



**Moderately Priced Dwelling Unit Program (MPDU)**

City of Rockville | Community Planning & Development Services  
 111 Maryland Avenue, | Rockville, MD 20850 | Phone: 240-314-8200 | Fax: 240-314-8210  
 Email: [rockvillempdu@rockvillemd.gov](mailto:rockvillempdu@rockvillemd.gov)

**HOUSING APPLICATION**

**PLEASE READ BEFORE COMPLETING THIS APPLICATION:** The information provided will be used to determine your eligibility for the MPDU program. Incomplete applications will not be processed. You must complete all applicable blanks on this form. The employment verification (page 4 of the application) must be for each working household member 18 years of age and older completed by each employer(s) and submitted with the application. Copies of the following documents must be included with the application: **1)** two most recent and current paystubs for all wage earners for all jobs, and **2)** two most recent years of FILED Federal tax returns and W-2s or IRS TRANSCRIPTS. All income must accompany proof of source(s).

<b>Applicant Name</b>			<b>Email Address</b>
<b>Current Address</b>			
<b>City, State</b>			<b>Zip</b>
<b>Telephone</b>	<b>Home:</b>	<b>Cell:</b>	<b>Work:</b>
<b>Name of Employer &amp; Contact Information</b>			

**HOUSEHOLD INFORMATION:**

Please provide the requested information for all household members who will be living in the unit. List head of household first, including yourself.

NAME	RELATIONSHIP	Gender	AGE
	(SELF)		

Have you or any person listed above owned residential property in the last five years?

- NO       YES      If YES, you can only apply for rental housing.

**Are you looking to (check all that apply)**       **Rent**       **Purchase\***

\*If Purchase, you must have already completed you're a First-Time Home Buyer class and provide completion certificate and mortgage pre-approval letter to demonstrate your ability to secure mortgage financing; otherwise, please visit [www.rockvillemd.gov](http://www.rockvillemd.gov) for more information on the First Time Home Buyer Education.



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Enter the total GROSS (before tax) income earned by all wage earners who will be living in the MPDU unit. The household gross income is the total from sections A through E below. The minimum income requirement is \$22,000 per year and the maximum is based on the number of people in the household. Please see [www.rockvillemd.gov/mpdu](http://www.rockvillemd.gov/mpdu) for current income limits.

**Please list employment information of all household members 18 years of age and older. If you need additional space, please use a separate sheet of paper.**

**A. WAGE EARNER**

APPLICANT NAME:	
EMPLOYER NAME:	EMPLOYER PHONE:
EMPLOYER ADDRESS:	
CURRENT BASE SALARY/YR: \$	OVERTIME/YR: \$

**B. WAGE EARNER**

APPLICANT NAME:	
EMPLOYER NAME:	EMPLOYER PHONE:
EMPLOYER ADDRESS:	
CURRENT BASE SALARY/YR: \$	OVERTIME/YR: \$

**C. SELF-EMPLOYED (Include Profit & Loss Statement. See attached.)**

APPLICANT NAME:	
COMPANY NAME:	OFFICE PHONE:
COMPANY ADDRESS:	
CURRENT BASE SALARY/YR: \$	

**D. OTHER INCOME**

CATEGORY OF INCOME	Lessee (Amount)	Co-Lessee (Amount)	Other HH Member (Amount)	Other HH Member (Amount)	TOTAL Income
Interest & Dividend Income					
Retirement & Insurance Income					
Unemployment & Disability Income					
Welfare Assistance					
Alimony, Child Support Income					
Gift Income					
Armed Forces Income					
Other Income					
<b>TOTALS</b>					



