

The Residences at Railroad Square

AFFORDABLE APARTMENT RENTALS IN BRUNSWICK, MD



1 BR Apartments, 1 Bath - 708 sq. ft.

Includes living room, dining room, separate kitchen, washer and dryer, dishwasher, range, and refrigerator.

Rents from \$695 - \$950

2 BR Apartments, 1 Bath - 940 sq. ft.

Includes living room, dining room, separate kitchen, washer and dryer, dishwasher, range, and refrigerator.

Rents from \$850 - \$1,275

3 BR Apartments, 2 Baths - 1,238 sq. ft.

Includes living room, dining room, separate kitchen, washer and dryer, dishwasher, range, and refrigerator.

Rents from \$925 - \$1,475





The Residences at Railroad Square

15 South Maple St Brunswick, MD 21716
Phone # 301-662-4225 TTY# 800-654-5984 Fax # 301-662-6477

The Residences at Railroad Square are 45 units of newly constructed affordable apartments in the City of Brunswick, Maryland in Frederick County.

Units are available for all members of the public. A number of handicap accessible units are available.

The project operates under the rules and regulations of the Low Income Housing Tax Credit program as well as the HOME program.

The Residences at Railroad Square does not discriminate against disability, race, color, religion, sex, familial status, national origin, or sexual orientation.

This tenant selection plan includes policies that comply with the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964.

A copy of the tenant selection plan will be attached to The Residence at Railroad Square application.

TENANT SELECTION CRITERIA

Applicants will have a credit check, a national criminal background check, sex offender list check, and prior and present landlord references performed on every applicant over the age of 18. You must also submit a copy of your driver's license and social security card and an application fee of **\$25.00 (Paid with Money Order Only)**. Without these items your application will be returned to you for completion.

Applicants **must be income eligible** per the established income limits published by the Low Income Housing Tax Credit program. Nine units are allocated to families/individuals whose gross income falls at or below 30% of the Area Median Income. Eighteen units are allocated to families/individuals whose gross income falls at or below 40% of the Area Median Income. Eighteen units are allocated to families/individuals whose gross income falls at or below 50% of the Area Median Income. Household income limits are determined based on the area's median gross income (AMGI) as determined by HUD. Those limits are available from the Property manager or on-line at: http://dhcd.maryland.gov/HousingDevelopment/Documents/rhf/2017_LIHTC_Income_Rent_Limits.pdf

Households are eligible for standard units where the total number of household members equals 1 to 2 times the number of bedrooms (e.g. a 3-bedroom apartment could house between 3 and 6 people). Accessible units have no minimum occupation level, but share the same maximum (2 times the bedroom number). Occupancy standards are enforceable by state and/or local law.

Accessible units will be offered to applicants who need the design features of those units. Those units will be held for 30 days during lease up to find tenants who need the features, before being offered to those who have no disability.

A waiting list will be maintained once the initial rent-up is completed. Applicants will be contacted in order of application date when an opening occurs or is upcoming. If an applicant fails to take a unit, or be considered for a unit when offered, they may request to remain on the waiting list for future consideration, but their application will go to the back of the list.

Existing tenants may apply to transfer into an open unit if they have had a change in family size or disability. Existing tenant transfer will have priority over applicants on the waiting list.

All income and expenses must and will be verified by a "third party" in writing.

A security deposit equal to one month's rent is required at move-in.

This property has a no pet policy. Medical Companion Animals are not pets and will be permitted with the proper documentation.

This property has a no smoking policy. There is no smoking allowed on the premises.

All applicants approved for tenancy will be required to comply with lease terms, including accessible unit policies.

APPLICANTS WILL BE REJECTED DUE TO:

Applicants must show ability to meet financial obligations, such as rent, utility costs, and security deposit, follow tenancy rules, and comply with all lease terms.

Negative past landlord history, i.e., evictions, violations of previous rental agreement history of disturbing neighbors, bad housekeeping habits, history of late or non-payment of rent.

