Homes on Clark

Affordable Housing Application & Compliance Packet

Waterford, Connecticut

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Mailing Address: 305 Butlertown Rd, Oakdale, CT 06370

Application Fee: $39 per adult applicant age 18 or older - non-refundable.

Hold Deposit: $250. Check or money order only, payable to Homes on Clark LLC.

Submission of an application, application fee, or hold deposit does not guarantee approval or occupancy.

This packet is used to determine eligibility for the Homes on Clark Affordable Housing Program. All applicants are reviewed under the same standards and in accordance with Federal and Connecticut Fair Housing laws.

Screening standards applied uniformly:

- ☐ Minimum 600 credit score
- ☐ Background screening
- ☐ Eviction history review
- ☐ Income verification through pay stubs and supporting documents
- ☐ Affordable housing income and asset certification requirements

Reservation process: First Qualified, First Reserved

Applications are reviewed for completion, income eligibility, asset disclosure, household composition, and screening standards. Once the applicant is determined eligible and the $250 hold deposit is received, the applicant may be placed on the reservation list. Priority is based on completed application, verified eligibility, screening approval, and receipt of hold deposit.

Important disclosure

Submission of an application, payment of an application fee, or payment of a hold deposit does not guarantee approval or occupancy. Eligibility is subject to verification of income, assets, household composition, screening criteria, unit availability, and compliance with the Homes on Clark Affordable Housing Program requirements.

1. Affordable Housing Rental Application

Applicant Legal Name:

Date of Birth: t 4:

Phone:

Current Address:

City/State/Zip:

Desired Move-In Date: red:

Other adult applicants

Adult Applicant 2 Name: DOB:

Adult Applicant 3 Name: DOB:

Adult Applicant 4 Name: DOB:

Current landlord / housing history notes:

Additional information applicant wants management to consider:

2. Household Composition Form

List every person who will occupy the home, including children. Household size is used only for affordable housing eligibility calculation and occupancy documentation.

Name	DOB	Age	Relationship	Student?	Income?

Total Household Size:

☐ I certify that the household members listed above are the only persons who will occupy the home.

3. Income Certification Form

Income is based on anticipated gross household income from all sources for the 12 months following application. Income and assets must be disclosed for all applicable household members.

- ☐ Employment wages / salary / overtime / tips / bonuses — Annual $ ______
- ☐ Self-employment or business income — Annual $ ______
- ☐ Social Security / SSI / SSDI — Annual $ ______
- ☐ Pension / retirement / annuity — Annual $ ______
- ☐ Unemployment / workers compensation — Annual $ ______
- ☐ Child support / alimony — Annual $ ______
- ☐ Recurring gifts or contributions — Annual $ ______
- ☐ Other income — Annual $ ______

Total Projected Annual Household Income: ______

Employer / income notes:

Assets may include checking, savings, investment accounts, retirement accounts, real estate, trusts, and other assets. Necessary personal property such as furniture and vehicles is not counted as an asset for this form.

- ☐ Checking accounts — Value $ ____
- ☐ Savings accounts — Value $ ____
- ☐ Certificates of deposit / money market — Value $ ____
- ☐ Stocks / bonds / investment accounts — Value $ ____
- ☐ Retirement accounts — Value $ ____
- ☐ Real estate owned — Value $ ____
- ☐ Trusts — Value $ ____
- ☐ Cash held outside bank accounts — Value $ ____
- ☐ Assets disposed of for less than fair market value within the last 2 years — Value $ ____

Total Household Assets: ____

☐ I certify all household assets have been disclosed.

5. Student Status & Release Authorization

Student Status

☐ No household member is a full-time student.

☐ One or more household members is a full-time student. Details provided below.

Student details / school verification notes:

Authorization to Release Information

I authorize Homes on Clark and its authorized representatives to verify information related to my application, including income, assets, employment, benefits, screening information, and affordable housing eligibility.

Applicant Signature: ____________________ Date: __________

Electronic Signature: ______________________________

6. Applicant Document Checklist

- ☐ Government-issued photo ID for every adult applicant
- ☐ Last 60 days of pay stubs for employed adults
- ☐ Most recent federal tax return
- ☐ W-2 and/or 1099 forms, if applicable
- ☐ Bank statements for all checking and savings accounts
- ☐ Benefit award letters for Social Security/SSI/SSDI/pension, if applicable
- ☐ Child support/alimony documentation, if applicable
- ☐ Self-employment documentation, tax return Schedule C, and/or profit and loss statement
- ☐ Student verification, if applicable
- ☐ $39 screening application fee per adult
- ☐ $250 hold deposit after eligibility confirmation - check or money order payable to Homes on Clark LLC

Documents missing / follow-up needed:

7. 2026 Income Qualification Reference

Management quick reference based on the 2026 Waterford sample worksheet provided by management. Confirm final numbers with the official approved program limits before issuing final approvals or denials.

Household Size	60% Income Limit	80% Income Limit
1	$46,998	$62,664
2	$53,712	$71,616
3	$60,426	$80,568
4	$67,140	$89,520
5	$72,511	$96,682
6	$77,882	$103,843

Applicable AMI Tier: ____________ Applicable Limit: ____________

Verified Income: ____________ Income Eligible: ____________

8. Management Eligibility Worksheet

- ☐ Household size verified
- ☐ Income verified
- ☐ Assets reviewed
- ☐ Documents complete
- ☐ Credit score 600 or higher
- ☐ Background screening passed
- ☐ Eviction history reviewed
- ☐ Unit availability confirmed

Unit Number: ____________ Unit Tier: ____________

Household Size: ____________ Income Limit: ____________

Verified Income: ____________ Decision: ____________

Management notes / basis for determination:

Reviewed By: ____________ Date: ____________

9. Reservation & Hold Deposit Tracking

Reservation priority is first qualified, first reserved. The reservation position should be based on completed application, verified eligibility, screening approval, and receipt of the hold deposit.

Date Application Received:

Date Application Complete:

Date Income Verified:

Date Screening Approved:

Hold Deposit Received:

Check/Money Order #:

Reservation Position:

Assigned Unit:

Reservation / hold deposit notes:

Conditional Eligibility / Additional Documentation Notice

Thank you for your interest in Homes on Clark. Your application has been reviewed for preliminary eligibility. Additional verification and/or documentation may be required before a final eligibility decision can be issued. Submission of an application, application fee, or hold deposit does not guarantee approval or occupancy.

Approval Language

Your household has been determined eligible for the Homes on Clark Affordable Housing Program, subject to final verification, execution of the lease, unit availability, and compliance with all program and screening requirements.

Denial Language

After review of the application and supporting documentation, the application does not meet the eligibility and/or screening requirements for this home at this time. All applications are reviewed under the same standards and in accordance with Federal and Connecticut Fair Housing laws.

11. Applicant Acknowledgment & Signature

I certify that the information provided in this application packet is true, complete, and accurate to the best of my knowledge. I understand that false, incomplete, or misleading information may result in denial of the application or termination of tenancy if discovered after move-in. I understand that eligibility is subject to verification of income, assets, household composition, screening criteria, unit availability, and compliance with the Homes on Clark Affordable Housing Program.

Applicant Signature: ____________________ Date: __________

Electronic Signature: ______________________________

Co-Applicant Signature: ____________________ Date: __________

Electronic Signature: ______________________________