



EMBASSY APARTMENTS

APPLICATION COVER LETTER

Thank you for considering Embassy Apartments, where we're dedicated to helping you discover your ideal home in our vibrant community. Conveniently situated at 304 N 13th Place , Rogers, AR 72756 , Embassy Apartments offers 48 luxurious 3-bedroom, 2-bathroom units.

To start your journey with us, please complete the Rental Application enclosed herein. Additionally, we kindly ask that you sign the Authorization for Release of Information form, allowing us to verify household income.

Please review the enclosed Tenant Selection Criteria carefully to ensure eligibility. Upon receipt, your application will undergo thorough review and processing. We will promptly notify you of its status, including placement on our Waiting List or any necessary steps to complete your application.

While on the Waiting List, it's important to keep your information up to date. You are required to update your application every six (6) months. Rest assured, our Waiting List is regularly maintained to provide accurate information and avoid delays.

When a unit becomes available, you will be promptly notified. If you decide to accept, the next steps include signing a Lease Agreement, paying a Security Deposit and first month's rent, ensuring utilities are transferred to your name with proof provided to management, and completing a Move-In Inspection with our team.

We look forward to assisting you in making Embassy Apartments your new home. Should you have any questions about the application process or our community, please don't hesitate to reach out to our Management Representative.

WARNING: Section 1001 of Title 18, U.S. Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States makes a false, fictitious, or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five (5) years, or both."

The Fair Housing Act, as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). Complaints of discrimination may be forwarded to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh Street, SW, Washington, DC 20410-2000 or call (voice) 1-800-669-9777, 1-817-978-5900 or (TTY) 1-817-978-5595.



TENANT SELECTION CRITERIA EMBASSY APARTMENTS POLICY



All project buildings and offices shall be smokefree. Smoking is prohibited in all living units, including any associated balconies, decks, or patios, and in the common areas of the buildings, including, but not limited to, community rooms, community bathrooms, lobbies, reception areas, hallways, laundry rooms, stairways, offices, and elevators. Smoking is prohibited anywhere on the grounds of the Project, including but not limited to entryways, patios, parking lots, green space, and patios.

Applicants will be eligible for residency at Embassy Apartments when the following requirements are met:

1. Applications must be completed in full. Persons who submit incomplete applications will be given notice of incompleteness and will be required to complete the application within seven (7) calendar days of the notice in order for applicant's application to remain under consideration for housing. Applicants with zero income will not be considered for occupancy.
2. Maximum household size allowed is two (2) people per bedroom.
3. Rental units specially designed for persons with disabilities. If the applicant does not have a person in the household that needs the special design feature of the accessible unit, applicant is permitted to occupy the rental unit until Management issues a 30 (thirty) day notice that a priority applicant is on the waiting list, at which time the ineligible tenant must move out of the rental unit within thirty (30) days of the notice.
4. Applicant must demonstrate the ability to pay rent, utilities, and reasonable living expenses. The following guidelines will be used to determine minimum income needed:
 - a. Rent and utilities not to exceed 40% of monthly income of the household; or
 - b. Applicant must have adequate cash on hand or an available balance in a bank account to demonstrate the ability to pay basic rent, utilities and adequate living expenses for twelve (12) months.
5. **Applicant will be required to provide past landlord history for minimum of three (3) years. Applicant must provide full names of landlord, addresses, telephone numbers, and dates of occupancy on the Rental Application or the application will be considered incomplete.**
 - a. **If there is no past landlord history, a notarized handwritten statement must accompany the application stating this information. It must be signed by the applicant and person(s) residing with the applicant.**
 - b. **If applicant's past residency has been as a homeowner, Management reserves the right to request a credit reference from the mortgage holder of the past residency property.**
6. CREDIT HISTORY – A credit report will be run on each individual 18 years of age or older who will be residing in the apartment. A national credit-reporting agency will be processing the credit application. All credit reports will be evaluated on a percentage system based on all trade lines.
Your APPLICATION FEE (non-refundable) will be: \$15.37 per person.
7. CRIMINAL BACKGROUND – A criminal background check will be run on each individual 18 years of age or older who will be residing in the apartment, and will be considered by Management in regard to eligibility for residency as described in Section 15 herein
8. WAITING LISTS. Applicants will be placed on the waiting list according to the date and time applications are received, except as otherwise stated herein. Additionally, Applicants who have a need for, and have requested, "special design features" of accessible units, will be given priority for units designed for persons with disabilities as against applicants without such need and request. Applicants will be notified in writing of their placement on the waiting list.