Judgments, repossessions, bankruptcies that have not been discharged and credit reestablished, or excessive collection activity. If a collection has been posted for a past utility bill, that bill must be paid in full before consideration for move-in will be made.

Any conviction of other than acquittal of:

Crimes of violence or hate	Burglary or theft
Sex offenses of any kind	Embezzlement
Destruction of property, arson, explosives	Sale/Manufacture of a controlled substance
Illegal gambling	Forgery
Prostitution	Weapon offenses
Stalking	
Crimes involving illegal use of a controlled substance, or illegal use/sale of prescription medication	

Any other offense that poses a threat to the wellbeing or safety of the residents, employees, or property. Any application that is rejected for residency will be mailed a certified denial letter. If the rejection was due to bad credit history, the name, telephone, and address of the credit reporting agency will be printed on the notice.

If your application is rejected and you disagree with the reasoning, you may appeal to the Asset Manager, in writing, stating why you disagree. They will respond to you within 7 days of receipt of your appeal.

Applicants who receive Section 8 or other housing voucher assistance will not be refused based upon status as a voucher holder, but must be otherwise eligible.

Applicants will not be rejected based on status as a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission per the Violence Against Women Act (VAWA).

NOTES FOR STUDENTS

Applications for households made up of all full-time students are not eligible for housing under the Low Income Housing Tax Credit program. In general, a unit is not considered a low-income unit if all the occupants of such unit are full-time students (as defined in Section 151(c) (4) of the Code; which includes children K-12). The exceptions to this are as follows:

- The full-time adult students are married and filing a joint federal income tax return.
- The full-time student is receiving assistance under Title IV of the Social Security Act.
- The full-time student is enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar federal, state, or local laws. Note: The IRS does not consider an

internship a “similar” program (for example, a medical school student doing their residency or a student in a fellowship).

- The full-time student is a single parent living with his/her minor children (with none of the persons being dependents of a third party; Exception: Child may be a dependent of his non-resident parent.)
- The full-time student is/was a recipient of foster care assistance under Part B or E of Title IV of the Social Security Act. (Effective for determinations after 7/30/2008.)

** Legally married same sex couples qualify for the married student exemption under the LIHTC Student Rule.

If a unit receives HOME funds (even if it is combined with LIHTC or other funding programs) it excludes any student who:

1. Is enrolled in a higher education institution

And

2. Is under age 24

3. Is not a veteran of the U.S. military

4. Is not married

5. Does not have a dependent child(ren)

6. Is not a person with disabilities

7. Is not otherwise individually eligible, or have parents who, individually or jointly, are not eligible based on income.

a. #7 refers to being eligible for Section 8. So, if the student OR their parents are eligible to receive Section 8, then they would meet exception #7.

SUBMITTING AN APPLICATION

Applications are accepted in-person, by mail, by email, or by fax. Applications may be submitted in-person or mailed to The Residences at Railroad Square; 15 South Maple Ave, Brunswick, MD 21716. Application can be emailed to railroadsq@interfaithhousing.org or faxed to 301-662-6477.

If you require assistance with completing the application, please contact the Property Manager at 301-662-4225, who will make arrangements to assist you.

Signature

Date

Signature

Date



Date Rec'd / /	Time Rec'd :
Income percentile ___%	Family size ___
HC Accessibility: Required/Preferred	

Please check the Community you are applying for:

- | | |
|--|--|
| Senior Apartments | Single Family Homes |
| ___ Weinberg House (Frederick, MD) | ___ Oakwood Family Homes (Glen Burnie) |
| ___ Washington Square Apts. (Chambersburg, PA) | |
| Family Townhomes | Family Apartments |
| ___ Penn Ave Town Homes (Cumberland, MD) | ___ 520 N. Market St. (Frederick, MD) |
| | ___ Washington Ridge (Frostburg, MD) |
| Family Townhomes and Apartments | |
| ___ Washington Square Townhomes (Chambersburg, PA) | |
| ___ The Residences at Railroad Square | |

The following information is confidential and will not be disclosed without your consent.

