



A Presbyterian SeniorCare  
Network Affiliate

Saint Therese Plaza, Inc.  
4 St. Therese Court  
Munhall, PA 15120  
T: 412.462.2319  
F: 412.462.3125  
PA Relay 711  
StTherese@SrCare.org  
SrCareNetwork.org

Dear Applicant:

Thank you for your interest in Saint Theresa Plaza. Enclosed is an application and information regarding our apartment community. To assist us in determining your eligibility for residency at Saint Theresa Plaza, please complete the application in its entirety and return it to our rental office at your earliest convenience.

Once we determine your eligibility, you will be notified by mail. If you need assistance in filling out the application or have any questions, please feel free to contact me at (412) 462-2319.

I look forward to meeting with you and assisting you with your housing needs.

Sincerely,

Saint Theresa Plaza





**SAINT THERESA PLAZA**  
**4 Saint Therese Ct**  
**Munhall, PA 15120-3702**  
**Telephone: (412) 462-2319 Fax: (412) 462-3125**

Application for Admission

This is an Application for Admission. Please answer all questions completely and truthfully. We will verify your answers. Any misrepresentation of information related to eligibility, preference for admission, allowance, rent, family composition, personal history, or prior tenant history is grounds for rejection. Enter "none" or "N/A" for those questions which you believe does not apply to you. Before offering you a unit, you will need to sign appropriate consent forms which will let us check the information you gave us. Information you provide on income and disability will be maintained as confidential. However, in accordance with program regulations, information may be released to appropriate Federal, state or local agencies.

**IF, FOR ANY REASON, YOU REQUIRE ASSISTANCE OR HAVE QUESTIONS RELATING TO THE APPLICATION OR SCREENING PROCESS, PLEASE CONTACT THE PROJECT OFFICE.**  
**HOUSING INFORMATION**

<b>Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>	<b>Email</b>
Do you have a senior exemption? (no social security card & 62 before 2010)	Yes	No	
<b>Current Street Address</b>	<b>City, State &amp; Zip</b>		<b>Telephone #</b>

**APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years**

Current Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Current Landlord Address: \_\_\_\_\_

Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Previous Landlord Address: \_\_\_\_\_

Please list all states where all household members have lived: \_\_\_\_\_

Have you ever been evicted from Housing? \_\_\_\_\_

<b>Co-Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>
<b>Co-Current Street Address</b>	<b>City, State &amp; Zip</b>	

**CO-APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years**

Co-Applicant Current Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Co-Applicant Current Landlord Address: \_\_\_\_\_

Co-Applicant Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Co-Applicant Previous Landlord Address: \_\_\_\_\_

Please list all states where all household members have lived: \_\_\_\_\_

Have you ever been evicted from Housing? \_\_\_\_\_

**EQUAL OPPORTUNITY HOUSING**

Our housing complies with federal and state fair housing laws and does not discriminate against any person because of race, color, religion, national origin, sex, age, familial status, sexual orientation, gender identification, marital status, or disability. This information will have no effect on your application, requested for (HUD purposes only). It is being requested for use in HUD reports.

Household Financial Information-Please provide this information for each member of the household who will live in the apartment (except proposed live-in aides). The financial information is necessary to meet the requirements of HUD and this facility's screening criteria.

**ANNUAL INCOME**

Source	Applicant	Co-Applicant	Other Household Members 18 Years or Older	Total
<b>Gross</b> Social Security	\$	\$	\$	\$
SSI	\$	\$	\$	\$
SSP	\$	\$	\$	\$
<b>Gross</b> Pensions	\$	\$	\$	\$
Interest from: Savings, Certificates of Deposits, Stocks & Bonds	\$	\$	\$	\$
Other Income (specify type)	\$	\$	\$	\$

**ASSETS**

Source	Applicant	Co-Applicant	Other Household Members 18 Years or Older	Total
Checking Account (avg. 6 months)	\$	\$	\$	\$
Savings Account (current balance)	\$	\$	\$	\$
Certificate of Deposit	\$	\$	\$	\$
Stocks & Bonds (Current Value)	\$	\$	\$	\$
IRA/Keogh	\$	\$	\$	\$
Real Estate (Appraised value less mortgage)	\$	\$	\$	\$
Life Insurance (Cash Surrender Value)	\$	\$	\$	\$
All <b>other</b> Assets	\$	\$	\$	\$
Total Assets	\$	\$	\$	\$

Have you disposed of any asset(s) valued at \$1,000 or more in the past two years for less than fair market value of the item?  **Yes**  **No** If yes, please list the asset value under the "other" column in the above listing of assets.