9. Applicant must fill out all forms. Each household member must sign his/her own signature as requested on each form. Forged signatures or someone else signing for the specified household member may be grounds for ineligibility of an application or eviction of a tenant.
10. All adult household members must be present when Management requests a personal interview and must show positive identification when requested. Birth certificate or other proof of parental relationship or guardianship may be requested in order to verify eligibility for deductions for a minor child. Application may be made by other than personal appearance when written request is made to the property by persons currently residing more than fifty (50) miles from the property or from persons physically incapacitated at the time. Such condition shall require documentation.
12. Any person wishing to join an existing household must make separate application and must be eligible for housing in this property as a separate household.
13. The Head of Household and the Co-Tenant (if any) must be legally of age and able to enter into a Lease Agreement. The property will void any Lease Agreement entered into by a person not of majority age or otherwise legally unable to enter into a binding contract under state law. If the property for which Applicant(s) submits an application for residency is an age-restricted elderly property, Applicant(s) must be the required age at time submits an application for residency except as otherwise provided herein. If Applicant is placed on a waiting list, Applicant must be the required age at the time that an available unit is offered to Applicant. If Applicant is not the required age at the time that an available unit is offered to Applicant, Applicant may remain at the same position on the waiting list. If the Applicant is not the required age at the time that an available unit is offered to Applicant a second time, the applicant will be removed from the waiting list. Applicant may resubmit an application requesting placement on the waiting list, but such placement will be in accord with all policies and procedures herein and Applicant's' previous position on the waiting list shall have no effect.
14. An applicant will be offered an apartment of appropriate size and type upon availability of such unit. If more than one such apartment is vacant, the applicant will be given a choice. If the applicant turns down the vacancy offered, the applicant may remain at the same position on the waiting list to be offered an apartment again. If the applicant turns down the second vacancy offered, for reasons other than documented health problems or that the rent and utilities exceeds 40% of applicant's monthly income, the applicant will be placed at the bottom of the waiting list. The new eligibility date is the date the applicant turned down the second offer.
15. Applicants may be ineligible if:
 - a. Application is incomplete.
 - b. Applicant provided false information necessary in the determination of eligibility.
 - c. Past performance in meeting financial obligations, including past rent and credit history, and past performance shows inability to fulfill a one (1) year lease or a poor history of job stability (minimum six (6) months). Applicant's credit score is less than 600.
 - d. Applicant has no present guaranteed income.
 - e. Applicant has a record of the disturbance of neighbors, destruction of property, living or housekeeping habits which adversely affect the health, safety, or welfare of other tenants.
 - f. Applicant has been convicted of a crime involving physical violence to persons or property or other criminal acts which adversely affect the health, safety, or welfare of themselves or other tenants or the viability of the property. In determining whether a certain conviction makes an applicant ineligible, Management will consider relevant information on a case-by-case basis, including but not limited to the date of the conviction, the underlying conduct on which the conviction was based, and the post-conviction conduct of the applicant.
16. Management will make reasonable accommodations and allow reasonable modifications for persons with disabilities, under the Federal Law. Modification is a physical change required to allow a person full enjoyment of the premises. Applicant must request, in writing, orally, or otherwise, any reasonable accommodation or reasonable modification requested. If such request is given orally or by other means other than in writing, Management will put its understanding of any such request in writing and, if such request is stated correctly and fully by Management,

Applicant must sign or otherwise provide objective, verifiable evidence of agreement that the request as written by Management is correct and complete.

