

## **MHA ANNOUNCES – BOWDEN-PENDLETON, INC. – WAITING LIST OPENING**

This is to notify the public that Bowden-Pendleton, Inc. located at 3401 Houston Avenue, Macon, GA will be accepting pre-applications for housing **August 19, 2024 – August 30, 2024**. Those interested may obtain an application during this time as follows: (1) Go to: <https://www.maconhousing.com> and select “**Apply for Housing**” or (2) Email request to: [bpi@maconhousing.com](mailto:bpi@maconhousing.com) or (3) Call: (478) 752-5005 between the hours of 9:00 a.m. and 12:00 p.m. The pre-application and release forms must be filled out completely, signed by all adults, dated, and returned via (1) Mail – Macon Housing Authority, PO Box 4928, Macon, GA 31208, Attn: Bowden-Pendleton Applications or (2) Email - [bpi@maconhousing.com](mailto:bpi@maconhousing.com), or (3) Drop Box - located at 2015 Felton Avenue. **No pre-applications will be taken in person at MHA or at the property. Incomplete or unsigned pre-applications will not be accepted. Applications that are being turned in via mailed must be postmarked by September 30,2024, all applications placed in the drop box or emailed must be turned in on September 30, 2024, by the close of business, any application turned in via drop box or emailed after 5:00pm will not be received.** Persons with hearing or speech impairments or limited English proficiency may call the Georgia Relay Service at 7-1-1 or go to their website at <http://georgiarelay.org>. Bowden-Pendleton, Inc. is a multifamily property with Section 8 PBRA rental assistance. The property contains 351 units consisting of 1, 2, and 3 bedrooms. There are units available designed for persons with mobility, hearing, or visual impairments. Persons with disabilities or those with limited English proficiency needing assistance filling out the application may call the application line or Georgia Relay Service for assistance. To qualify for residency, the head of household must be at least 18 years of age with a total family income within the current published HUD income limits for Macon-Bibb County, have a good rental history, and pass a background and criminal history screening. Preference on the waiting list is given to working families, disabled/elderly families, and homeless families living in a shelter. Bowden-Pendleton, Inc. is an Equal Housing Opportunity property and provides housing to all without regard to race, color, religion, sex, disability, familial status, age, or national origin.



## PRE-APPLICATION INSTRUCTIONS

Please fill out the Pre-application Packet as follows:

- Complete all lines on the Pre-application Form;
  - Answer all questions
  - List all household members, all income, and assets
  - Answer all screening questions
  - Select a Preference category if applicable
  - Provide a mailing address, email address, and telephone number
- All adult members must sign the Pre-application Form;
- All adult members must fill out and sign a Criminal Consent Form;
  - List the Full Name, Address, Sex, Race, Date of Birth, and SS # and sign the form;
  - Print and fill out one Criminal Consent Form for each adult member
- All adult members must sign the General Consent Form;

Return the completed application packet by one of the following methods:

- **Mail to:** Macon Housing Authority  
PO Box 4928  
Macon, GA 31208  
Attn: Bowden-Pendleton Applications

or

- **Email to:** [bpi@maconhousing.com](mailto:bpi@maconhousing.com)

or

- **Drop Box:** Deposit the Pre-application packet in the drop box at MHA Central Office located at 2015 Felton Avenue.

**Please Note:** Incomplete applications will not be listed on the waiting list and may be returned for completion. Applications that are being turned in via mail must be postmarked by September 30, 2024, all applications placed in the drop box or emailed must be turned in on September 30, 2024, by the close of business, any application turned in via drop box or emailed after 5:00pm will not be received.



