



## MPDU PROGRAM INFORMATION

**Please read all instructions carefully. Incomplete applications will be returned.**

### ELIGIBILITY

- You may not currently own a home or have owned a home in the past 3 years;
- You must earn between 50 and 80 percent of the most recently published Area Median Income; and
- You must be a U.S. citizen or a permanent legal resident.
- Current Income Limits (based on 2009 HUD figures).

HOUSEHOLD SIZE	MPDU
1	\$35,945 – \$57,512
2	\$41,080 – \$65,728
3	\$46,215 – \$73,944
4	\$51,350 – \$82,160
5+	\$55,458 – \$88,733

### PRIORITY STATUS

Priority status will be awarded to, and a separate lottery may be conducted for eligible applicants who fall into one of the following categories:

- In the event a redevelopment results in tenant displacement, the City Manager will permit displaced tenants who apply for and otherwise qualify for the program to lease a unit in the development prior to the conduct of any lottery for that development.
- Full-time City of Gaithersburg employees
- Public Safety Workers (full-time federal, state, or local law enforcement personnel, Emergency Medical Technicians and firefighters having some jurisdiction in Gaithersburg and who have held such a position for at least 365 days prior to submitting an application)
- K-12 Montgomery County employees of public and private educational institutions licensed by the State of Maryland who have been employed in such a position for at least 365 days prior submitting an application

### REQUIRED DOCUMENTATION

You must submit an original signed Application and photocopies of all other required documentation. Applications missing any required documentation will be returned. Required documents you must submit include:

- Completed application signed and dated by all applicants;
- Your two most recent Federal income tax returns, including all schedules and W-2 forms (electronic summaries or E-files are not acceptable);
- Three most recent pay stubs for all wage earners aged 18 or older.
- A year-to-date summary of income and expenses if you are self-employed.

## **DOCUMENTATION FOR SPECIAL CONDITIONS**

- If you are divorced or separated, you must provide legal evidence of this.
- If you are married but file separate forms, you must provide tax forms for both you and your spouse for two years.
- If you did not file a federal tax form in either tax year, you must provide a letter from the IRS certifying that they have no record of your filing a return.
- If you did not file because you were a full-time student, you must provide a copy of your school transcript or a class schedule showing your student status during the applicable tax year(s).
- If you have a newborn child who was not listed on your Federal tax return, you must provide a copy of the child's birth certificate.
- If a dependent is 18 or older, you must verify whether or not they are a student. If they are not a student and are working, you must provide copies of their two most recent pay stubs.
- If you are a student, or if your dependent is over 18 and is a student, you must provide a current school transcript or class schedule. A student identification is not acceptable.

## **APPLICATION AND SELECTION PROCESS**

- You must submit an application for a specific project that has been announced by the City. The City will not maintain a general waiting list.
- After you submit an application, the City will review it and make an eligibility determination provided you have submitted a complete application.
- Incomplete or deficient applications will be returned. You will have one opportunity to provide all the required information, but failure to fully comply with the application requirements on the second submission will disqualify you.
- If your application is approved, the City will issue you a Certificate of Eligibility for the project you applied for and will supply you with additional information about lottery and other procedures at that time.
- All approved applicants are automatically entered into a lottery which will be held to determine the order in which units will be made available to applicants.



## MPDU PROGRAM APPLICATION FORM

**Instructions: Complete ALL applicable blanks. This information will be used to determine whether you are eligible for the program. All information will be kept confidential.**

### 1. APARTMENT COMPLEX APPLYING TO

\_\_\_\_\_

### 2. APPLICANT INFORMATION

Name: _____	Current Base Salary: \$ _____
Social Security Number: _____	Overtime: \$ _____
Current Address: _____	Bonuses: \$ _____
City/State: _____	Alimony: \$ _____
Home Phone: _____	Pension/Retirement: \$ _____
Employer: _____	Other Income <sup>1</sup> : \$ _____
Work Phone: _____	Total: \$ _____

### 3. CO-APPLICANT INFORMATION

Name: _____	Current Base Salary: \$ _____
Social Security Number: _____	Overtime: \$ _____
Current Address: _____	Bonuses: \$ _____
City/State: _____	Alimony: \$ _____
Home Phone: _____	Child Support: \$ _____
Employer: _____	Pension/Retirement: \$ _____
Work Phone: _____	Other Income: \$ _____
	Total: \$ _____

### 4. HOUSEHOLD INFORMATION

Provide all requested information; you must document whether any listed dependent 18 or older is employed or is a student.

Name	Relationship	Gender	Date of Birth
	Applicant		
	Co-Applicant		

### 5. DOCUMENTATION

Photocopies of the following documents must accompany this application:

- (a) Copies of 2007 and 2008 Federal Income Tax Return Form 1040, along with all schedules and corresponding W-2 forms; and

<sup>1</sup> Includes interest from savings and checking accounts; dividends from stocks and bonds; interest from certificates of deposit; social security benefits; VA benefits; unemployment insurance; long term disability; and any other annuities or stipends.

- (b) Copies of the three most recent pay stubs for every wage earner in the household; and
- (c) Documentation as to the employment/student status of listed dependents ages 18 or older;
- (d) If applicable, evidence of employment in a priority category (full-time City of Gaithersburg employee, Public Safety Workers, employees of K-12 public and private educational institutions licensed by the State of Maryland).

**6. CERTIFICATION**

By signing below:

- (a) I/We certify that no one listed on this application has owned a residential property within the last three year period.
- (b) I/We agree to allow the City of Gaithersburg to review this application, including all credit reports, tax returns and other financial information in order to determine my/our eligibility for the program.
- (c) I/We certify that all of the information on this application is true and complete to the best of my/our knowledge and that I/we understand that any misrepresentations in this application will prohibit my/our participation in the Gaithersburg MPDU/WFHU program.
- (d) I/We certify that I/we have read, understand and will comply with all WFHU/MPDU rules and regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**7. MAILING INSTRUCTIONS**

Please submit completed application, along with all required supporting documentation to:

MPDU/WFHU PROGRAM  
CITY OF GAITHERSBURG  
31 SOUTH SUMMIT AVENUE  
GAITHERSBURG, MD 20877

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***DO NOT WRITE BELOW: FOR OFFICE USE ONLY***

Reviewed (date):		Works in City:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Incomplete/Returned(date):		Priority Status:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total Annual Income:		MPDU Eligible:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Percent of AMI:		WFHU Eligible:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
City Resident:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Certificate Issued:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\_\_\_\_\_  
Signature/Title of Staff

\_\_\_\_\_  
Date