



# Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

## ELIGIBILITY DEPARTMENT

400 Wayne Avenue, Dayton, OH 45410

Phone: 937-910-7500 or 937-910-5400 | TDD Number: 937-910-7570

## ***ASSET MANAGEMENT APPLICATION***

To apply for GDPM Asset Management Housing, also known as public housing, applicants must attend an orientation. **ALL ADULTS ON THE APPLICATION MUST BE PRESENT FOR THE ORIENTATION. DUE TO LIMITED SPACE AND COVID PRECAUTIONS, CHILDREN ARE NOT PERMITTED IN THE BUILDING.**

*Beginning Tuesday, September 7, 2021 until further notice, Orientation Classes will begin on Monday, Tuesday and Wednesday mornings and afternoons with limited seating.*

*The check-in time for the morning session begins at 9:00 a.m. The check-in time for the afternoon session begins at 1:30 p.m. NO ONE will be accepted after 9:10 a.m. or 1:40 p.m.*

**ALL applicants must bring the COMPLETED APPLICATION and the FOLLOWING DOCUMENTATION to the orientation:**

- Verification of date of birth for **ALL** family members (birth certificates – copies are accepted, if legible)
- Social Security cards for **ALL** family members
- Driver's license or State ID for **ALL** members 18 years and older
- Military DD214 (if applicable)
- Proof of either U.S. Citizenship or eligible immigration status

**IF ANY DOCUMENTATION IS MISSING, YOU CANNOT ATTEND THE ORIENTATION. PLEASE CHECK CAREFULLY THAT YOU HAVE ALL NECESSARY DOCUMENTS BEFORE COMING TO THE ORIENTATION.**

**NOTE: If you previously lived in GDPM housing, or received a Housing Choice Voucher (Section 8), and owe a previous balance, YOU MUST PAY THAT BALANCE IN FULL before we can offer you housing.**





## Greater Dayton Premier Management Application for Asset Management Housing

Applicant's Name	Alternate/Emergency Contact Person	
Address	Telephone Number with Area Code	
City, State, Zip ( ) ( ) ( )	Email Address ( ) ( ) ( )	
Home Phone	Work Phone/Extension	Cell

**Bedroom Size:**

<b>Efficiency</b>	<b>1 bedroom</b>	<b>2 bedrooms</b>	<b>3 bedrooms</b>
<b>4 bedrooms</b>	<b>5 bedrooms</b>	<b>Other:</b>	

### STATEMENT OF FAMILY COMPOSITION

**List yourself and all persons who will reside with you (use the back of this sheet if necessary):**

Full Name	Social Security No.	Date of Birth	Age	Sex	Relationship to Head of Household
					<b>SELF</b>

<b>YES</b>	<b>NO</b>	Is anyone in your household a full-time student and 18 years or older? Please list her/his name and the name of the school(s) he/she attends:

YES	NO	
		Is the head of household, or spouse, elderly (62 or older)?
		Are you or your spouse working over 20 hours per week?
		Are you homeless? (Must provide documentation)
		Are you a victim of domestic violence?
		Are you a veteran of the armed forces?
		Are you being involuntarily displaced from your home by a government agency?
		Are you a participant in the Day-Mont West Sojourner program?
		Do you pay for medical insurance?
		Do you pay expenses relating to a handicap or disability?
		I pay medical expenses out of my own pocket: \$_____ per_____.
		I pay child care expenses out of my own pocket: \$_____ per_____.
		I pay attendant care expenses out of my own pocket: \$_____ per_____.



## ANNUAL INCOME CHECKLIST

- 1) Will any household member be receiving any type of income from employment? Yes  No   
 If yes, list name, company name, and company address of such family member(s) who will receive employment income.

Family Member Name(s)	Employer's Name and Address	Dates Worked	Pay Rate	Hours per Pay Period Frequency of Pay weekly/bi-weekly/monthly
		From: To:		
		From: To:		
		From: To:		

- 2) Will any household member be receiving income from a family-operated business or be otherwise self-employed? Yes  No   
 If yes, list names of such family members who will receive income from self-employment.

Family Member Name(s)	Dates Worked	Income Amount	Frequency weekly/bi-weekly/monthly
	From: To:		
	From: To:		

- 3) Will any household member be receiving Social Security or SSI benefits? Yes  No   
 If yes, list names of such recipients.

	\$	Per	
	\$	Per	
	\$	Per	

- 4) Will any household member be receiving periodic payments from annuities, insurance policies, retirement funds, pensions, disability or death benefits, or other similar amounts? Yes  No   
 If yes, list names of such recipients.