In order to assist in optimum communications with applicants, tenants and members of the public that have sight or hearing impairments, the Management Agent will utilize the state relay service operated by "Arkansas Relay Service." The Management Agent will provide sign language interpreters for the hearing impaired if requested. Other accommodations will be available for the visually impaired, inclusive of audiotapes of company/project policies and forms. Assistance will be given for completing the application. The Management Agent provides handicapped accessible interview rooms.

Management does not discriminate on the basis of race, color, creed, national origin, religion, sex, age (except eligibility requirements), familial status, or person with disabilities in any phase of the occupancy process. The occupancy process includes, but is not necessarily limited to, application processing, leasing, transfers, delivery of management and services, access to common facilities, and termination of occupancy.

Any applicant/tenant who thinks his/her rights have been violated under the Fair Housing and Equal Opportunity laws should contact the HUD Regional Office, Attn.: Fair Housing and Equal Opportunity, PO Box 2778, Little Rock, AR 72203, or call toll free 1-800-424-8590.

*** All approved applications must be updated every six (6) months to remain on the waiting list. ***

Head of Household Signature

Date

Co-Head of Household Signature

Date

Site Manager Signature

Date

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The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible Mission Area, agency, staff office, or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.



COST SHEET FOR ACUTRAQ CREDIT CHECK



PROPERTY: EMBASSY APARTMENTS

COST OF ACUTRAQ

\$15.37 Per Person

Person must be 18 years of age or older.

The cost of \$15.37 for Credit Check, National Criminal Background Check, Social Security Number Trace and Score Card **is required in the form of cash or a money order and must be paid when an apartment is made available to you.**

A personal check will not be accepted.

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RENTAL APPLICATION



Embassy Apartments



Do Not Mark In This Space
Date Rec'd: ___/___/___
Time: _____

Please fill out this application completely, leaving no blank spaces. If the question does not apply to you, please indicate with "NONE".

	Full Name	Birth Date	How Related	SS#
Head of Household:				
Co-Head:				
Other Members who will live in this apartment:				

Marital Status (check one): Single Married Divorced Separated

Current Telephone Number: (____) _____

Current Address: _____
(Address) (City) (State) (Zip Code)

How Long at this Address: _____ Own Rent: Amount of Rent Paid: \$ _____

Landlords Name: _____ Telephone: (____) _____

Address: _____
(Address) (City) (State) (Zip Code)

May we contact your present landlord for a reference? YES NO

If not, please explain _____

Reason for moving: _____

If you have NOT lived at the above current address 3 YEARS OR MORE, you MUST complete the following section. List your residential history for the past three years leading up to your current residence status below:

Residence Address	Landlord Name/Address /Telephone	FROM TO (Include Month & Year)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Would you or anyone in your family benefit from special features for persons with disabilities? YES NO

Have you ever been evicted? YES NO

If yes, please explain: _____

Do you have a pet? YES NO If yes, will the pet be staying with you? YES NO

Make/Model of Vehicle: _____ License Plate Number _____

Make/Model of Vehicle: _____ License Plate Number _____

CURRENT SOURCE OF INCOME: (Please check all income sources that apply)

Social Security _____ Amount: \$ _____ Mo. _____ /or Yr. _____
Social Security _____ Amount: \$ _____ Mo. _____ /or Yr. _____
SSI Disability _____ Amount: \$ _____ Mo. _____ /or Yr. _____
Pension _____ Amount: \$ _____ Mo. _____ /or Yr. _____
Pension _____ Amount: \$ _____ Mo. _____ /or Yr. _____
Part-Time Emp. _____ Amount: \$ _____ Mo. _____ /or Yr. _____
Full Time Emp. _____ Amount: \$ _____ Mo. _____ /or Yr. _____
Other Income _____ Amount: \$ _____ Mo. _____ /or Yr. _____

Do you have a Checking Account? [] YES [] NO Current Bal: \$ _____ Interest Rate _____ %
Do you have a Savings Account? [] YES [] NO Current Bal: \$ _____ Interest Rate _____ %
Do you have CD's? [] YES [] NO Value: \$ _____ Interest Rate _____ %

Do you own a house or other real estate? [] YES [] NO If yes, Asset Value: \$ _____

Address: _____
(Address) (City) (State) (Zip Code)

List other assets you may have (i.e. Stocks, Bonds, Mutual Funds, IRA's) and include value and annual interest earned:

CREDIT REFERENCES: Your application fee covers the cost of a credit check that is performed through Acutraq Rental Screening with the personal information you provide.