**Bowden-Pendleton, Inc.**  
**3401 Houston Avenue,**  
**Macon, GA 31206**

FOR MANAGEMENT USE	
Received by: _____	
Date: _____	Time: _____
Application Number: _____	

**PRE-APPLICATION**

<p><b>1. Name and address of head of household</b></p> <p>Last name _____ First name _____ Middle initial _____</p> <p>Mailing address _____ Apt. # _____ City _____ State _____ Zip _____</p> <p>Address where you are currently living (if different) _____ City _____ State _____ Zip _____</p>	<p><b>2. Personal information</b></p> <p>_____-_____-_____  Social Security number</p> <p>_____/_____/_____  Birthdate (MM/dd/yy)</p> <p>(_____)_____-_____  Area code Telephone number</p>
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<p><b>3. Sex</b></p> <p><input type="checkbox"/> Male  <input type="checkbox"/> Female</p>	<p><b>4. Ethnicity</b></p> <p><input type="checkbox"/> Hispanic  <input type="checkbox"/> Non-Hispanic</p>	<p><b>5. Race</b></p> <p><input type="checkbox"/> Native American  <input type="checkbox"/> Pacific Islander</p>	<p><input type="checkbox"/> Alaskan Native  <input type="checkbox"/> Asian  <input type="checkbox"/> Native American  <input type="checkbox"/> Black  <input type="checkbox"/> White  <input type="checkbox"/> Other</p>	<p><b>5a. Citizenship Status</b></p> <p>US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No  Legal Immigrant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**6. Marital Status:**  Single  Married  Widowed  Divorced or legally separated

**7. List others who will live with you.** Include unborn children and live-in aides. For "Ethnicity" and "Race" see categories above.

#	Relationship	Last name	First Name & M. I.	Ethnicity	Race	Sex (M/F)	Social Sec. No.	Birthdate	Disability (Y/N)
1									
2									
3									
4									
5									

If you have more than five additional household members, please check here  and list them on a separate piece of paper.

**8. Household type:**  Family (1or more persons)  Elderly  Family with a person with disability

**9. Disability or handicap:** (It is not necessary to give us details about your disability or handicap.)  
Will any member of the household require a unit having handicap accessible features?  Yes  No

<p><b>9a.</b> Do you claim any disability or handicap? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>9b.</b> Do you need special accommodations to complete the application process? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>9c.</b> If yes, what assistance do you request? _____</p>
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**10. Unit size (# bedrooms) requested:**  1-BR  2-BR  3BR  
(Approved unit size will be based on the number of household members, and in accordance with occupancy standards.)

**PREFERENCES AND SPECIAL NEEDS**

**11. PREFERENCES: (Check all that apply)**

Head or spouse has been employed for 120 days or more averaging 15 or more hours per week  
 Head of Household or Spouse elderly (Aged 62 or older)  
 Head of Household or Spouse Disabled  
 Family Is Homeless (Must provide verification from Shelter/EOC/or Other Agency)

**SPECIAL NEEDS: (Check all that apply)**

I need a Mobility - handicapped unit  
 I need a Hearing Impairment Retrofit Unit  
 I need a Sight Impairment Retrofit Unit

**12. Assets and income:** Provide gross (not net) amounts for all questions.

<b>12a.</b> <input type="checkbox"/> Checking Bank/Institution _____	Avg. Bal. last 6 mo. \$ _____ Annual Inc. \$ _____
<input type="checkbox"/> Savings Bank/Institution _____	Current balance \$ _____ Annual Inc. \$ _____
<input type="checkbox"/> CD's Bank/Institution _____	Current balance \$ _____ Annual Inc. \$ _____
<input type="checkbox"/> EBT Card Type _____ Balance \$ _____	Insurance Policy Cash Value \$ _____
<input type="checkbox"/> Real Estate Type _____ Value \$ _____	Mortgage amount \$ _____ Annual Inc. \$ _____

**12b.** Have you disposed of any assets during the past 2 years for less than fair market value?  YES  NO  
If yes, explain \_\_\_\_\_

**12c. Income source(s):** Check all that apply and indicate gross monthly income.

<input type="checkbox"/> SSA \$ _____/mo.	<input type="checkbox"/> Pension \$ _____/mo.	<input type="checkbox"/> Bills paid by another \$ _____/mo.
<input type="checkbox"/> SSI \$ _____/mo.	<input type="checkbox"/> Child support \$ _____/mo.	<input type="checkbox"/> Gifts for support \$ _____/mo.
<input type="checkbox"/> TANF \$ _____/mo.	<input type="checkbox"/> Alimony \$ _____/mo.	<input type="checkbox"/> Annuities \$ _____/mo.
<input type="checkbox"/> Wages \$ _____/mo.	<input type="checkbox"/> Workers Comp. \$ _____/mo.	<input type="checkbox"/> Asset Income \$ _____/mo.

