

# Palms of Deerfield Beach Town Homes

## AFFORDABLE RENTAL TOWN HOME COMMUNITY NEW CONSTRUCTION

- Applications are being accepted until further notice.
- Application must be picked up from 9am-5pm, Monday through Friday at the Palms of Deerfield 425 NW 1<sup>st</sup> Terrace Deerfield Beach, Florida 33441 (954) 428-0678
- **A \$45 non-refundable Application Fee per Adult Household Member is due with completed applications Money Orders or Cashier's Check only.**

### HOUSEHOLD GROSS INCOME LIMITS

- HOUSING CHOICE VOUCHER PARTICIPANTS ARE WELCOME TO APPLY.
- **INCOME LIMITS DO NOT APPLY TO VOUCHER HOLDERS. RENTS BASED UPON FAIR MARKET RENT ONLY.**
- GROSS HOUSEHOLD INCOME CAN NOT EXCEED MAXIMUM INCOME FOR HOUSEHOLD SIZE TO QUALIFY.

Household Size	1 Person	2 People	3 People	4 People	5 People
Maximum Income	\$33,300	\$38,040	\$42,750	\$47,520	\$51,360

### OCCUPANCY LIMITS

BEDROOM SIZE	2 BEDROOM	3 BEDROOM
OCCUPANCY	1-4 PEOPLE	3-5 PEOPLE

### AFFORDABLE RENTS ARE FIXED AT THE FOLLOWING AMOUNTS

- TO BE SELECTED-NET HOUSEHOLD INCOME MUST EQUAL OR EXCEED 2.5 TIMES THE ESTABLISHED RENT

HOUSEHOLD'S BELOW 50% OF THE BROWARD COUNTY MEDIAN INCOME	HOUSEHOLD'S BETWEEN 50-60% OF THE BROWARD COUNTY MEDIAN INCOME
2 BEDROOM – 1 ½ BATH <b>RENT \$711</b> Washer/Dryer \$40 <b>Total Amount \$751</b>	2 BEDROOM – 1 ½ BATH <b>RENT \$863</b> Washer/Dryer \$40 <b>Total Amount \$903</b>
3 BEDROOM – 2 ½ BATH <b>RENT \$824</b> WASHER/DRYER \$40 <b>TOTAL AMOUNT \$864</b>	3 BEDROOM – 2 ½ BATH <b>RENT \$999</b> WASHER/DRYER \$40 <b>TOTAL AMOUNT \$1039</b>

<b>50% Income</b>	<b>\$27,750</b>	<b>\$31,700</b>	<b>\$35,650</b>	<b>\$39,600</b>	<b>\$42,800</b>
Household Size	1 Person	2 People	3 People	4 People	5 People
<b>60% Income</b>	<b>\$33,300</b>	<b>\$38,040</b>	<b>\$42,780</b>	<b>\$47,520</b>	<b>\$51,300</b>

### TOWN HOME AMENITIES

Fully Equipped Kitchens • Dishwashers • Ceiling Fans • Vertical Blinds • Tile in Living Areas • Carpet in Bedrooms • Washer/Dryers Available • Cable Hook Up

**TO BE SELECTED – HOUSEHOLD INCOME MUST EQUAL OR EXCEED 2.5 TIMES THE ESTABLISHED RENT**

Does not apply to Section Eight Voucher Holders

**ARE YOU BELOW 50% OR BETWEEN 50% - 60% OF THE BROWARD COUNTY MEDIAN INCOME?**

<b>50% Income</b>	<b>\$27,750</b>	<b>\$31,700</b>	<b>\$35,650</b>	<b>\$39,600</b>	<b>\$42,800</b>
<b>Household Size</b>	<b>1 Person</b>	<b>2 People</b>	<b>3 People</b>	<b>4 People</b>	<b>5 People</b>
<b>60% Income</b>	<b>\$33,300</b>	<b>\$38,040</b>	<b>\$42,780</b>	<b>\$47,520</b>	<b>\$51,300</b>

