

*Washington Community Housing Trust, Inc.*

*16 Church Street*

*New Preston, CT 06777*

Dear Applicant:

Thank you for your interest in Riverwoods Apartments, located at 90 Worcester Road, Washington Depot, CT 06794. Please take a moment to review the following requirements before you complete the application attached to this letter.

1. There is a non-refundable application fee of \$40. per adult applicant. Your application will not be processed without this fee. If you are submitting an application to more than one property you only pay for one application. Please make check payable to: Connecticut Real Estate Management.
2. The application must be fully completed and submitted to:  
  
Washington Community Housing Trust, Inc.  
CT Real Estate Management  
P.O. Box 248  
Southington, CT 06489
3. All applicants are subject to the same screening criteria that were designed by Washington Housing Community Trust, Inc. properties. You must be able to demonstrate a satisfactory landlord and credit history. All information will be kept confidential and verified by the appropriate parties.

If you have any questions please do not hesitate to contact me via e-mail or phone.

Sincerely,  
Ann Marie Ovitt  
Property Manager  
E-Mail: [aovitt@cremlc.com](mailto:aovitt@cremlc.com)  
Phone: 860-927-5022

# APPLICATION FOR HOUSING

Low-Income Housing Tax Credit Property

**Please Print Clearly**

|   |  |
|---|--|
| This is an application for housing at:          | <b>Project:</b> Riverwoods Apartments  |
|   | <b>Address:</b> 90 Worcester Road<br>Washington, CT 06794                              |
|   |  |
| Please complete this application and return to: | <b>Name:</b> Washington Community Housing Trust, Inc.                                  |
|   | <b>Address:</b> C/O CT Real Estate Management<br>P.O. Box 248<br>Southington, CT 06489 |
|   |  |

Applications are placed in order of date and time received. An applicant may be interviewed only after the receipt of this tenant application. Every question **must** be answered. Do **NOT** leave blanks. Use N/A when applicable.

## A. GENERAL INFORMATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt.# City State ZIP

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

No. of BR's in current unit: \_\_\_\_\_ Do you  RENT or  OWN (check one)

Amount of current monthly rental or mortgage payment: \$ \_\_\_\_\_

If owned, do you receive monthly rental income from property?  Yes  No (check one)

Check utilities paid by you:  Heat  Electricity  Gas  Other (specify)

Approximate monthly cost of utilities paid by you (excluding phone and cable TV): \$ \_\_\_\_\_

Bedroom size requested:  Studio  One BR  Two BR  Three BR  Handicap BR



| B. HOUSEHOLD COMPOSITION |      |                      |            |                |                     |             |
|--------------------------|------|----------------------|------------|----------------|---------------------|-------------|
|                          | Name | Relationship to head | Birth Date | Age (optional) | SS# (last 4 digits) | Student Y/N |
| Head                     |      | Self                 |            |                |                     |             |
| Co-H                     |      |                      |            |                |                     |             |
| 3.                       |      |                      |            |                |                     |             |
| 4.                       |      |                      |            |                |                     |             |
| 5.                       |      |                      |            |                |                     |             |
| 6.                       |      |                      |            |                |                     |             |
| 7.                       |      |                      |            |                |                     |             |
| 8.                       |      |                      |            |                |                     |             |

Will all listed minors be living in the unit at 100% of the time?  Yes  No

If not, explain custody agreement (proof of custody may be required): \_\_\_\_\_

|   |
|---|
| 1. Have there been any changes in household composition in the last twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, explain:</i>    |
| 2. Do you anticipate any changes in household composition in the next twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, explain:</i>  |
| 3. Is there someone not listed above who would normally be living with the household? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, explain:</i> |
| 4. Are you living with anyone now who will not be moving into this unit with you? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, explain:</i>     |

|  |
|--|
| 5. Will all of the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|