Are there any full-time or part-time students 18 years of age or older in your household?  
 **Yes**  **No**

Marital Status:      Single                      Married                      Divorced                      Widowed

If widowed or divorced, give date: \_\_\_\_\_

Are you currently living in Section 8 Subsidized Housing?  **Yes**  **No**

Is the Co-Applicant currently living in Section 8 Subsidized Housing?  **Yes**  **No**

Do you own an automobile?  **Yes**  **No**

Do you plan to have a pet upon move-in?      **Yes**      **No**

Have you, any proposed occupant or any proposed live-in aid in your household been convicted, pled guilty or pled no contest to, or have had any other disposition other than a non-guilty verdict for any crime involving injury or threat to another person, destruction or threat of destruction of property, the use, sale, distribution, manufacture or possession of, or the intent to sell, distribute, manufacture or possess any illegal drugs, or any other crimes that may render an applicant unsuitable for residency in our community?

**Yes** **No** If yes, list the dates, crimes/violations, locations, jail/prison time served, probation and/or parole status and any other information you would like us to consider: \_\_\_\_\_

Is the applicant or any member of the applicant's household subject to a state life time sex offender registration in any state?  **Yes**  **No**

List all states where you (applicant) and members of your household have resided: \_\_\_\_\_

**SPECIAL UNIT SELECTION**

Do you or any member of your household have a condition that requires:

- |   |  |
|---|--|
| <input type="checkbox"/> A barrier free unit                      | <input type="checkbox"/> Unit for hearing impaired |
| <input type="checkbox"/> Physical Modifications to a typical unit | <input type="checkbox"/> Unit for vision impaired  |

If you checked any of the above, please explain exactly what you believe is required to accommodate your situation: \_\_\_\_\_

What is the name of the family member requiring the features identified above? \_\_\_\_\_

Will you or any family member require a live-in aide to assist you?

**Yes**  **No**

Marketing Information

How did you learn about our community? \_\_\_\_\_

Current Resident      Friends      Newspaper      Advocate      Other

If Current Resident please list name: \_\_\_\_\_

**Applicant Certification and Release**

I/We understand the information in this application will be used to determine eligibility for a unit and understand that any false information may make me/us ineligible for a unit. I/We also understand that all adult members of the household must sign the Applicant's/Tenant's Consent to the Release of Information and HUD required Notice and Consent for the Release of Information to enable verification of our information before I/we can be offered a unit.

I/We also recognize and agree that management may obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S.C. Section 1681a(d), seeking information on my/our credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

If my/our application is approved, and move-in occurs, I/we certify that only those persons listed in this application will occupy the apartment and they will maintain no other place of residence, and that there are no other persons for whom I/we have, or expect to have, responsibility to provide housing. I/We agree to notify management in writing regarding any changes in household address, telephone numbers, income and household composition.

**SIGNATURE PAGE**

**WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS OF ANY MATERIAL FACT INVOLVING THE USE OF OR OBTAINING FEDERAL FUNDS.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse or Co-Applicant

\_\_\_\_\_  
Date

Contact Person (in the event you cannot be reached):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**IF SOMEONE OTHER THAN THE APPLICANT(S) COMPLETED THIS APPLICATION:**

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**PROGRAM ACCESSIBILITY STATEMENT**

**NOTICE TO ALL APPLICANTS: Options for Applicants with Disabilities**

This property is managed by SeniorCare Network, Inc. We provide affordable housing to persons with disabilities. We do not discriminate against applicants or residents on the basis of their race, color, religion, national origin, sex, age, familial status, sexual orientation, or disability. In addition, we have a legal requirement to provide A reasonable accommodations to applicants and residents if they or any member of their family have a disability.

Reasonable accommodation is some modification or change that we can make to the rules or procedures or to the structure of the property that will assist an otherwise eligible applicant or resident with a disability to take advantage of the program.

## WAITING LIST CHOICE FORM

**Saint Therese Plaza** has 100 one-bedroom apartments with standard features, ten (10) of which are handicapped-accessible apartments for the mobility impaired. Visual/hearing impaired adaptations are available upon request and verified need. Units are assigned on a first-come, first-served basis based on your place on the waiting list.

The waiting list has 2 categories: standard one-bedroom waiting list, and handicapped-accessible units with design features for the mobility impaired waiting list. Each applicant must designate which waiting list they wish to be placed on – standard one-bedroom unit or handicapped accessible unit.

### PLEASE INDICATE WHICH WAITING LIST YOU WISH TO BE PLACED ON.

There are two unit-types available that contain different design features. Listed below are Standard one-bedroom units, and handicapped-accessible units, with a description of its design features. Visual/hearing impaired adaptations are available upon request and verified need. Please check the appropriate type of unit with the design features that meet your needs.

Units will be assigned based on your place on the waiting list on a first-come, first-served basis. You may choose more than one unit type due to the fact there is a limited number of each type of unit available.