**HOUSEHOLD'S BELOW 50% OF THE BROWARD COUNTY MEDIAN INCOME**

**2 BEDROOM – 1 ½ BATH RENT**

$\$711 \times 2.5 =$

Monthly  
income must  
meet or exceed  
\$1777

**3 BEDROOM – 2 ½ BATH RENT**

$\$824 \times 2.5 =$

Monthly  
income must  
meet or exceed  
\$2060

**HOUSEHOLD'S BETWEEN 50% - 60% OF THE BROWARD COUNTY MEDIAN INCOME**

**2 BEDROOM – 1 ½ BATH RENT**

$\$863 \times 2.5 =$

Monthly  
income must  
meet or exceed  
\$2158

**3 BEDROOM – 2 ½ BATH RENT**

$\$999 \times 2.5 =$

Monthly  
income must  
meet or exceed  
\$2498

## **Palms of Deerfield Town Homes Resident Selection Criteria**

### **All applicants will be reviewed based upon the following criteria:**

1. **Student Status:** Applicants that are full time students, and not listed as dependents, will not be accepted unless they qualify under the Low Income Tax Credit Program guidelines. In the case of all applicants being full time students, they must be married filing a joint tax return, a single parent with a minor child, be an AFDC/TANF recipient or a recipient of a Federal, State or local job training program.

2. **Rental History:** Applicants will be screened for rental history and care of rental units. An outstanding debt to a previous landlord or a prior eviction will result in automatic rejection. Applicants must have verifiable and acceptable landlord references, to include a minimum of six months cumulative rental history or mortgage payment history within the past 24 months. Renting from a relative will not be acceptable as rental history because no contract performance can be determined. Home ownership must be verifiable via cancelled checks for a period of six consecutive months. If a landlord cannot be contacted, six months proof of consecutive payments must be verified and a copy of the lease contract provided.

3. **Age:** Applicants must be 18 years of age or older unless Federal/State regulations provide for a variance. Any persons under the age of 18 not meeting a variance provided by Federal/State Regulations must occupy an apartment with parent guardian of legal age.

4. **Employment:** To the extent that employment is a component of income eligibility and ability to pay rent, Applicant must have verifiable employment or income of not less than six months preceding the date of application. This policy is waived in the event that applicants are over the age of 55, are permanently disabled or receive rental assistance under the Section 8 Program.

5. **Self-Employment:** Self employed applicants must provide the previous year's income tax return and the previous two months bank statements or twelve months of financial statements and must exhibit no negative references.

6. **Income:** Income guidelines are based upon the combined incomes of all household members. Applicants, who are not section 8 recipients, must have net monthly incomes that meet or exceed 2.5 times the established rent for the unit size.

7. **Criminal Activity:** A national Criminal Background Check will be performed on all adult applicants. Applications will be rejected if: any household member has been involved, or is engaged in, or has been evicted for involvement in any drug related criminal activity; violent criminal activity; or other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by others. Lifetime registration requirement under a State sex offender registration program or a conviction/arrest for manufacturing or producing methamphetamines will result in automatic rejection. A pattern of abuse of alcohol or drugs that interferes with the health, safety, or right to peaceful enjoyment of the premises by others by any household member will result in rejection.

8. **Credit:** A credit check will be conducted on all adult applicants by an independent agent contracted by the Palms of Deerfield Beach, Inc. A credit score under 140 will result in automatic rejection.

**Rejection/Right to Appeal:** All rejected applicants have the right to appeal. Applicants who are ineligible will be notified promptly in writing upon the Palms of Deerfield Beach, Inc.'s determination of ineligibility of the reasons for the rejection. Applicants will have 10 days from the date of the rejection notice to submit a written request for an appeal. Written requests may be hand delivered or mailed to the Palms of Deerfield, Inc. at 425 NW 1<sup>st</sup> Terrace, Deerfield Beach, FL 33441. Mailed requests must be postmarked before the 10 day period has expired. At the discretion of the applicant, the appeal may be in written form or in the form of a meeting to discuss the reasons for rejection and circumstances to be considered. If the Applicant appeals the rejection, the Palms of Deerfield, Inc. will set a date for the appeal meeting within 14 business days of receipt of the notification of appeal and will notify the applicant in writing of said appeal date. The meeting will be for the purpose of reviewing the written appeal of the applicant or to hear the verbal appeal of the applicant. The Agent will provide a staff person, who was not involved in the processing of the rental application or the original decision to reject the application, to hear

or review such an appeal. The Agent will give the applicant a final decision of the appeal in writing within five (5) days of the appeal review or hearing.

Waiting List All applicants who submit a completed application will be notified in writing of subsequent tenant selection, rejection or waiting list status. The Palms of Deerfield, Inc. will maintain a list of eligible applicants based upon unit size, and date and time application is received.

Pets All animals must have management approval, a signed pet agreement and comply with the Palms of Deerfield, Inc. Rules Governing Pets. It is the Applicant's responsibility to submit a \$20.00 non-refundable pet permit application fee and complete a pet permit application prior to move in. A \$300.00 additional pet security deposit will be required prior to move in.