**13. Have you ever: (Check either Yes or No on all questions.)**

Lived in public housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Illegal Drug User? <input type="checkbox"/> Yes <input type="checkbox"/> No
Lived in Section 8 housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Been Convicted of a drug related crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Been terminated or evicted from subsidized housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Registered sex offender? <input type="checkbox"/> Yes <input type="checkbox"/> No
Owed money to a housing authority or a Section 8 landlord that is unpaid <input type="checkbox"/> Yes <input type="checkbox"/> No	Been convicted of violent crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Had a pattern of abuse of alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Used a name other than indicated above? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(If yes, what name was used? _____)

**14. Marketing: How did you hear about Bowden-Pendleton Homes, Inc.?** \_\_\_\_\_

**15. Is any household member a full or part-time student?**  YES  NO If yes,who? \_\_\_\_\_

**Certification of applicant:** I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that:

- o Having provided any false information will result in cancellation or denial of my application or termination of my housing assist.
- o At the time I rise to the top of a waiting list, I will be required to update and verify the information I have provided here.
- o Changed occurring after filing this pre-application may affect my qualification for subsidized housing.
- o I must keep management informed of my current address and phone number, and failure to do so will result in cancellation of my application

\_\_\_\_\_  
Signature of head of household Date EMAIL ADDRESS

\_\_\_\_\_  
Signature of spouse or other adult Date

**Warning: Title 18, Section 1001 of the US Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the US Government.**

**BOWDEN-PENDLETON, INC.  
3401 HOUSTON AVENUE  
Macon, GA 31206**

TENANT RELEASE AND CONSENT

I/We \_\_\_\_\_, the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income, and/or assets to BOWDEN-PENDLETON, INC. for purposes of verifying information on my/our apartment rental application.

**INFORMATION COVERED**

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity; employment, income, and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

The groups that may be asked to release the above information include, but are not limited to:

Past and Present Employers	Welfare Agencies	Veterans Administration
Previous Landlords (including	State Unemployment Agencies	Retirement System
Public Housing Agencies)	Social Security Administration	Banks and other Financial
Support and Alimony Providers	Medical and Child Care Providers	Institutions

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

_____	_____	_____
Head of Household	(Print Name)	Date
_____	_____	_____
Spouse or Co-Head	(Print Name)	Date
_____	_____	_____
Adult Member	(Print Name)	Date
_____	_____	_____
Adult Member	(Print Name)	Date

**PENALTIES FOR MISUSE OF INFORMATION**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government, HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby authorize **Bowden-Pendleton, Inc (G6888)** to conduct a Criminal History Background inquiry for the purpose listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

**\*\* ALL FIELDS ARE REQUIRED**

FULL NAME (PRINT)      MUST BE CURRENT FULL LEGAL NAME AS IT APPEARS ON GOVERNMENT ID			
LAST	FIRST	MIDDLE	
ADDRESS			
STREET			
CITY, STATE ZIP			
SEX	RACE	DATE OF BIRTH	SOCIAL SECURITY NUMBER
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN	<input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> HISPANIC <input type="checkbox"/> UNKNOWN		<input type="checkbox"/> I HAVE NEVER BEEN ISSUED A SOCIAL SECURITY NUMBER

CHECK ONE BOX

This authorization is valid for 180 days from the date of signature.

I give consent to the above-named entity to perform periodic criminal history background checks or the duration of my employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Purpose Code Used: (check one)**

NON-CRIMINAL JUSTICE PURPOSES	
<input checked="" type="checkbox"/>	E – Employment / Volunteer Work / Tenancy
<input type="checkbox"/>	M - Working with Mentally Disabled PROVIDING 24/7 CARE – NOT for Volunteer work
<input type="checkbox"/>	N - Working with Elderly – NOT for Volunteer work
<input type="checkbox"/>	W - Working with Children NOT A VOLUNTEER – NOT for Volunteer work

ORI STAMP REQUESTED