### PLEASE CHECK YOUR CHOICE:

\_\_\_\_\_

Standard one-bedroom units (62 years and older)

- Fully equipped kitchen with refrigerator and stove
- Wall-to-wall carpeting
- Individual heating and air conditioning units in each apartment
- Modern bathrooms

\_\_\_\_\_

Accessible with design features for mobility impaired (18 years and older); contains all of the standard features, plus:

- Doorways are 32 inches wide
- Accessible route into and throughout dwelling unit
- Light fixtures, outlets and environmental controls in accessible locations
- Reinforced bathroom walls at tub, toilet, and shower stall
- All doorknobs and fixtures are levers
- Usable kitchens and bathrooms that will allow for a wheelchair user to maneuver about the space
- Knee space for wheelchair under all bathroom sinks
- Alternate height kitchen counters and sinks are available upon request
- Tub with grab bar
- Stoves with controls located on the front/alternate height stoves available upon request
- Peep sights in hallway doors
- Emergency pull cords in bathrooms and bedrooms
- Removable cabinets under counters and sinks can be removed at tenants request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

/gme/9/06

Leasing and move in-waiting list choice form

RELEASE OF INFORMATION FORM

Saint Theresa Plaza

In connection with my application for residency with you, I understand that an investigative consumer report may be requested that will include information as to my criminal history from various state, private and insurance sources along with other public records available. Worker's compensation information will only be requested in compliance with ADA.

**I voluntarily and knowingly authorize any law enforcement agency, state agency; federal agency; finance bureau/office; credit bureau; collection agency to give records or information they may have concerning my criminal history AND/OR credit history. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid for one year from the date signed and a photographic or faxed copy of this authorization shall be valid as the original.**

This release includes all state and federal agencies. According to the Fair Credit Reporting Act, I am entitled to know if housing is denied because of information obtained by my prospective landlord from a consumer reporting agency. If so, I will be also advised and be given the name of the agency or source of information.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONSUMER NOTICE  
THIS IS NOT A CONTRACT**

Cassandra Law hereby states that with respect to this  
property Saint Theresa Plaza I am acting in the

Following capacity:

(Check one)

- (i) owner/landlord of the property;
- (ii) direct employee of the owner/landlord;
- (iii) an agent of the owner/landlord pursuant to a property  
Management or exclusive listing agreement.

I acknowledge that I have received this notice.

\_\_\_\_\_  
Consumer

\_\_\_\_\_  
Date

I certify that I have provided this notice:

Cassandra Law  
Licensee

\_\_\_\_\_  
Date

5-21-23

**Race and Ethnic Data Reporting Form**

U.S. Department of Housing and Urban Development  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 06/30/2017)

03311058  
Project No.

Saint Theresa Plaza  
Name of Property

4 Saint Therese Ct  
Munhall, PA 15120-3702  
Address of Property

SeniorCare Network, Inc.  
Name of Owner/Managing Agent

Section 8 - PA28T811003  
Type of Assistance or Program Title

\_\_\_\_\_  
Name of Head of Household

\_\_\_\_\_  
Name of Household Member

Date (mm/dd/yyyy): \_\_\_\_\_

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

**\*Definitions of these categories may be found on the next page.**

**There is no penalty for persons who do not complete the form**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Public reporting burden** for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the form as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

**Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)**

form HUD-27061-H (9/2003)



## A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
  1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
  2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. The five racial categories to choose from are defined below: You should check as many as apply to you.
  1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
  2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
  4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

## 504 NON-DISCRIMINATION NOTICE

IN ACCORDANCE WITH SECTION 504 of the Rehabilitation Act of 1973 **Saint Theresa Plaza**, hereby notifies the general public that it does not discriminate regarding admission, access, treatment or employment in its federally assisted programs and activities. Specifically,

- 1) No qualified individual with handicaps shall be excluded, solely on the basis of handicap, from participation in, or be denied the benefits of, any federally assisted program or activity administered by **Saint Theresa Plaza**.
- 2) **Saint Theresa Plaza** will provide employment opportunities, benefits, access to housing, and other appropriate services in a manner that will not, directly or through contractual or other arrangements, subject qualified individuals with handicaps to discrimination solely on the basis of handicap; and
- 3) **Saint Theresa Plaza** will not participate in any contractual or other relationship that has the effect of subjecting qualified individuals with handicaps to discrimination solely on the basis of handicap.

**Saint Theresa Plaza** has designated Cassandra Law to serve as 504 Coordinator, She can be reached by calling: 412-826-6196.

IF YOU HAVE A VISUAL, HEARING, OR ANY OTHER IMPAIRMENT AND NEED ASSISTANCE WITH THIS NOITCE, PLEASE CONTACT CASSANDRA LAW.

TO SCHEDULE ASSISTANCE, PLEASE CALL THE HOUSING MANAGER BETWEEN THE HOURS OF 9:00 A.M. AND 4:00 P.M. AT (412) 462-2319. ASSISTANCE TO INSURE EQUAL ACCESS TO THIS NOTICE WILL BE PROVIDED IN A CONFIDENTIAL MANNER AND SETTING