINAL PAGE OF THIS APPLICATION IS A CONSENT FORM.

PLEASE BE SURE TO SIGN THE CONSENT FORM SO THAT WE CAN PROCESS YOUR APPLICATION.

Disclosure Statement: The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Development, Rural Housing Service, that Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.

Ethnicity: Hispanic or Latino ___ Not Hispanic or Latino ___

Race: (Mark one or more) American Indian/Alaska Native ___ Asian ___ Black or African American ___
Native Hawaiian or Other Pacific Islander ___ White ___

Gender: Male ___ Female ___

Information supplied by: Applicant _____ (initials) Management _____ (initials)

CONSENT FORM

I authorize and direct any Federal, State or local agency, organization, business or individual to release and verify my application for participation, and/or to maintain my continued assistance under the Section 8, Rental Rehabilitation, Low-Income Public and Indian Housing, and/or other housing assistance programs. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD)/Rural Development (RD) administering and enforcing program rules and policies. I also consent for HUD/RD or the manager to release information from my file about my rental history to credit bureaus, collection agencies, or future landlords. This includes records on my payment history, and any violations of my lease or occupancy policies.

Information Covered:

I understand that, depending on program policies and requirements, previous or current information regarding me or member of my household may be needed. Verifications and inquiries that may be requested, include but are not limited to:

- | | |
|----------------------------------|--------------------------------|
| Identity and Marital Status | Employment, Income and Assets |
| Medical or Child Care Allowances | Residences and Rental Activity |
| Credit | Criminal Records Check |
| Household members | |

Group or Individual that may be asked:

The groups or individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

- | | |
|--|---------------------------------------|
| Previous Landlords (including Public Housing Agencies) | Past & Present Employers |
| Courts & Post Offices | State Unemployment Agencies |
| Schools and Colleges | Social Security Administration |
| Law Enforcement Agencies | Welfare Agencies |
| Support and Alimony Providers | Veterans Administration |
| Banks and other Financial Institutions | Credit Bureaus |
| Medical and Child Care Providers | Retirement Systems |
| Utility Companies | Credit Providers |
| State and federal human services programs | Department of Health & Human Services |

I agree that a photocopy of this authorization may be used for the purpose stated above. The original of this authorization is on file in the management office and will stay in effect for a year and one month from the date signed. I understand that I have a right to review my file and correct any information that I can prove is incorrect.

Head of Household Signature	Printed Name	Date	Unit #
-----------------------------	--------------	------	--------

Co-Applicant Signature	Printed Name	Date	Unit #
------------------------	--------------	------	--------



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.

Not a Legitimate Complaint With the Owner/Management	A Legitimate Complaint With the Owner/Management
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) 720-2800 (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. 20250-6410 or call (800) 795-5272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.