

Willington Woods

Access Senior Housing of Willington

REV-6-2021

25 SENIOR WAY
WILLINGTON, CT 06279
860-429-8777 Office
860-420-0050 Fax

Date Received _____
Time: _____

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:

<u># of People</u>	<u>Maximum Income</u>
One (1)	\$36,550
Two (2)	\$41,750

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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.

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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

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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) _____

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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: _____

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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

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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.

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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:

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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.

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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

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