APPLICATION INSTRUCTIONS
(Please Print Clearly)

Please complete the attached application and sign the release forms. Answer all questions even if the answer is zero. If a page does not apply, please mark N/A on that page. Incomplete applications will not be processed. **Return all pages of this application and make copies for your record. Management will fax/mail out all verification requests.** This applies to each person who will be living in the apartment.

**Identification:**

We require (3) forms of identification. Please do not send originals. We require a copy of a picture ID, your Social Security Card and your birth certificate. Picture ID must have date of birth on it.

**Qualification:**

To qualify for tenancy at Access Senior Housing of Willington, an applicant must be 62 years old or older, U.S. Citizen, National, or Eligible Non-Citizen, and have an annual income below the established HUD guideline below.

**Income Limits:**

<table>
<thead>
<tr>
<th># of People</th>
<th>Maximum Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1)</td>
<td>$36,550</td>
</tr>
<tr>
<td>Two (2)</td>
<td>$41,750</td>
</tr>
</tbody>
</table>
**Willington Woods**  
*Access Senior Housing of Willington*

**Income Verifications:**

All Sources must be verified.

1) Please attach copies of paycheck stubs (4 most recent), budget sheets for state assistance, alimony, social security, workers’ compensation and/or pension.
2) Sign all releases so information can be verified.
3) EIV (Enterprise Income Verification) will be used as a screening tool for income.
4) Screening will be used to check your prior landlords, credit, and drug and criminal history.

**Rental History:**

Please sign and complete the top portion only of the enclosed “Landlord Verification Form” and return it to us. We will mail the form to your landlord. Residency must be established for the past 12 months. If you own your home, we may ask for copies of tax bills to establish residency.

**APPLICATIONS MAY BE DENIED IF ANY OF THE FOLLOWING APPLY:**

1) Not eligible (Income too high, under age (62), ineligible non-citizen)
2) Unfavorable credit report
3) Unfavorable landlord reference (previous eviction, late payments)
4) Inability to pay rent
5) Unfavorable background checks (arrest and/or conviction history)
6) Failure to supply requested documentation

**Waiting List:**

Completed applications will be placed on a waiting list according to first come first serve. All applications must be complete (no missing information) to be placed on the waiting list.
Security Deposit:
A security deposit equal to one-month total tenant’s rent will be due upon acceptance of an available unit.

Deposits:
Pets are allowed subject to the “PET POLICY”. An additional pet security deposit will be required at time of move-in.

Reasonable Accommodations:
Reasonable accommodations for people with disabilities will be provided upon request. Further information can be provided if necessary. (See - Reasonable Accommodations and Modification Policy.)

I have read and understand the application instructions:

____________________________________  _____________________
Applicant’s Signature                  Date

____________________________________  _____________________
Co-Applicant’s Signature               Date
Willington Woods
Access Senior Housing of Willington

HOUSEHOLD INFORMATION

Applicant Name (A): ________________________________________________

Co-Applicant Name (B): ____________________________________________

Address: __________________________________________________________

Daytime Phone: ____________ Evening Phone: ________________________

Date of Birth (A): ________ Social Security Number (A): ______________

Date of Birth (B): ________ Social Security Number (B): ______________

How Long at Current Address: _____ Do You Rent or Own: ____________

Amount of monthly rent or mortgage payment: ______ Is your house on the market: ______

INCOME INFORMATION

Gross Income per Month: (A) ____________ (B) ____________

Social Security: (A) ____________ (B) ____________

SSI Benefits: (A) ____________ (B) ____________

Pension: (A) ____________ (B) ____________

Veteran’s Benefits: (A) ____________ (B) ____________

Public Assistance: (A) ____________ (B) ____________

Employments: (A) ____________ (B) ____________
Willington Woods
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Alimony: (A) ____________ (B) ____________

Other: (A) ____________ (B) ____________

Do you file Federal Income Tax Returns? ______ If so, please enclose a copy.

Do you have any assets not listed above? ____________________________________________

Have you disposed of any assets in the last two years? (Given away money to relatives, sold property for less than the market value, set up irrevocable trusts?) ____________________

If yes, describe: ________________________________________________________________

REFERENCES

Current Landlord Name: ____________________________________________________________
Landlord Address: __________________________________________________________________
Occupancy Address: __________________________________________________________________
Dates of Occupancy: From ______________________ To ___________________________

Previous Landlord Name: __________________________________________________________
Landlord Address: __________________________________________________________________
Occupancy Address: __________________________________________________________________
Dates of Occupancy: From ______________________ To ___________________________

Mortgage Holder Name: ____________________________________________________________
Mortgage Holder Address: __________________________________________________________________
Property Address: ____________________________________________________________________
Dates of Mortgage: From ______________________ To ___________________________

Personal Reference (not a relative)
Name: __________________________________________________________________________
Address: _________________________________________________________________________
Relationship: ____________________________ Phone Number: __________________________
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VEHICLE INFORMATION

Make: ___________________ Model: ___________________ Year: ______________
Color: ___________________ License Plate #: ___________________

Make: ___________________ Model: ___________________ Year: ______________
Color: ___________________ License Plate #: ___________________

PET INFORMATION

Do you own any pets? ________________ If yes, describe: ___________________

ASSET INFORMATION

(Use back of sheet if more room is needed for any item)

