

Jefferson Center, Inc.
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Sarasota, FL 34236
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www.jeffersoncenter.net

Dear Applicant:

Thank you for your interest in Jefferson Center. Attached is an Application for Tenancy packet. Because of the HUD Section 202 program through which the property was originally opened, applicants must meet specific income requirements and head of household, spouse, or co-head must be 62 years of age or older to apply. Jefferson center is NOT subsidized.

Maximum income limits determined by the Department of HUD do apply (*please review the attached Rent Rate Schedule*). Minimum income requirements also apply, and 30% of an applicant household's income will be calculated to determine the apartment size the household qualifies for. Electricity, water, sewer, garbage, and basic cable utilities are included in the rent. All apartments are unfurnished efficiency and one-bedroom units equipped with refrigerator, stove, and blinds.

Jefferson Center will house applicants on a first-come, first-serve basis from our waiting list. Please understand that because we work with a waiting list you may not be able to choose the location of the apartment. When an applicant's name reaches the top of our Waiting List we will offer the next available apartment. If you do not accept the available apartment, your name can be dropped from the Waiting List.

Jefferson Center does not provide "assisted living," nursing services, or personal care. Residents must be capable of fulfilling lease requirements by themselves or arrange on their own for needed services to be provided by outside agencies. This application requires specific information. **Failure to provide proper documents and/or verification will result in the rejection of your application and/or delay in processing.**

Completed applications can be delivered to our office in person during regular business hours, Monday through Friday, or via first class mail. Remember that the applicant packet must contain the original signatures of all persons applying to reside in the unit. To see a typical apartment please review the on line photos. When you are interviewed for an apartment a tour will be provided at that time. Please be advised that it is your responsibility to update your information, phone number, and other changed information on your application. This must be done in writing.

Upon receipt of this application, you will be notified if it appears you have initially qualified for tenancy, and if your name has been placed on the Waiting List. Applicants will not be interviewed until this has been completed. If you have any questions concerning the applicant packet or our facility, please feel free to contact our Rental Office at (941) 953-9585 or state TTY 711.

Sincerely,

Management



NOTIFICATION TO PROSPECTIVE RESIDENTS

Thank you for your interest in becoming a tenant of **Jefferson Center**. Tenancy is open to all qualified eligible persons without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, or familial status and any other State protected classes. The attached application has been designed to be self-explanatory and all information is strictly confidential. We will calculate your gross income from the information you provide on the attached application.

Proof of Social Security Numbers & Citizenship Declaration:

Jefferson Center requires that households provide proof of Social Security numbers as well as declaration of citizenship for all household members. All family members, regardless of age, must declare their citizenship or immigration status. U.S. citizens must sign a declaration of citizenship document. According to **Federal Register 24 CFR Part 5**, beginning on January 31, 2010 owners were required to obtain verification of a signed declaration of U.S. citizenship or U.S. nationality for each household member. For U.S. citizens or U.S. nationals, the evidence consists of a signed declaration of U.S. citizenship or U.S. nationality. For all applicants, management will obtain verification of the declaration by requiring presentation of a U.S. passport, U.S. birth certificate, employment authorization card, or other appropriate documentation as provided by Section 214. For non-citizens, adequate evidence consists of a signed declaration of eligible immigration status, and one of the Section 214 eligible documents. For noncitizens, **Jefferson Center** is required to verify with the **Department of Homeland Security (DHS)** the validity of documents provided by applicants. Applicants who hold a noncitizen visa are ineligible for assistance, as are any noncitizen family members living with the student.

Applicants must provide documentation of SSNs in order to be eligible for housing at **Jefferson Center**. Adequate documentation means a social security card issued by the **Social Security Administration (SSA)** or other acceptable evidence of the SSN. The head of household/spouse/co-head must disclose SSNs for all family members. According to **Federal Register 24 CFR Part 5**, all social security numbers for an applicant's household must be verified using appropriate documentation before the household may be admitted into the project.

Smoke-Free/Tobacco-Free Community

Jefferson Center is a smoke-free/tobacco-free environment. The purpose of this rule is to protect the health and safety of our residents and property. It is a violation of the House Rules for any resident, guest, visitor, contractor and/or staff persons to smoke, carry, inhale or exhale lighted cigarettes, pipes, cigars or any other tobacco product anywhere inside the building, except in the designated area. This includes vape pens and e-cigarettes.