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I have read and understand the entire Resident Selection Criteria.  
(Return this document with your completed application)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant / Spouse

\_\_\_\_\_  
Other Adult

\_\_\_\_\_  
Other Adult

**[REDACTED]**

It is the policy of the Palms of Deerfield Inc. and the Deerfield Beach Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing. Specifically, the Palms of Deerfield, Inc. and the Deerfield Beach Housing Authority shall not on account of race, color, sex, sexual orientation, religion, creed, national origin or ethnic origin, familial status, or disability, deny any family or individual the opportunity to apply for or receive assistance within the requirements and regulations of HUD and other regulatory authorities.

**APPLICATION FOR HOUSING  
Palms of Deerfield Town Homes  
Low Income Housing Tax Credit Property (LIHTC)**



*Office Use Only*  
**Application Received**  
**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Management Signature:**  
\_\_\_\_\_

The Low Income Housing Tax Credit Program is an affordable housing program for individuals and families on fixed or lower incomes. The Program was created by Congress in 1986 as part of the Tax Reform Act and is administered by the Internal Revenue Service. The program is not a subsidized housing program. Each resident is responsible for the full amount of rent each month. The rental amount is NOT based on income, but rather on the pre-set income limits for the area.

**Determining your eligibility:** To find out if you are eligible for the Low Income Housing Tax Credit Program, management must determine if you:

- ◆ Meet Minimum and Maximum Income Limits
- ◆ Meet the Other Program Requirements
- ◆ Meet the Resident Selection Criteria

**Returning Applications:** Please complete this application and return it in person or mail to:

Deerfield Beach Housing Authority  
425 NW 1<sup>st</sup> Terrace  
Deerfield Beach, FL 33441  
954-481-3406

- Applications will not be processed unless returned signed and completed with the following:**
- ◆ \$45.00 non-refundable Application Fee per Adult Household Member made payable to the Palms of Deerfield, Inc. Money order or cashier's check only.
  - ◆ Social Security Cards and Birth Certificates for all Household Members.
  - ◆ Proof of Eligible Immigrant Status for all Household Members, including minors
  - ◆ Photo IDs for all Household Members over 18.
  - ◆ Signed Resident Selection Criteria
  - ◆ All Co-Applicants, other than a spouse, are required to complete a separate application.
  - ◆ All questions must be answered. Write n/a for all questions that do not apply to the household.
  - ◆ Last three pay stubs. Social Security benefit letter. Child support court order.

**An applicant will not be interviewed and further tenant screening will not be conducted until after the receipt of this tenant application. When a completed application is received along with the entirety of the requested documents/information necessary to make the application complete, the application will then be logged by date and time received. Incomplete applications will not be processed, so please READ THE APPLICATION CAREFULLY.**

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Applicants may request assistance in completing the application if necessary by calling 954-481-3406. It is the policy of The Palms of Deerfield, Inc. and the Deerfield Beach Housing Authority to assist wherever possible especially in the accommodation of requests by persons with disabilities or handicaps.

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**Falsification of Application:** An applicant's falsification or misrepresentation of any information or paperwork related to eligibility, income, family composition, assets or rental history will result in automatic rejection of an application.

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**General Information**

Bedroom size requested:      2 Bedrooms      3 Bedrooms

Applicant Name: \_\_\_\_\_  
Co-Applicant: \_\_\_\_\_ (Spouse      Other Adult     )  
Mailing Address: \_\_\_\_\_  
Street Apt # City State Zip  
Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Does the applicant(s) currently have a Section Eight Housing Choice Voucher? Yes      No       
If so, through which Housing Authority? \_\_\_\_\_  
Caseworker: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your household have any needs that might be better served by a unit that is accessible to persons with mobility impairments? Yes      No     

**Previous Residences**

List all residences for the past three years.

Address	Apt. #	City	State	Zip

Name of Landlord: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long have you resided at this address? \_\_\_\_\_ Rent? \$ \_\_\_\_\_ month

**Previous Residences**

Rented Address	Apt. #	City	State	Zip

Name of Landlord: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long did you reside at this address? \_\_\_\_\_ Rent? \$ \_\_\_\_\_ month

**Previous Residences**

Rented Address	Apt. #	City	State	Zip

Name of Landlord: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long did you reside at this address? \_\_\_\_\_ Rent? \$ \_\_\_\_\_ month

**Household Information**

All persons expected to reside in a unit must be listed on the application, including expected births or other additions to family size. Any household member who is temporarily out of the area, but expected to return and reside in the household must be listed on the application (e.g. Military Deployment, College Enrollment).