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**E. Assets**

<b>ASSETS: Liquid Assets Readily Available</b>	<b>AMOUNT</b>
1. Cash held in Savings and Checking Accounts	
a. Savings – Institution (s)	
b. Checking – Institution(s) Account No. Amount	
c. Other Cash on Hand Amount	
d. Retirement Account(s)	
<b>Subtotal of Liquid Assets Readily Available</b>	
<b>ASSETS: Other</b>	
1. Cash Value of Revocable Trusts	
2. Cash Value of Stocks (including Options)/Bonds	
a. Mutual Funds/Money Market -Institution(s)	
b. Stocks and Bonds (incl. Savings bonds) – value as of date of application	
c. Certificates of Deposit (Attach list)	
3. Equity in rental property or other capital investments, real property presently owned-estimated market value less outstanding debt. (Attach list)	
4. Lump sum or one-time receipts such as inheritances, capital gains, lottery winnings, victim’s restitution, insurance settlements	
5. Other personal assets with cash value greater than \$10,000: do not include furniture, autos, jewelry, or antiques (Attach list)	
<b>Subtotal of Other Assets</b>	
<b>TOTAL OF ALL ASSETS</b>	

This information is true and complete to the best of my (our) knowledge.

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

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



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**REQUEST FOR VERIFICATION OF EMPLOYMENT**

(Must be provided for all working household members who are 18 years of age and older)

**THIS SECTION TO BE COMPLETED BY EMPLOYEE**

If you are recently employed submit a copy of your offer letter.

APPLICANT NAME:	DATE OF REQUEST:
APPLICANT ADDRESS:	
APPLICANT ADDRESS:	
PLACE OF EMPLOYMENT:	

**Authorization:** I hereby authorize release of the information requested below. Falsification of any item, by any person, could cause my application to become null and void.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY EMPLOYER**

<b>Position Title of Applicant:</b>			<b>Start Date:</b>	
<b>Rate of Base Pay:</b>	<b>\$ per Hour:</b>	<b>\$ per Month:</b>	<b>\$ per Year:</b>	<b># of Hrs:</b>
<b># of Hours:</b>	<b>Weekly:</b>	<b>Bi-Weekly:</b>	<b>Monthly:</b>	<b>Other:</b>
<b>Overtime:</b>	<b># of Hrs Per Pay:</b>	<b>Rate of Pay:</b>	<b>for past _____ months</b>	
<b>Bonus/ Commissions:</b>	<b>Qtrly:</b>	<b>Monthly:</b>	<b>Yearly:</b>	<b>Other:</b>
<b>Other Sources:</b>				

**Signature of Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title and Office:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



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**INCOME CHECKLIST**

Source of Income	Supporting Documentation
Wages, Salaries, Tips, Commissions, etc.	Copies of two most recent pay stubs or other verification of employment; Two prior years tax returns with full supporting documentation, including certified copies of profit/loss statement and financial statement.
Business/Self-employed	Two years tax returns with full supporting documentation, including certified copies of profit/loss statement and financial statement. A 1099-MISC income statement must support the reported self-employed income. For cash-based business (i.e. taxi drivers), daily trip sheets as evidence of income.
Interest and dividend	Copies of 2 recent statements
Retirement and Insurance, S.S	Copies of 2 recent statement, Benefits Statement
Unemployment & Disability Public Assistance	Copies of 2 recent statements/verification call
Welfare Assistance, HOC, Or RHE Voucher, Rental Assistance	Copies of 2 recent statements/verification call
Alimony, Child Support and Gift	Interlocutory decree which indicates specified payment or proof of non-payment (lien filed); a notarized letter for a <b>regular</b> contributions or gifts received from organizations or from persons not residing in the dwelling and a bank statement showing the withdrawals and deposits of the said amount.
Armed Forces	Copies of the last four paychecks or other verification of employment



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<b>Liquid Cash</b>	<b>Asset Documentation</b>
Checking Account, Savings Account, Mutual Fund/ Money Market Fund, Certificates of Deposit	Copies of two most recent statements indicating deposits, interest rates and balances.
Stocks, including Options	Copy of each stock or option certificate or proof of purchase and statement of current value; for stock prices attach a copy of recent dated newspaper or online source that shows the value of each company's stocks
Bonds, including Savings Bonds	Copies of each and value.
<b>Other Asset</b>	<b>Asset Documentation</b>
Life Insurance	Copy of Policy and two most recent statements
Gift	Gift Letter
Personal Loan	Letter or loan agreement.
Other	Verification
Real Estate	Tax returns; title search