PERSONAL INFORMATION

Name _____ SS# _____ Drivers Lic # _____ DL State _____

Address _____ City _____ State _____ Zip Code _____

DOB _____ Home Phone _____ Cell Phone _____ Email _____

Co-Applicant _____ SS# _____ Drivers Lic # _____ DL State _____

Address _____ City _____ State _____ Zip Code _____

DOB _____ Home Phone _____ Cell Phone _____ Email _____

HOUSEHOLD MEMBERS – LIST ALL OTHER MEMBERS WHO WILL OCCUPY THE APARTMENT

Last Name	First Name	Middle	SS#	Relationship	Birthdate

RENTAL INFORMATION - APPLICANT

Current Landlord: _____ Length of Residence _____ Phone _____

Address _____ City _____ State _____

Rent Amount _____ Total Utilities _____ Phone _____ Reason for Leaving _____

Previous Landlord: _____ Length of Residence _____ Phone _____

Address _____ City _____ State _____

Rent Amount _____ Total Utilities _____ Phone _____ Reason for Leaving _____

EMPLOYMENT INFORMATION - Applicant

Employer (Applicant) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____ /HR _____ /HRS PER WEEK

Employer (**Secondary Employer**) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____ /HR _____ /HRS PER WEEK

EMPLOYMENT INFORMATION – Co-Applicant

Employer (Applicant) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____ /HR _____ /HRS PER WEEK

Employer (**Secondary Employer**) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____ /HR _____ /HRS PER WEEK

EMPLOYMENT INFORMATION – Adult Household Member (18 Years and Older)

Employer (Applicant) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____ /HR _____ /HRS PER WEEK

Employer (**Secondary Employer**) _____ Hire Date _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Annual Gross Income _____ OR \$ _____ /HR _____ /HRS PER WEEK

ANNUAL INCOME – Please put Amount- You must list ALL income

SOURCE	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBERS 18 YEARS OR OLDER	TOTAL
Gross Salary	_____	_____	_____	_____
Overtime Pay	_____	_____	_____	_____
Commissions/Fees	_____	_____	_____	_____
Tips/Bonuses	_____	_____	_____	_____
Unemployment	_____	_____	_____	_____
Social Security/ Pensions	_____	_____	_____	_____
Child Support/ Alimony	_____	_____	_____	_____
Retirement Funds	_____	_____	_____	_____
Net Business Income	_____	_____	_____	_____
Net Rental Income	_____	_____	_____	_____
Other	_____	_____	_____	_____
TOTAL INCOME				_____

ASSET INFORMATION

Type of Asset	Name of Financial Institution	Account Number	Cash Value	Income from Assets
Checking Account	_____	_____	_____	_____
Checking Account	_____	_____	_____	_____
Checking Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Certificate of Deposit	_____	_____	_____	_____
Mutual Funds/ Stocks/Bonds	_____	_____	_____	_____
Real Estate	_____	_____	_____	_____
Life Insurance	_____	_____	_____	_____
Other:	_____	_____	_____	_____
TOTAL ASSET INCOME				_____

I _____ have _____ have not disposed of any asset(s) valued at \$1,000.00 or more in the past two years for less than fair market value of the item. If yes, please list the asset value under the "other" column in the above listing or assets.

Please provide a response for each question

Are all household members full-time students? _____ Yes _____ No

Are you currently using a Section 8 Housing Voucher? _____ Yes _____ No

Are you currently receiving a housing allowance from the military? _____ Yes _____ No

Would you or anyone in your household benefit from a handicap accessible unit or other reasonable accommodation? _____ Yes _____ No

Have you ever applied or lived as a resident at any Interfaith Housing Alliance property? _____ Yes _____ No

If so, where and what date: _____

Have you or any other member of your household been convicted of the illegal use, manufacture, or distribution of a controlled substance? _____ Yes _____ No

This application is subject to approval and does not constitute an agreement to lease. All information must be verified before application can be processed.