Name First, Middle Initial, Last	Relationship to Head of Household	Full-time Student Y/N	M/F	Social Security Number	Birthdate Month, Day, Year
	Head of Household				

♦ Students are considered full-time if carrying a subject load considered full-time by the educational institution being attended, or who shall attend as a full-time student at an educational institution during five complete months of the upcoming year.

**Are the Applicant, Co-Applicant or Spouse currently a fulltime student or expect to be one in the next 12 months?**  Yes  No

If yes, complete the next 2 lines.

School Name & Address: \_\_\_\_\_  
Household Member: \_\_\_\_\_

School Name & Address: \_\_\_\_\_  
Household Member: \_\_\_\_\_

If yes, answer the following questions:

- a. Is the full time student married and filing a joint return?  Yes  No
- b. Is the student a Title IV recipient?  Yes  No
- c. Is the student enrolled in a job training program receiving assistance under the Job Training Partnership act?  Yes  No
- d. Is the full time student an AFDC recipient?  Yes  No
- e. Is the full time student a single parent living with his/her minor child who is not a dependant on another's tax return?  Yes  No

Have you or anyone named on this application ever been convicted of a crime other than a simple misdemeanor (i.e. traffic ticket, etc)? Yes  No   
If yes, explain: \_\_\_\_\_

Have the Applicant(s) ever been evicted?  
If so, explain \_\_\_\_\_

Have you ever received a written notice for nonpayment of rent?  
If yes, explain \_\_\_\_\_

Will you or any ADULT household member require a live-in care attendant to live independently?  
Household Member: \_\_\_\_\_ Name of Attendant: \_\_\_\_\_  
Relationship (if any): \_\_\_\_\_

Have you or any household member ever been convicted or arrested for drug use or manufacture, or any other felony?  
If yes, explain: \_\_\_\_\_

**Household Income**

- ◆ All information will be verified through a third party.
- ◆ Include all full time, part time or seasonal employment.
- ◆ Income is counted for anyone 18 or older (unless legally emancipated). However, if the income is unearned income such as a trust, grant or social security benefit, it is counted for all household members including minors. List the income of all full-time students over the age of 18.
- ◆ We must count court-ordered support whether or not it is received unless legal action has been taken to remedy. We must also count support that is not court-ordered rather received directly from the payor.
- ◆ List additional information on back if more space is needed.

	Does any member in your household receive or expect to receive within the next 12 months income from the following:	Yes	No	Monthly Amount
1	Wages, salaries (includes overtime, tips, bonuses, commissions, self-Employment, Full time, Part time or Seasonal)?			
2	Does any member work for someone who pays him/her cash?			
3	Regular pay for a member of the armed forces?			
4	Unemployment benefits or Severance pay?			
5	Worker's Compensation?			

6	Welfare of disability benefits (AFDC, TANF)?			
7	Child Support ? (Complete additional information below)			
8	Alimony?			
9	Education grants, scholarships or VA student benefits?			
10	Social Security or SSI Payments?			
11	Pensions (PERA, railroad, etc.)?			
12	Death Benefits?			
13	Retirements Benefits?			
14	Annuities or life insurance dividends?			
15	Lump sum payments (include inheritance, insurance settlements, lottery winnings, etc)			
16	Net income from rental property?			
17	Regular cash contributions or gifts from individuals not living in the unit?			
18	Other, (list)?			

**List Contact Information for Sources of Income, include Contact Person/Caseworker:**

Question #	Family Member	SOURCE(S) OF INCOME NAMES AND ADDRESSES (i.e. employers, public assistance office, social security, pension fund, etc.)

**Child Support Agency:**

(a) Household Member                      Payor                      Amount                      Frequency

\_\_\_\_\_

\_\_\_\_\_

(b.) How is the support received? (Check all that apply.)

\_\_\_ Child Support Enforcement Agency      Name of Agency: \_\_\_\_\_

\_\_\_ Court of Law                                      Name of Court: \_\_\_\_\_

\_\_\_ Directly from Individual                      Name of Person: \_\_\_\_\_

\_\_\_ Other    Explain: \_\_\_\_\_

(c.) If money is not actually received, are you taking legal action to remedy the situation?  
(If yes, proof of court action required) Explanation: \_\_\_\_\_

\_\_\_\_\_

**Child Support Agency:**

Explanation: \_\_\_\_\_

\_\_\_\_\_

**Child Support Agency:**

Household Member: \_\_\_\_\_

Explanation: \_\_\_\_\_

**ASSETS**

- ♦ All information will be verified through a third party.
- ♦ Include all assets held and the income derived from the asset, for all household members, including minors.
- ♦ List additional information on back if more space is needed.

