



UNDERSTANDING TAX CREDIT COMMUNITIES

This community is part of the Low-Income Housing Tax Credit (LIHTC) program. This program is designed to offer affordable housing to only those individuals whom meet specific income requirements. State housing agencies regulate the process to ensure only qualified residents may reside here. There is a strict maximum household income requirement which is based on the county's area median income (AMI) which **cannot** be exceeded.

Program regulations require we calculate anticipated **total gross household income** by projecting the next 12 months of income. All income and assets go through a verification and audit process which is of the highest standard.

All income includes:

- Full Time and Part Time Employment
- Any Projected Overtime, Bonuses, Increases
- Child Support
- Alimony
- Social Security
- Social Security Disability
- Supplemental Security Income
- Income from assets (Interest, Dividends, etc.)
- Pensions
- Gifts or Cash Deposits

If projected **total gross household income** is any amount over the maximum income limit, it will result in immediate denial of any application for housing as per IRS and State regulations. In addition to income, Ingerman Management will complete a comprehensive credit, criminal, and prior eviction screening which must be passed to continue the process.

Under penalty of perjury, any misrepresentation, falsified documents, or failure to disclose information will result in an immediate denial of your application for housing. It will also result in immediate eviction when discovered after move in.

If you are looking for more information on tax credit communities, you may do internet searches for "understanding tax credit communities" or "understanding low income housing tax credit communities"

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HOW THE APPLICATION PROCESS WORKS - MARYLAND

Applying for a Tax Credit community can be a time-consuming process. Due to all the requirements and requests, it can sometimes be overwhelming. However, if you are dedicated to the process and are both responsive and accessible during this time, typically it takes about two weeks to be approved if you are qualified and the apartment is vacant.

We place strict time requirements for your household to submit documents or provide information so that we may move through the process as quickly as possible. If you do not provide these requests within the time required, you will be removed from the waiting list, and we will begin processing the next person in line.

If a unit is unavailable, your application will be used to place you on the waitlist; **no application fee is due, and no processing is performed**. Should a unit become available, applications are processed in the order they are received.

To help you prepare, we have created this timetable to better educate you on what to expect. The application process can be summed in three stages:

1) Pre-Qualification

During this stage the applicant will fill out our pre-qualification application and provide us with the following:

- **A government issued photo ID**
- **A non-refundable application fee of \$25**
- **Formal proof of income (typically paystubs).**

A screening is performed which includes; credit, criminal, and landlord tenant history, and we calculate total household projected income. If the applicant passes this initial phase, they will be sent a pre-qualified letter and the official tax credit application needed for the next step.

2) Intake Interview and Documentation

The applicant schedules a visit to the office within five days accompanied by all household members 18+ years of age. During the visit they will bring in all the required documents and take part in an interview which will last approximately 60 minutes. The applicant and on-site team member will review the application and documentation. If any documentation or information has not been received, it will delay the process. The applicant will be required to submit all information within 48 hours and may be required to re-visit the office.

3) Verification and Calculation

The last step of the process is the most time consuming as we need to verify that all information and documentation are accurate and truthful. The applicant should be readily accessible as we may need them to provide additional documents or attend a conference call for verbal verifications.

Once the unit is available the application will be sent out for formal review and approval. If approved, the applicant should be prepared to sign the lease as soon as the unit is ready for occupancy, or as soon as inspections/approvals are completed. **If the unit is not currently available for immediate move in, we are required to collect the most recent income and asset information as it is received by the applicant until move in.**

We hope this guide was helpful in your understanding of our application process. Please feel free to inquire with the management office for any questions.

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LIHTC Pre-Qualification Application



Date & Time Stamp

Property: _____ Unit #: _____ Set Aside: _____

PROVIDING FALSE INFORMATION OR NOT DISCLOSING INFORMATION MAY RESULT IN THE LOSS OF YOUR HOUSING

Applicant Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone Number: _____ Email Address: _____

What size apartment are you applying for? (check one) ☐ Studio ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

HOUSEHOLD COMPOSITION

Please list household members starting with Head of household on line 1, then in order of oldest to youngest.

Be sure to include members temporarily away from home, including (but not limited to): dependents away at school, military persons stationed away from home that have a spouse or dependent in the home.

Last Name, First Name	Relationship to Head of Household	Birth Date	Age	Social Security Number	Student Status: (Includes Elementary through Higher Education)		
					Full Time	Part Time	N/A
1.	Head						
2.							
3.							
4.							
5.							
6.							

1. Do you expect any changes to your household composition over the next 12 months? Yes No

If yes, please explain. _____

2. What is Your Total Annual Gross Income? Member #1 _____ Member #2 _____ Member #3 _____

3. Does your household anticipate any raises, bonus, overtime, changes to employment, or becoming employed? Yes No

a. If yes, what is the anticipated amount? _____

4. Is there any other income we should be aware of (misc. deposits, cash transactions, etc.)? _____

5. Does anyone in your household receive program housing assistance such as Section 8? Yes No

a. If yes, please explain & what amounts are received? _____

6. Nationality: White African American American Indian/Alaskan Native 7. Ethnicity: Hispanic Not Hispanic
Native Hawaiian/Pacific Islander Asian Decline to Report Decline to Report

8. Have you or anyone in household filed for bankruptcy, committed a crime, been filed on for eviction or been evicted?

a. If yes, please explain. _____

9. Are there any special needs or accommodations your household will require? Yes No

This application is the first step in determining your eligibility for meeting the requirements to rent an apartment at this community. Along with this application, we will require a non-refundable application fee, proof of total household income, and a government issued photo ID. By signing below you agree to allow us to run a screening check. The information provided is confidential and will be used solely for the purposes of determining eligibility. If you are deemed pre-qualified after this application has been run, this does not mean you are approved for the apartment. It is an important first step to continue the process and proceed to the next step.

Signature & Date

Signature & Date

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Signature & Date





Electronic Application Fee Payment Option

Sign and complete this form to authorize Ingerman Management Company to make a one-time **non-refundable** debit to your checking or savings account or charge to your Visa, MasterCard or Discover Card.

By signing this form, you give us permission to debit your account or charge your credit card for the amount indicated on or after the indicated date. This account or charge amount will include a 2.9% convenience fee if paying with a Credit Card or a \$0 fee if paying by Checking / Savings account. This permission is for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Ingerman Management Company to debit my bank
(FULL NAME)
account or charge my credit card indicated below for \$ _____ on or after _____ for payment of my
(AMOUNT) (DATE)
households application fees and fees associated with processing my household application

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Checking / Savings Account

☐ . . Checking ☐ . . Savings

Name on Acct _____

Bank Name _____

Account Number _____

Bank Routing # _____

Bank City/State _____



Credit Card

Visa _____ Master Card _____

Amex _____ Discover _____

Cardholder Name _____

Account Number _____

Exp. Date _____

CVV _____

(3-digit number on the back of card)

Signature

Date

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Ingerman Management Company in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Ingerman Management Company may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.