APPLICANT'S STATEMENT: The information provided in this rental application is true and complete to the best of my/our knowledge and belief and are given under the penalty of perjury. I/we consent to the disclosure of income or financial information from my/our employer and financial institutions for purposes of income and asset verification related to my/our application. I/we also consent to a previous and present landlord reference, criminal background and credit check to be performed on all applicants 18 and older.

YOUR SIGNATURE BELOW GIVES CONSENT TO THE MANAGEMENT TO VERIFY THE INFORMATION CONTAINED IN THIS APPLICATION.

Applicant Signature Date Co-Applicant Signature Date

Household Member 18 or older Date Household Member 18 or older Date

If you have any questions, please call 301-662-4225



Please note providing the following demographic information is optional. The information will only be used for our fair housing program.

- () American Indian () Black () Asian or Pacific Islander () Hispanic () White
- () Single () Married () Divorced () Other

"This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) at program.intake@usda.gov."



THE RESIDENCES AT RAILROAD SQUARE

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release of information concerning my income, assets, expenses, insurance, disability or retirement benefits, medical history, rental history, and any other facts needed to determine my eligibility and level of benefits under Maryland Department of Housing and Community Development and CDA's Low Income Housing Tax Credit Program to The Residences at Railroad Square.

I also authorize any person, partnership, corporation, association, or governmental agency possessing information on such matters to release such information to The Residences at Railroad Square and I release and save harmless the respective respondent.

I also authorize management of The Residences at Railroad Square to contact any person, partnership, corporation, association, or government agency that has provided written verification of my eligibility of assistance.

I also authorize schools and colleges to give full information regarding curriculum and attendance for myself and my children and information on federal or other scholarships or grants given to my children or me.

I also authorize The Residences at Railroad Square to request wage and unemployment compensation claim information from the state agency responsible for keeping that information and to conduct a credit and criminal background check, and a landlord check. I also authorize The Residences at Railroad Square to share with other landlords and federally assisted housing agencies the amount of debts that are owed or incurred while a participant in the housing programs administered by The Residences at Railroad Square.

By signing below, I release The Residences at Railroad Square and Interfaith Housing Alliance, Inc. from any and all claims that I believe I possess against The Residences at Railroad Square for obtaining and possessing the information that it has requested and received.

The original of this authorization will be kept on file and a photocopy of this form will be sent out and considered as valid as the original.

Print Full Name: _____ **Date:** _____

Signature: _____ **SS#:** _____

WARNING: Sec. 1001 of Title 18, United States code provides, "Whoever, in any matter within the jurisdiction or agency of the US knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

RENT SCHEDULE & INCOME GUIDELINES

Unit Size	# of Units	Rent Rate	**Minimum Income	Maximum Income Limits
1 BR (30% AMI)	2	\$695	\$20,850	1 Person - \$32,490
2 BR (30% AMI)	5	\$850	\$25,500	2 People - \$37,140
3 BR (30% AMI)	2	\$925	\$27,750	3 People - \$41,790 4 People- \$46,410 5 People- \$ 50,130 6 People- \$ 53,850
1 BR (40% AMI)	1	\$950	\$28,500	1 Person - \$43,320
2 BR (40% AMI)	12	\$1,125	\$33,750	2 People - \$49,520
3 BR (40% AMI)	5	\$1,275	\$38,250	3 People - \$55,720 4 People - \$61,880 5 People - \$66,840 6 People - \$71,800
2 BR (50% AMI)	11	\$1,275	\$38,250	1 Person - \$54,150
3 BR (50% AMI)	7	\$1,475	\$44,250	2 People - \$61,900 3 People - \$69,650 4 People - \$77,350 5 People - \$83,550 6 People - \$89,750

*Each household must fall below the maximum income range established by HUD, while also meeting the minimum income standards for your application to qualify.

** Minimum Income does not apply to those persons with a Section 8 Voucher or similar housing