The designated area is 50 feet from the entrance and is located at the west end of the 9th Street patio. There is a sign posted. Violations of the smoke-free policy can result in eviction as a violation of the House Rules (which Rules are incorporated by reference in the Lease). A violation of the Lease agreement allows for immediate termination of the Lease by the Landlord.

Bed Bugs:

Jefferson Center recently adopted the policy of screening current residents for bed bug issues. If an applicant has had problems with these at their current residence, they **must** advise **Jefferson Center** of this prior to being offered an apartment. Please note: This will not prevent the applicant from getting an apartment, however

Jefferson Center will not offer the applicant an apartment until they can provide us with proof that their current residence and all of their belongings including clothes, furniture, bedding etc. have been properly treated to eliminate any presence of bedbugs. If an applicant has a problem and does not advise **Jefferson Center** then and brings the problem into the building, the new tenant may be in violation of their lease agreement/ attachments. A resident's failure to report a problem will also be considered a violation of their lease agreement.

Violence Against Women Act (VAWA) Rights:

Under the Violence Against Women Act (VAWA), applicants and residents have rights and protections as victims of domestic violence, dating violence, sexual assault, or stalking. If there is a member of your family who is a victim or survivor of domestic violence, HUD has a form you can voluntarily fill out. The Violence Against Women Reauthorization Act of 2013 protections apply to families (adults and children) applying for or receiving rental assistance payments under the project-based Section 8 program. The law protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members, from being evicted or being denied housing assistance if an incident of violence that is reported and confirmed. Applicants and residents may certify their status as victims of domestic violence by using the optional HUD Form-5382, Certification of Domestic Violence. Additionally, Notification of Occupancy Rights and Certification forms under VAWA will be given to applicants during the move-in process as well as to when assistance is being denied to an applicant household. Furthermore, management will have each household sign HUD Form-91067, VAWA Lease Addendum, at move-in and at recertification.

APPLICATION PROCEDURES

1. You must file your application at the office, either by mail, or in person, after which you will be notified of your eligibility. An interview and tour will be scheduled when an apartment is available.
2. When the applicant comes to the top of the waiting list, s/he will be interviewed. When an apartment becomes available they will be offered the available apartment unit. If possible the notification will be thirty (30) days in advance.
3. If notified by phone, you must accept the offer within twenty-four (24) hours of the phone call.
4. If notified by mail, you must respond within three (3) working days by telephone or by coming into the office.
5. You must complete the appropriate verification forms needed to complete and approve your application for tenancy within five (5) working days.
6. Having your application processed is not a guarantee of acceptance for tenancy at **Jefferson Center**.
7. At lease signing, the resident pays all of the security deposit and the first payment of the pet deposit (if applicable); and either full month's rent or the pro-rated rent for the remainder of the current month. The resident receives keys and possession of the unit immediately and may move in at any time.
8. If you have a disability and you need a reasonable accommodation or modification in order to comply with the requirements of the application process, please bring this fact to the attention of Management. **Jefferson Center** is committed to serving all eligible and qualified individuals.

9. For further processing information please see our Tenant Selection Plan. Or contact the Rental Office at (941) 953-9585.

REJECTION CRITERIA

1. Your family income is over the applicable income limits published by HUD.
2. The applicant household does not meet the minimum income requirement.
3. You or another household member have negative Criminal History including a felony, registration as a lifetime sexual predator/offender, or history of drug or alcohol abuse which may interfere with residents' rights to peaceful enjoyment of the premises. (Please review Resident Selection and Screening Criteria.)
4. Negative references from prior landlords, including poor housekeeping habits, or evidence of gang or illegal substance activity.
5. Submission of false or untrue information on your application, or failure to cooperate, in any way, with the verification process.
6. Inappropriate household size for the available unit.
7. Failure to sign designated forms and/or documents upon request, including the lease.
8. Applicant has a pet that does not conform to management's Pet Rules.
9. You are not capable of fulfilling the lease agreement, with or without assistance.
10. Inability to disclose and document all Social Security Numbers in the household.
11. Applicant or member of family has been previously removed for trespassing from the apartment community by management or the local Police Department.
12. Any other item which does not align with the Screening Criteria and requirements of the Tenant Selection Plan.

WARNING: *This application may be refused or rejected solely on the grounds that it is not complete and/or legible, or if any information is found to be false.*