

Keystone Apartments
3115 Roy Key Ave.
Ames, IA 50010
(515) 232-2865

Stonehaven Apartments
421 Stonehaven Drive
Ames, IA 50010
(515) 232-2021

Dear Applicant:

Thank you for your interest in Keystone & Stonehaven apartments. Attached you will find an application and supporting documentation. Please fill them out and return to the office as soon as possible.

Keystone & Stonehaven's waiting list is based on the date and time a completed application is received, so it is important that you answer every question and return it to the office in a timely manner.

If you have any questions about the application or any of the supporting documents, please feel free to call the office at (515) 232-2021 or (515) 232-2865.

Sincerely,



K.D. Burkett
Administrator



The owner does not discriminate on the basis of handicap for admission
Or access to Keystone or Stonehaven Apartments and does not
Discriminate against persons with handicaps.

An Equal Housing Opportunity



STANDARDS OF ELIGIBILITY

1. Eligible applicants will be a single individual or a two-person household in which at least one member is 62 years of age or older, or has a physical handicap that is of such nature that they would be eligible for an accessible apartments, i.e. mobility impaired.
2. Residents may occupy apartments with live-in attendants if assistance is essential to the resident's care and well-being. Such an attendant will not be considered a member of the household, and the attendant's income and assets will not be included in the financial information used to determine rent. Need for such a live-in attendant must be verified by a medical physician.
3. Mobility impaired persons may have an apartment altered to suit their special needs. Such alterations must be applied in advance by the management, and must be done at the expense of the resident. The management may require the resident to restore the apartment at his/her expense when vacated.
4. Assistance is available for the completion of the application if needed.
5. All applicants must meet the financial requirements of HUD for rental assistance (low or very low), and be eligible for rental assistance on the current contract rent at Keystone or Stonehaven Apartments. Income limits vary from year to year. Current income limits are available at Keystone or Stonehaven's office.
6. Applicants must have the ability to pay monthly rent, plus a rental deposit equal to one months rent or \$50.00 which ever is greater. (Rents can be 30% of adjusted income, \$25.00, or 10% of monthly income.)



November 2004

Things You Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

Purpose	This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.
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Penalties For Committing Fraud	<p>The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information you may be:</p> <ul style="list-style-type: none">• Evicted from your apartment or house• Required to repay all overpaid rental assistance you received• Fined up to \$10,000• Imprisoned for up to 5 years and/or• Prohibited from receiving further assistance
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Your state and local governments may have other laws and penalties as well.

Asking Questions	When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your questions or find out what the answer is.
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Completing The Application	<p>When you answer application questions, you must include the following information:</p> <p>Income</p> <ul style="list-style-type: none">• All sources of money you or any member of your household receives (wages, welfare payments, alimony, social security, pension, etc.)• Any money you receive on behalf of your children (child support, social security for children, etc.)• Income from assets (interest from a savings account, credit union, or certificates of deposit, dividends from stock, etc.)• Earning from second job or part time jobs• Any anticipated income (such as a bonus or pay raise you expect to receive) <p>Assets</p> <ul style="list-style-type: none">• All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc. that are owned by your and any adult member of your family's household who will be living with you.
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- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
 - The names of all the people (adults and children) who will actually be living with you, whether or not they are related to you.
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Signing the Application

- Do not sign any forms unless you have read it, understand it, and are sure everything is complete and accurate.
 - When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
 - Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.
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Recertification

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes such as increases of pay and/or benefits, damage or loss of job and/or benefits, etc. for all household members.
 - Any move in or move out of a household member; and,
 - All assets that you or your household members own and any assets that were sold in the last 2 years for less than its full value.
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Beware of Fraud

You should be aware of the following fraud schemes:

- Do not pay any money to file an application;
 - Do not pay any money to move up on the waiting list;
 - Do not pay for anything not covered by your lease;
 - Get a receipt for any money you pay; and,
 - Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).
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Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to

you to make false statements; report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE (GFI), 451 Seventh Street S.W., Washington, DC 20410

HUD-1140-OIG THIS DOCUMENT MAY BE REPRODUCED WITHOUT PERMISSION



Admission Guidelines for Keystone & Stonehaven Apartments

Currently, applications may be given only to persons who meet one of the following conditions listed below:

1. Persons who are 62 years of age or older, and who have met the normal standards for admission and understand that there are no support services provided by staff.
2. Persons who meet the HUD definition of mobility impaired, who have met the conditions under A and B following:
 - A. Have submitted written evidence that indicates that their handicap is of such nature that they would be eligible for an accessible apartment (mobility impaired) and
 - B. Have met the normal HUD standards for admission and understand that there are no support services provided by staff.