	\$	Per	
	\$	Per	
	\$	Per	



5) Will any household member receive unemployment compensation, disability compensation, worker's compensation or severance pay? **Yes**  **No**

If yes, list family members who are recipients.

_____	\$ _____	Per _____
_____	\$ _____	Per _____
_____	\$ _____	Per _____

6) Will any household member be receiving public assistance benefits (cash/food stamps)? **Yes**  **No**

If yes, list recipients.

_____	\$ _____	Per _____
_____	\$ _____	Per _____
_____	\$ _____	Per _____

7) Will any household member be receiving alimony or child support payments? **Yes**  **No**

If yes, list first names of such family members who are recipients.

_____	\$ _____	Per _____
_____	\$ _____	Per _____
_____	\$ _____	Per _____

8) Will any household member be receiving pay as a member of the Armed Services? **Yes**  **No**

If yes, list family members who are recipients.

_____	\$ _____	Per _____
_____	\$ _____	Per _____
_____	\$ _____	Per _____

9) Will any household member be receiving lottery winnings, paid periodically? **Yes**  **No**

If yes, list family members who are recipients.

_____	\$ _____	Per _____
_____	\$ _____	Per _____
_____	\$ _____	Per _____

10) Will any household member be receiving reoccurring monetary contributions or other gifts or payments from a non-household member? **Yes**  **No**

If yes, list first names of recipients.

_____	\$ _____	Per _____
_____	\$ _____	Per _____
_____	\$ _____	Per _____



## ASSET CHECKLIST

		Yes	No	Value of Asset	Name of Financial Institution/Provider
1)	Do any household members have the following:			\$	
a.	A savings account?			\$	
b.	A checking account?			\$	
c.	A safety deposit box?			\$	
d.	Cash home?			\$	
e.	Cash anywhere else?			\$	
2)	Do you have trust funds available to your household?			\$	
3)	Do you have equity in rental property or other capital investments?			\$	
4)	Do you have any stocks, bonds, treasury bills, certificates of deposit or money market funds?			\$	
5)	Do you have any retirement/pension funds?			\$	
6)	Will you receive any lump sum receipts?			\$	
7)	Are you holding any personal items as investments (antique cars, coin or stamp collections, etc.)?			\$	
8)	Do you have a "Whole Life" insurance policy?			\$	
9)	Have you disposed of any assets for less than Fair Market Value in the past two years?			\$	
				If yes, please complete the Asset Divestiture Certification Form.	

### OPTIONAL DECLARATION

There are certain housing program benefits that are available to applicant families who have a family member who is a person with a disability. If you or any family member qualifies and you would like to be considered for these benefits, please indicate below:

**Yes**

Disabled? Family Member: \_\_\_\_\_  
 Doctor's Name: \_\_\_\_\_  
 Doctor's Address: \_\_\_\_\_  
 Doctor's Phone No: \_\_\_\_\_

Will you or a family member benefit by living in an apartment designed to accommodate a wheelchair user?

Will you or anyone in your household require a live-in care attendant?  
 Name of live-in attendant: \_\_\_\_\_  
 Relationship, if any: \_\_\_\_\_

***If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize GDPM's programs and services please inform us.***



## NOTICE TO ALL APPLICANTS

### Reasonable Accommodations for Applicants with Disabilities

Greater Dayton Premier Management (GDPM) is a public agency that provides low rent housing to eligible families, elderly families and single people. GDPM is not permitted to discriminate against applicants on the basis of their race, religion, sex, color, age, disability or familial status. In addition, GDPM has a legal obligation to provide “reasonable accommodations” to applicants if they, or any family members have a disability. A reasonable accommodation is some modification or change GDPM can make to its apartments or procedures that will assist an otherwise eligible applicant with a disability to take advantage of GDPM’s programs. Examples of reasonable accommodations would include:

- Adding or altering unit features so they may be used by a family member with a disability;
- Installing strobe type flashing light smoke detectors in an apartment for a family with a hearing impaired member;
- Permitting a family to have a large dog to assist a family member with a disability in a GDPM family development where the size of dogs is usually limited;
- Making large type documents, Braille documents, cassettes or a reader available to an applicant with a vision impairment during the application process;
- Making a sign language interpreter available to an applicant with a hearing impairment during the interview or meetings with GDPM staff;
- Permitting an outside agency or individual to assist an applicant with a disability to meet the GDPM’s applicant screening criteria.