PERSONAL REFERENCES: Provide two (2) persons NOT related to you, that you have known one (1) year or more.

Name: _____ Name: _____
Address: _____ Address: _____
Telephone No: (_____) _____ Telephone No: (_____) _____

How did you hear about this apartment community? _____

I/We, the applicant(s), agree to give management/owner the authority to investigate my/our credit rating, my/our current and past rental record, my/our police record, and all other information necessary to determine eligibility. I/We understand that any misrepresentation of information on this form will disqualify me from consideration for leasing and may be grounds for eviction.

FAMILY HOUSEHOLD COMPOSITION:

“The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability 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, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Ethnicity: A. Hispanic or Latino B. Not Hispanic or Latino
Race: (Mark one or more) 1. American Indian/Alaska Native 2. Asian 3. Black or African American
4. Native Hawaiian or Other Pacific Islander 5. White
Gender: Male Female

I/We hereby affirm that the foregoing information is true and correct to the best of my knowledge.

_____/_____/_____
Signature of Head of Household Date
_____/_____/_____
Signature of Co-Head of Household Date

NOTE: Applicant(s) will be notified in writing whether or not he/she have been selected for immediate occupancy, placed on a waiting list, or ineligible.

I/We understand in order to remain active on the waiting list, I/we will be required to update my application every six (6) months upon notification from management. _____ (Initials)

FINAL STATUS OF APPLICATION:

This application was (Check One): Accepted Ineligible

_____/_____/_____
Signature of Co-Head of Household Date

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mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax:(833) 256-1665 or (202) 690-7442;email:program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.



AUTHORIZATION FOR RELEASE OF INFORMATION



CONSENT

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 assistance programs. I understand 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) in administering and enforcing rules and policies. I also consent for HUD, credit bureaus, collection agencies, or future landlords to release information which includes records on my payment history and any violations of my Lease or Occupancy Policies.

I give my full consent to Professional Property Management to obtain a Credit Report through ACUTRAQ. I understand and agree that this report will become the property of the named apartment complex herein and will not be discussed with anyone, including myself. In the event I am declined due to the information found in the Credit Report, I will receive notification from the apartment complex, by mail, including instructions how to obtain a free copy of my credit report. Professional Property Management or the property is not in any way responsible for the findings on the credit report.

INFORMATION COVERED

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

- | | |
|---------------------------------|-------------------------------|
| Identity and Marital Status | Employment, Income and Assets |
| Medical or Childcare Allowances | Credit and Criminal Activity |
| Residences and Rental Activity | |

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 and Present Employers |
| Courts and Post Offices | State Employment Security Divisions |
| Law Enforcement Agencies | Social Security Administration |
| Medical and Childcare Providers | Child Support and Alimony Providers |
| Retirement Systems | Veterans Administration |
| Utility Companies | Banks and other Financial Institutions |
| Credit Providers and Credit Bureaus | Schools, Universities, and Colleges |

CONDITIONS

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

SIGNATURES

_____	_____	____/____/____
Head of Household	(Print Name)	Date
_____	_____	____/____/____
Spouse	(Print Name)	Date
_____	_____	____/____/____
Adult Member	(Print Name)	Date
_____	_____	____/____/____
Adult Member	(Print Name)	Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR A COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.

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ACKNOWLEDGEMENT



HUD Form 5380, Notice of Occupancy Rights &
HUD Form 5382, Certification of Domestic Violence and Alternate Documentation

Applicant's Name: _____

Property Name: _____

I, _____ have received and read the following forms:
(Printed Name)

- HUD Form 5380, Notice of Occupancy Rights under the Violence Against Women Act
- HUD Form 5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation

Applicant's Name

_____/_____/_____
Date

Manager

_____/_____/_____
Date

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Professional Property Management¹

Notice of Occupancy Rights under the Violence Against Women Act²

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.³ The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that Section 515/538 is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA."