Checking Account:
Name of Bank/Credit Union (CU): _____________ Acct #: ________ Balance: ______
Name of Bank/Credit Union (CU): _____________ Acct #: ________ Balance: ______

Savings Account:
Name of Bank/Credit Union: _____________ Acct #: ________ Balance: ______
Name of Bank/Credit Union: _____________ Acct #: ________ Balance: ______

Certificates of Deposit (CD’s):
Bank Name: _________________ Acct #: _________________ Balance: ______
Bank Name: _________________ Acct #: _________________ Balance: ______
Savings Bonds:
Maturity Date: ___________ #: __________________________ Value: ________

Mutual Funds:
Name: ________________# of Shares: ______ Interest or Dividends: _____ Value: ______

Stocks and Bonds:
Name: ________________# of Shares: ______ Interest or Dividends: _____ Value: ______

Real Estate:
Location: __________________ Mortgage Amount: ______________ Value: __________

Whole Life Insurance (Term Life Policies are not needed):
Company: ________________ Account #: __________________ Cash Value: ________

Annuities:
Company: ________________ Account #: __________________ Cash Value: ________

ADDITIONAL INFORMATION
Do you use any illegal substances? Yes No
Have you ever been convicted of a felony? Yes No
Have you ever been evicted from any housing? Yes No
Have you ever filed bankruptcy? Yes No
Have you or any member of your household ever been evicted from any federally subsidized housing? Yes No
If “Yes” please explain:
__________________________________________________________________________
__________________________________________________________________________

Have you or any member of your household reside in another State? Yes No
If yes, please list ALL the states you or a member of your household have reside
__________________________________________________________________________

Do you qualify for housing for a disabled person? Yes No
Do you need a handicapped accessible unit? Yes No
Will you take an apartment when one is available? Yes No
Are you receiving subsidy at any other location? Yes No
Are you a: U.S. Citizen? Yes No
U.S. National? Yes No
Eligible Non-Citizen? Yes No

Where did you hear about our Housing Complex? __________________________________

You will be notified when your application is at the top of the waiting list. If you do not wish to take the apartment at that time of availability, your name will be removed from the waiting list.
CERTIFICATION

I/We hereby certify that I/We will not maintain a separate subsidized unit in another location. I/We further certify that this will be my/our permanent residence. 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 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 the cancellation of this application or termination of tenancy after occupancy. All adult applicants must sign application. I/We authorize Access Senior Housing of Willington, Inc. or its agent to obtain such credit, criminal and eviction records necessary to evaluate my application for housing.

Applicant Signature:

___________________________________________________________

Co-Applicant Signature:

___________________________________________________________
LANDLORD VERIFICATION FORM
To Be Completed by Applicant

Landlord Name: ____________________________________________________________
Address:________________________________________________________________________
Phone: _______________________________________________________________________
Applicant Name: _________________________________________________________________
Address: _______________________________________________________________________
Occupancy Agency: _____________________________________________________________
Date of Occupancy: ______________________________________________________________

I HEREBY AUTHORIZE THE RELEASE OF THE INFORMATION REQUESTED BELOW:

_________________________________________________________________________________ Date: ________________
Applicant Signature

The above referenced person has applied for an apartment in WILLINGTON WOODS, 25 Senior Way, Willington, CT 06279. You were listed as either current or former landlord. The applicant by his/her signature above has authorized you to release the information regarding his/her residency. We ask your cooperation in supplying information requested. This information will be used only in determining the eligibility status of the family. Your prompt return of this information will be appreciated. Should you have any questions, please do not hesitate to contact us.

To Be Completed By Landlord Only

Move-In Date: ___________________________ Move-Out Date: ___________________________
Amount of Monthly Rent $________________ Utilities Included:_________________________
Does tenant have rental assistance? ____________
Rent Generally Paid: On Time _______ Occasionally Late _______ Often Late ________
Has any legal action taken against this tenant? ____________
Housekeeping Habits: Good ______ Average ______ Poor ________
Would you rent to this tenant again? ____________
Comments: _______________________________________________________________________

_________________________________________________________________________________
Landlord’s Signature  ____________ Title ____________ Telephone Number ____________

RETURN TO: Property Manager, Willington Woods, 25 Senior Way, Willington, CT 06279.

An affordable senior housing development managed by:
THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION

1. Copy of your Social Security Card and the latest “Your New Benefit Amount” form received from Social Security yearly usually in December.

2. Copy of your Birth Certificate

3. Copy of license or other form of picture I.D. with birth date.

4. At least four (4) consecutive check stubs from all employment from family members that are 18 and over.

5. Copy of your bank book, certificates of deposit, stock certificates, mutual funds, etc.

6. Copy of your latest bank statement for checking and savings, etc.

7. Copy of your pension and what is deducted if any.

8. Copy of Whole Life Insurance showing Cash Value.

9. Copy of a cancelled check or rent receipt from rent you pay.

10. Copy of your resident alien card if not a U.S. Citizen

Note: The following forms which are included in this application must be completed and signed in all the appropriate places:

1. Signature on Page 3 of Application
2. Race and Ethnic Data Form
3. Applicant Citizenship Declaration
4. Supplement to Application for Federally Assisted Housing
5. HUD Form 9887 and 9887A