An applicant family that has a member with a disability must still be able to meet essential obligations of tenancy. They must be able to pay rent, to care for their apartment, to report required information to GDPM, to avoid disturbing their neighbors, etc., but there is no requirement that they be able to do these things without assistance.

If you or a member of your family have a disability and think you might need or want a reasonable accommodation, you may request it at any time in the application process or at any time you need an accommodation. This is up to you. If you would prefer not to discuss your situation with GDPM, that is your right.

It is the policy of Greater Dayton Premier Management (GDPM) to ensure that communications with applicants, residents, program participants, and members of the public with disabilities are as effective as communications with others. If you need assistance in this area, please request a copy of GDPM’s Effective Communication Policy that describes the auxiliary aids and services that GDPM can provide.



## SPECIAL UNIT REQUIREMENT(S) QUESTIONNAIRE

This questionnaire is to be administered to every applicant for Asset Management housing at GDPM. It is used to determine whether an applicant family needs special features in their housing unit. The need for special adaptations must be verified in order to assure the the limited number of units with special features go to families that actually need the features.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Will you, or any member of your family require any of the following?

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Handicapped Accessible Unit |
| <input type="checkbox"/> | One-level unit              |
| <input type="checkbox"/> | Live-In Attendant           |
| <input type="checkbox"/> | Unit for Vision-Impaired    |

- |                          |                              |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Unit for Hearing-Impaired    |
| <input type="checkbox"/> | Extra bedroom                |
| <input type="checkbox"/> | Other modifications to unit: |
- \_\_\_\_\_

2. Can you and all family members use the stairs unassisted? Yes  No

If NO, please indicate how GDPM should accommodate your family:

\_\_\_\_\_

3. Will you or any of your family members need a live-in aide to assist you? Yes  No

If YES, please explain:

\_\_\_\_\_

4. If you checked any of the above listed categories of units, please explain exactly what you need to accommodate your situation. Attach additional sheets if needed.

\_\_\_\_\_

5. What is the name of the family member needing the features identified above?

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PREVIOUS LANDLORD INFORMATION

1. Have you ever been a resident with Greater Dayton Premier Management housing before? **Yes**  **No**   
If yes, where did you live and when:

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2. Have you ever lived or are you currently living in public housing or subsidized housing? **Yes**  **No**   
If yes, where did you live and when:

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3. Please list your current and previous addresses and landlord information for the last five (5) years.  
Attach a sheet of paper to the application if more space is needed.

Present Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_

Present Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_

Present Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_

**Were you referred to our Agency by a current GDPM resident?**

**Yes**  **No**

## RELEASE OF INFORMATION

**GDPM has my authorization to correspond with the following agencies and/or persons on my behalf:**

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## APPLICANT CERTIFICATION

I/We certify, swear, or affirm that the information given to Greater Dayton Premier Management regarding the household composition, income, assets, allowances, and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements of any information are punishable under Federal Law and the laws of the State of Ohio. I/We also understand that this information may be released to the appropriate Federal, State, or local agencies or when relevant to civil, criminal or regulatory investigators or prosecutors. I/We further understand that false statements or false information are grounds for the termination of housing assistance and tenancy.

I/We understand that all changes to this application must be reported to GDPM in writing.

I/We understand that additional information may be requested in order to complete the application. Failure to supply such information when requested may disqualify me from consideration for admission. I also understand that a national criminal background check will be made.

I/We understand that if I/We am/are offered housing that rent is due and payable in advance on the first day of each month and shall be considered delinquent after the fifth calendar day of the month. Failure to make timely rental payments may result in the following: additional late fees, the loss of housing and negative landlord and credit reports.

X	X
Signature: Head of Household      Date	Signature: Spouse or other Adult      Date
X	X
Other Adult Household Member      Date	Witness: GDPM Designee      Date

**How did you hear about Greater Dayton Premier Management?**

**Billboard**     
  **Radio**     
  **Friend**     
  **Other**

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.



### OFFICE USE ONLY

BTC Check _____	Balance _____	Date _____	By _____
SOL Check _____	Stop _____	Date _____	By _____
Trespass _____	Stop _____	Date _____	By _____
Evict Check _____	Stop _____	Date _____	By _____
Selected RAD Property _____		Date _____	By _____

### GDPM CERTIFICATION

I certify that: (1) the information given to Greater Dayton Premier Management by the household of \_\_\_\_\_ on household composition, income net family assets, and allowances and deductions has been verified as required by federal law; (2) the family was eligible at admission; and (3) the family has certified that it has given our Agency accurate and complete information.

Signature of GDPM Designee: \_\_\_\_\_ Date: \_\_\_\_\_

