



## MPDU RENTAL (please circle one)

- 17 Barkley
- Hidden Creek
- Amber Commons

### PROGRAM INFORMATION

Submit all applications directly to the rental property.

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 5 years;
- You must earn between 50 and 80 percent of the most recently published Area Median Income
- You must be a U.S. citizen or a permanent legal resident.
- A one person household may not rent a three bedroom unit.
- Current Income Limits (based on 2018 HUD figures).

| HOUSEHOLD SIZE | MPDU     | Income | Range     |
|----------------|----------|--------|-----------|
| 1              | \$41,020 | -      | \$65,632  |
| 2              | \$46,880 | -      | \$75,008  |
| 3              | \$52,740 | -      | \$84,384  |
| 4              | \$58,600 | -      | \$93,760  |
| 5+             | \$63,288 | -      | \$101,261 |

#### 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 acceptable).
- Three most recent pay stubs for all wage earners aged 18 or older who are not full-time students.
- A year-to-date summary of income and expenses if you are self-employed.

## DOCUMENTATION FOR SPECIAL CONDITIONS

- 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

- Check with the rental property for unit availability. The City does not maintain a general waiting list.
- All applications must be submitted directly to the rental property. Do not submit applications to the City.
- 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.



## 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: _____                   | Gross <b>Annual</b> Salary <sup>1</sup> : \$ _____ |
| Social Security Number: _____ | Years on this job: _____                           |
| Current Address: _____        | Overtime: \$ _____                                 |
| City/State: _____             | Bonuses: \$ _____                                  |
| Home Phone: _____             | Child Support: \$ _____                            |
| Email: _____                  | Retirement: \$ _____                               |
| Employer: _____               | Other Income: \$ _____                             |
| Work Phone: _____             | <b>Total Annual Income:</b> \$ _____               |

### 3. CO-APPLICANT INFORMATION

|                               |  |
|-------------------------------|--|
| Name: _____                   | Gross <b>Annual</b> Salary <sup>1</sup> : \$ _____ |
| Social Security Number: _____ | Years on this job: _____                           |
| Current Address: _____        | Overtime: \$ _____                                 |
| City/State: _____             | Bonuses: \$ _____                                  |
| Home Phone: _____             | Child Support: \$ _____                            |
| Email: _____                  | Retirement: \$ _____                               |
| Employer: _____               | Other Income: <b>Total</b> \$ _____                |
| Work Phone: _____             | <b>Annual Income:</b> \$ _____                     |

### 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 |        |               |
|      |              |        |               |
|      |              |        |               |
|      |              |        |               |

<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.

**5. DOCUMENTATION**

Photocopies of the following documents must accompany this application:

- (a) Copies of two most recent Federal Income Tax Returns Form 1040, along with all schedules and corresponding W-2 forms; and
- (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 five year period.
- (b) I/We agree to allow the property management company 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 program.
- (d) I/We certify that I/we have read, understand and will comply with all MPDU rules and regulations.

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

**7. MAILING INSTRUCTIONS (No faxes will be accepted.)**

Please submit completed application, along with all required supporting documentation directly to the rental property.

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

|                            |     |                  |                     |     |    |
|----------------------------|-----|------------------|---------------------|-----|----|
| Reviewed (date):           |     | Works in City:   | Yes                 | No  |    |
| Incomplete/Returned(date): |     | Priority Status: | Yes                 | No  |    |
| Total Annual Income:       |     | MPDU Eligible:   | Yes                 | No  |    |
| Percent of AMI:            |     | WFHU Eligible:   | Yes                 | No  |    |
| City Resident:             | Yes | No               | Certificate Issued: | Yes | No |

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

\_\_\_\_\_  
Date