	Do you have money held in:	Yes	No	Amount	Household Member
1	Checking Accounts				
2	Savings Accounts				
3	Stocks				
4	Capital Investments				
5	Bonds				
6	Trusts				
7	Securities				
8	IRAs/KEOGH Accounts/401Ks				
9	Certificates of Deposit				
10	Pension/Retirement Funds				
11	Mutual Funds				
12	Treasury Bills				
13	Safety Deposit Box				
14	Insurance Settlement				
15	Other (list)				
16	Do you currently hold a contract for deed?				
17	Do you currently own Real Estate? If yes, please list the location(s), number of acres owned, any expenses (i.e. taxes, insurance, etc.) and any income received:				
18	Do you have any coin collections, antique cars, gems/jewelry, stamps or any other items held for investment purposes?				
19	Are any assets held jointly with another person? If yes, list person's name and the asset(s) held jointly:				
20	Other assets not listed above?				

**VEHICLES**

Vehicle #1: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Condition \_\_\_\_\_  
 Tag # \_\_\_\_\_ State Issued \_\_\_\_\_

Vehicle #2: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Condition \_\_\_\_\_  
 Tag # \_\_\_\_\_ State Issued \_\_\_\_\_

**ADDITIONAL INFORMATION**

Household Member: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Explanation: \_\_\_\_\_



Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Signature Clause**

I understand that the Palms of Deerfield, Inc. is relying on this information to prove my household's eligibility for the Low Income Housing Tax Credit Program. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

I consent to the release of necessary information to determine my eligibility. I authorize consent to have the Palms of Deerfield, Inc. verify the information contained in this application for purposes of proving my eligibility for occupancy. Applicant hereby authorizes the owner/manager and his/her/its employees and the Deerfield Beach Housing Authority to verify said information and make independent investigations in person, by mail, phone, fax or otherwise, to determine Applicant's rental, credit, financial and character standing. To further determine my eligibility, I will provide all necessary information including source names, addresses, phone numbers, account numbers where applicable and any other information required for expediting this process.

I understand that my occupancy is contingent on meeting the Palms of Deerfield Town Homes Resident Selection Criteria and the Low Income Housing Tax Credit Program requirements. It is understood that this Application is not a Rental Agreement/Lease and that Applicant has no rights to said property until a written Rental Agreement/Lease is duly executed after the approval of this Application. Applicant agrees to timely execute said Rental Agreement/Lease after notification of the acceptance of this Application and offer of a unit. Time is of the essence.

A non-refundable application fee of \$45.00 per adult applicant to process this Application given by Applicant to the owner/manager when this Application is turned in for processing. If owner/manager has duly accepted this offer to rent, this Application is then to be treated as a completed contract to rent/lease the property, and Applicant's attempted revocation shall be deemed a breach of contract.

Applicant hereby releases owner/manager, his/her/its employees and the Deerfield Beach Housing Authority, and any and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and, further, will defend and hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without reservation or limitation, any and all such information they have concerning Applicant and, in so doing, will be acting on Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy, fax, or other reproduction of this Authorization shall be as effective as the original.

All ADULT household members must sign below:

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

## **ACCEPTABLE DOCUMENTS FOR ELIGIBLE IMMIGRANTS**

Please provide us with the following document(s):

- **Alien Registration Receipt Card (form 1-551)**
- **Arrival-Departure Record (form 1-94) with one of the following annotations:**
  - a) "Admitted as Refugee Pursuant to Section 207"
  - b) "Section 208" or "Asylum"
  - c) "Section 243" (h) or "Deportation stayed by Attorney General"
  - d) "Paroled Pursuant to Section 212 (d) (5) of the INA"

**Note: If form 1-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:**

- a) "A final court decision granting asylum (but only if no appeal is taken)"
  - b) A letter from an INS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from an INS district director granting asylum (if application filed before October 1, 1990)
  - c) A court decision granting withholding of deportation.
  - d) A letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990).
- **Temporary Resident Card (form I-688), which must be annotated "Section 245A" or Section 210"**
  - **Employment Authorization Card (form I-688B), which must be annotated "Provision of Law 274.a12 (11)" or Provision of Law 274a.12".**
  - **A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified.**

***Failure to provide ALL documents required may result in being dropped from the waiting list, terminated from the Section 8 Voucher program, or evicted from Public Housing.***