Protections for Applicants

If you otherwise qualify for assistance under Section 515/538, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

If you are receiving assistance under Section 515/538, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under Section 515/538 solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Removing the Abuser or Perpetrator from the Household

Professional Property Management may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If Professional Property Management chooses to remove the abuser or perpetrator, Professional Property Management may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, Professional Property Management must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

¹ The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD's program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

² Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

³ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

In removing the abuser or perpetrator from the household, Professional Property Management must follow Federal, State, and local eviction procedures. In order to divide a lease, Professional Property Management may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, Professional Property Management may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, Professional Property Management may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

Professional Property Management will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

Professional Property Management's emergency transfer plan provides further information on emergency transfers, and Professional Property Management must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

Professional Property Management can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from



Professional Property Management must be in writing, and Professional Property Management must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. Professional Property Management may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to Professional Property Management as documentation. It is your choice which of the following to submit if Professional Property Management asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by Professional Property Management with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that Professional Property Management has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, Professional Property Management does not have to provide you with the protections contained in this notice.

If Professional Property Management receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), Professional Property Management has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, Professional Property Management does not have to provide you with the protections contained in this notice.

Confidentiality

Professional Property Management must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA. Professional Property Management must not allow any individual administering assistance or other services on behalf of Professional Property Management (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law. Professional Property Management must not enter your information into any shared database or disclose your information to any other entity or individual. Professional Property Management, however, may disclose the information provided if:



- You give written permission to Professional Property Management to release the information on a time limited basis.
- Professional Property Management needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires Professional Property Management or your landlord to release the information.

VAWA does not limit Professional Property Management’s duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, Professional Property Management cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking. The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if Professional Property Management can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property. If Professional Property Management can demonstrate the above, Professional Property Management should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with the Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with your RD State Office located at:

U.S. Department of Housing and Urban Development
Little Rock Field Office Region VI
425 West Capitol Avenue, Suite 1000
Little Rock, AR 72201-3488

Phone: 501-918-5700
Fax: 501-324-6142
TTY: 800-877-8339



For Additional Information

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>.

Additionally, Professional Property Management must make a copy of HUD's VAWA regulations available to you if you ask to see them. For questions regarding VAWA, please contact Professional Property Management at 870-425-6076.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). For local law enforcement contact information, please contact the rental office or Professional Property Management at 870-425-6076.

For help regarding sexual assault, you may contact the Rape, Abuse & Incest National Network's National Sexual Assault Hotline, 1-800-656-HOPE (4673) or <https://ohl.rainn.org/online>. For local law enforcement contact information, please contact the rental office or Professional Property Management at 870-425-6076.

Victims of stalking seeking help may contact the National Center for Victims of Crime's Stalking Resource Center, 855-4-VICTIM (855-484-2846), or <http://victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>. For local law enforcement contact information, please contact the rental office or Professional Property Management at 870-425-6076.

Attachment: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation Form, HUD-5382

The Fair Housing Act, as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). Complaints of discrimination may be forwarded to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh Street, SW, Washington, DC 20410-2000 or call (voice) 1-800-669-9777, 1-817-978-5900 or (TTY) 1-817-978-5595.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible Mission Area, agency, staff office, or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD 3027, USDA Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.



**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017



Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.



**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017



**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: _____
2. Name of victim: _____
3. Your name (if different from victim's): _____
4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____
6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____
8. Date(s) and times(s) of incident(s) (if known): _____

9. Location of incident(s): _____

<p>In your own words, briefly describe the incident(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.



CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0286
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Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

The Fair Housing Act, as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). Complaints of discrimination may be forwarded to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh Street, SW, Washington, DC 20410-2000 or call (voice) 1-800-669-9777, 1-817-978-5900 or (TTY) 1-817-978-5595.

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