**IF YES, ANSWER THE FOLLOWING QUESTIONS (6-10):**

|  |                              |                             |
|--|------------------------------|-----------------------------|
| 6. Are any full-time student(s) married and filing a joint tax return?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Are any full-time student(s) a TANF or a title IV recipient?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Are any full-time student(s) a single parent living with his/her child(ren) who is not a dependent on another's tax return and whose children are not dependents of anyone other than a parent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



|  |                              |                             |
|--|------------------------------|-----------------------------|
| 10. Is any student a person who was previously under the care and placement of a foster care program (under Part B or E of Title IV of the Social Security Act)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

**C. INCOME**

List ALL sources of income as requested below. If a section doesn't apply, cross out or write NA.

| Household Member Name | Source of Income   | Gross Monthly Amount |
|-----------------------|--|----------------------|
| 11.                   | Social Security  | \$                   |
| 12.                   | Social Security  | \$                   |
| 13.                   | Social Security  | \$                   |
| 14.                   | SSI Benefits   | \$                   |
| 15.                   | SSI Benefits   | \$                   |
| 16.                   | SSI Benefits   | \$                   |
| 17.                   | Pension (list source)  | \$                   |
| 18.                   | Pension (list source)  | \$                   |
| 19.                   | Veteran's Benefits (list claim #)                                | \$                   |
| 20.                   | Veteran's Benefits (list claim #)                                | \$                   |
| 21.                   | Unemployment Compensation  | \$                   |
| 22.                   | Unemployment Compensation  | \$                   |
| 23.                   | Public Assistance (Title IV/TANF etc.)                           | \$                   |
| 24.                   | Contributions to the Household (monetary or not)                 | \$                   |
| 25.                   | Full-Time Student Income (18 & Over Only)                        | \$                   |
| 26.                   | Financial Aid (excluding loans)                                  | \$                   |
| 27.                   | Annuities (list sources)   | \$                   |
| 28.                   | Long Term Medical Care Insurance Payments in excess of \$180/day | \$                   |
| 29.                   | Scheduled Payments from Investments                              | \$                   |

| Household Member Name | Source of Income         | Monthly Amount |
|-----------------------|--------------------------|----------------|
| 30.                   | <b>Employment amount</b> | \$             |
|                       | Employer:                |                |
|                       | Position Held            |                |
|                       | How long employed:       |                |
| 31.                   | <b>Employment amount</b> | \$             |
|                       | Employer:                |                |
|                       | Position Held            |                |
|                       | How long employed:       |                |



| Household Member Name   | Source of Income   | Monthly Amount   |
|---|--|--|
| 32.   | Employment amount  | \$   |
|   | Employer:  |  |
|   | Position Held  |  |
|   | How long employed:   |  |
| 33.   | Previous Employment amount (last 60 days)  | \$   |
|   | Employer:  |  |
|   | Position Held  |  |
|   | How long employed:   |  |
| 34.   | Alimony  |  |
|   | Are you <i>legally entitled</i> to receive alimony?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | If yes, list the amount you are <i>entitled</i> to receive.  | \$   |
|   | Do you receive alimony?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | If yes list amount you receive.  | \$   |
| 35.   | Child Support  |  |
|   | Are you <i>legally entitled</i> to receive child support?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | If yes list the amount you are <i>entitled</i> to receive.   | \$   |
|   | Do you receive formal/informal (money, items, etc.) child support? <i>If court order exists, it will need to be provided with a current payment history from the enforcement agency.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | If yes, list the amount you receive.   | \$   |
| 36.   | Other Income   | \$   |
| 37.   | Other Income   | \$   |
| 38.   | Other Income   | \$   |
| 39. <b>TOTAL GROSS ANNUAL INCOME</b> (Based on the monthly amounts listed above x 12)   |  | \$   |
| 40. <b>TOTAL GROSS ANNUAL INCOME FROM PREVIOUS YEAR</b> (Do <b>NOT</b> leave this blank)  |  | \$   |
| 41. Do you anticipate any changes in this income in the next 12 months?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 42. Is any member of the household legally entitled to receive income assistance?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 43. Is any member of the household likely to receive income or assistance ( <i>monetary or not</i> ) from someone who is not a member of the household as listed on Page 2 etc.)? |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 44. <i>If yes to any of the above, explain:</i>   |  |  |
|   |  |  |
| 45. Is the income received?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| D. ASSETS  |   |      |            |
|--|---|------|------------|
| If your assets are too numerous to list here, please request an additional form.<br>If a section doesn't apply, cross out or write NA. |   |      |            |
| 46. Checking Accounts  | # | Bank | Balance \$ |
|  | # | Bank | Balance \$ |
|  | # | Bank | Balance \$ |
|  |   |      |            |



|   |       |               |                         |          |
|---|-------|---------------|-------------------------|----------|
| 47. Savings Accounts  | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
|   |       |               |                         |          |
| 48. Trust Account   | #     | Bank          | Balance \$              |          |
| 49. Direct Deposit Cards<br>For SS, SSI, SSP,<br>TANF, Child<br>Support, Work | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
| 50. Certificates of<br>Deposit  | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
| 51. Money Market<br>Accounts  | #     | Bank          | Balance \$              |          |
|   | #     | Bank          | Balance \$              |          |
| 52. Savings Bonds   | #     | Maturity Date | Value \$                |          |
|   | #     | Maturity Date | Value \$                |          |
|   | #     | Maturity Date | Value \$                |          |
|   |       |               |                         |          |
| 53. Life Insurance Policy   | #     |               | Cash Value \$           |          |
| 54. Life Insurance Policy   | #     |               | Cash Value \$           |          |
| 55. Mutual Funds  | Name: | #Shares:      | Interest or Dividend \$ | Value \$ |
|   | Name: | #Shares:      | Interest or Dividend \$ | Value \$ |
|   | Name: | #Shares:      | Interest or Dividend \$ | Value \$ |
| 56. Stocks  | Name: | #Shares:      | Dividend Paid \$        | Value \$ |
|   | Name: | #Shares:      | Dividend Paid \$        | Value \$ |
|   | Name: | #Shares:      | Dividend Paid \$        | Value \$ |
|   |       |               |                         |          |
| 57. Bonds   | Name: | #Shares:      | Interest or Dividend \$ | Value \$ |
|   | Name: | #Shares:      | Interest or Dividend \$ | Value \$ |
| 58. Investment<br>Property  |       |               | Appraised<br>Value \$   |          |

|   |  |
|---|--|
| 59. Real Estate Property: <i>Do you own any property?</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, Type of property</i>                           |  |
| 60. Location of property                                  |  |
| 61. Appraised Market Value                                | \$   |
| 62. Mortgage or outstanding loans balance due             | \$   |



|   |  |
|---|--|
| 63. Amount of annual insurance premium                              | \$   |
| 64. Amount of most recent tax bill                                  | \$   |
| 65. Is the property subject to foreclosure, bankruptcy or eviction? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, describe:</i>  |  |

|  |  |
|--|--|
| 66. Does any member of the household have an asset(s) owned jointly with a person who NOT a member of the household as listed on Page 2? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, describe:</i>   |  |
|  |  |
|  |  |
| 67. Do they have access to the asset(s)?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|   |  |
|---|--|
| 68. Have you sold/disposed of any property in the last 2 years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, Type of property:</i>                                |  |
| 69. Market value when sold/disposed                             | \$   |
| 70. Amount sold/disposed for                                    | \$   |
| 71. Date of transaction:  |  |

|  |  |
|--|--|
| 72. Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, describe the asset:</i>   |  |
| 73. Date of disposition:   |  |
| 74. Amount disposed  | \$   |

|  |  |
|--|--|
| 75. Do you have any other assets not listed above (excluding personal property)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, please list:</i>  |  |
|  |  |
|  |  |

**E. ADDITIONAL INFORMATION**

|  |                              |                             |
|--|------------------------------|-----------------------------|
| 76. Are you or any member of your family currently using an illegal substance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 77. Have you or any member of your family ever been convicted of a felony?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

|                          |  |  |
|--------------------------|--|--|
| <i>If yes, describe:</i> |  |  |
|                          |  |  |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| 78. Have you or any member of your family ever been evicted from any housing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>If yes, describe</i>   |                              |                             |
|   |                              |                             |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| 79. Have you ever filed for bankruptcy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|



|   |                              |                             |
|---|------------------------------|-----------------------------|
| <i>If yes, describe</i>                               |                              |                             |
| 80. Will you take an apartment when one is available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Briefly describe your reasons for applying:</i>    |                              |                             |

**F. REFERENCE INFORMATION**

|                            |             |  |
|----------------------------|-------------|--|
| 81. Current Landlord       | Name:       |  |
|                            | Address:    |  |
|                            | Home Phone: |  |
|                            | Bus. Phone: |  |
|                            | How Long?   |  |
| 82. Prior Landlord         | Name:       |  |
|                            | Address:    |  |
|                            | Home Phone: |  |
|                            | Bus. Phone: |  |
|                            | How Long?   |  |
| 83. Credit Reference #1:   |             |  |
| Address:                   |             |  |
| Account #:                 | Phone #:    |  |
| 84. Credit Reference #2:   |             |  |
| Address:                   |             |  |
| Account #:                 | Phone #:    |  |
| 85. Credit Reference #3:   |             |  |
| Address:                   |             |  |
| Account #:                 | Phone #:    |  |
| 86. Personal Reference #1: |             |  |
| Address:                   |             |  |
| Relationship:              | Phone #:    |  |
| 87. Personal Reference #2: |             |  |
| Address:                   |             |  |
| Relationship:              | Phone #:    |  |
| 88. Personal Reference #3: |             |  |
| Address:                   |             |  |
| Relationship:              | Phone #:    |  |





|                                  |          |
|----------------------------------|----------|
| 89. In case of emergency notify: |          |
| Address:                         |          |
| Relationship:                    | Phone #: |

| G. VEHICLE AND PET INFORMATION (if applicable)  |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| List any cars, trucks, or other vehicles owned. Parking will be provided for one vehicle. Arrangements with Management will be necessary for more than one vehicle. |                              |                             |  |
| 90. Type of Vehicle:  | License Plate #:             |                             |  |
| Year/Make:  | Color:                       |                             |  |
| 91. Type of Vehicle:  | License Plate #:             |                             |  |
| Year/Make:  | Color:                       |                             |  |
| 92. Do you own any pets?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| <i>If yes, describe:</i>  |                              |                             |  |

| H. APPLICATION ASSISTANCE   |                              |                             |
|---|------------------------------|-----------------------------|
| 93. Did anyone help/assist you in filling out this application?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>If yes, who assisted and what was the reason for the assistance:</i> |                              |                             |
|   |                              |                             |

**CERTIFICATION**

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

**SIGNATURE (S):**

|                          |       |
|--------------------------|-------|
| _____                    | _____ |
| (Signature of Tenant)    | Date  |
| _____                    | _____ |
| (Signature of Co-Tenant) | Date  |
| _____                    | _____ |
| (Signature of Co-Tenant) | Date  |
| _____                    | _____ |
| (Signature of Co-Tenant) | Date  |



Washington Community Housing Trust, Inc.  
16 Church Street  
New Preston, CT 06777

**Authorization for Release of Information**  
**Washington Community Housing Trust**

The undersigned applicants(s) hereby authorize Connecticut Real Estate Management and Washington Community Housing Trust, Inc. to request the following from any/all individuals, employers, agencies, bureaus, or doctors as the case may be:

- Verification of Employment
- Verification of Social Security Payments
- Verification of Pension
- Verification of Assets / Financial Information
- Any other Income
- Landlord Reference
- Credit Report
- Child Care Expenses
- Medical Information (to verify "Handicapped" status)
- Full-time Student Verification
- Police Check

It is understood that the information obtained will be kept confidential and used only in connection with the undersigned applicant for housing.

A copy or fax of this authorization shall be considered valid as the original.

Name (Applicant / Tenant #1) \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Name (Applicant / Tenant #2) \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Name (Applicant / Tenant #2) \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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