

Dear Applicant,

Thank you for inquiring about an apartment rental with the Brattleboro Area Community Land Trust (BACLT.) The BACLT is a non-profit organization that works to create affordable housing for people with low and moderate incomes. The information requested on the enclosed application ensures that we will be able to receive funding to continue our work.

Completed applications should be returned to **BACLT, 192 Canal Street, Brattleboro, VT 05301.**

If you need assistance completing the application, please let us know. We'll be happy to help!

The more detailed information you provide, the quicker we are able to process your application. Incomplete applications will not be considered until they are complete and are grounds for denial.

To check on the status of your application or to report changes you may do so at 254-4604 ext 120 and leave a message.

Thank you,

BACLT Property Management

Brattleboro Area Community Land Trust Criteria for Rental Acceptance

1. Household income at or below 80% of the Windham County median income.
2. Stable source of income (employment, welfare, Social Security, pensions.)
3. Three acceptable landlord references (current and previous) or equivalent. (Exceptions to be approved by the Director of Operations)
4. Personal interview.

The following may also be used to accept applicants:

1. Credit references verification.
2. Criminal record check (does not display unacceptable or criminal behavior which would impact his/her ability to meet lease requirements.)

If an applicant meets the above qualifications, the following items apply in order of priority.

1. Windham County residents facing immediate displacement, either from their unit or from the area, due to housing cost or other circumstances beyond their control.
2. Length of time on the BACLT waiting list.
3. Current BACLT residents who are tenants in good standing and who need an apartment with more or fewer bedrooms due to changes in household size, or need a different apartment out of some other necessity.
4. Households with children.
5. Length of residence in Windham County.
6. Recommendation of Morningside Shelter or other local agencies.

RENTAL HOUSING APPLICATION

Applicant (1) _____ Phone _____

Current Address (1) _____ City, State, ZIP _____

Applicant (2) _____ Phone _____

Current Address (2) _____ City, State, ZIP _____

I. HOUSEHOLD MEMBERS AND CURRENT INCOME

Household Member Name (List <u>all</u> household members)	Relationship to Head of Household	Social Security Number	Sources of Income (List <u>all</u> sources including name of agency or employer) i.e. job(s), ANFC, SSI, etc.	Monthly Income Before Taxes	Date of Birth	Sex
	Head of Household					

Total monthly income before taxes:

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II. HOUSING NEEDS

1. How many bedrooms do you need? [Circle] Single room, 1 Bedroom, 2 Bedrooms, 3 Bedrooms, Other _____
 Where are you looking? [Circle] Brattleboro Guilford Putney Wilmington
 Do you have a specific interest in: [Circle] Apartment Rental Boarding House Mobile Homeownership

2. Are there any special considerations your apartment or household would need? If so, please explain:

3. Are there any additional household members, who under normal conditions would live with you? (For example, a household member away in the military or step children) / Are you expecting any changes in your household size in the next year?
 If so, please explain _____

III. RESIDENTIAL HISTORY

Beginning with current address, list a minimum of your **last 5 years** of addresses. Our policy requires a total of three landlord references. To list all three references, you may go back farther than 5 years, but you must give an address to account for all time during that period. If you were not on a lease, indicate who allowed you to reside at the address in the LANDLORD NAME column, and list their phone number in the LANDLORD PHONE column. All household members over the age of 18 must complete. Please attach additional information, if necessary.

Household Member and Address Rented	Rent Paid	From month/year	To month/year now	Landlord Name and Address	Landlord Phone Number

IV. EMPLOYMENT INFORMATION: Please provide the information for the current (part a) and past (part b) employer for each household member over the age of 18. You do not need to include benefits such as SSI, ANFC, GA, pensions, etc.

Household Member	Employer	Address (Street, City, State, ZIP)	How long employed?
	a.		
	b.		
	a.		
	b.		
	a.		
	b.		

V. GENERAL INFORMATION:

1. Would you prefer housing that is for (circle one): smoking non-smoking no preference
If you answered smoking, how many members of your household are smokers? _____
If you answered non-smoking, would you prefer (circle all that apply):
 a non-smoking apartment/room a non-smoking building non-smoking property/grounds
2. Are you (circle all that apply): without housing? in substandard housing? in overcrowded housing?
 in housing that is not affordable for you? in housing inappropriate for your needs?
3. How long have you lived at your current address? _____ How long in Windham County? _____
4. How soon will you have to move? _____ What is the reason for the move? _____
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5. Have you ever rented from BACLT before? _____ If so, under what name? _____
6. Have you ever applied with BACLT before? _____ If so, under what name? _____
7. Do you have a Section 8 voucher or are you on the waitlist?
 _____ No, I/we do not have a Section 8 voucher.
 _____ No, I/we do not have a Section 8 voucher, but on waitlist for _____ months.
 _____ Yes, I have a Section 8 voucher through _____ Housing Authority.
8. Have you or anyone else named on this application been charged with or convicted of a crime (felony or misdemeanor) or of dealing illegal drugs? _____ If yes, date(s) of charges or conviction _____
What state? _____ What happened to the charges? _____
Explanation of conviction(s) _____
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9. Have you or anyone else named on this application been under an eviction proceeding for any rental unit, including an apartment, home, mobile home or trailer? _____ If yes, please explain: _____
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10. Have you or anyone else named on this application had a landlord take legal action to remove you or members of your household? Please explain: _____
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11. Are you or anyone in the household a student? Please list students in household: _____
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12. Do you have any pets in your home? If so, what types and how many? _____

Are the animals (please circle all that apply): spayed/neutered declawed currently vaccinated

13. Please list vehicles owned by your family. (This does **not** guarantee parking with BACLT)
- Make _____ Model _____ Color _____ Year _____
- Make _____ Model _____ Color _____ Year _____

14. How did you hear about the land trust? If you were referred by an agency or individual, please list their name.
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VI. REFERENCES: Please give us the name, address, and phone number, of three character references for adult applicants. We welcome references from local agencies, as well as references in the form of letters. Do not use relatives.

Household Member	Reference Name and Address	Organization (if applicable)	Phone Number	How long known?

VII. Asset Information

1. Do you own real estate? Yes _____ No _____ If yes, please submit verification.

Address _____ Value _____ Remaining Mortgage Amount _____

2. Does anyone in your household have a checking and/or savings account, certificates of deposit, or

IRA's? Yes _____ No _____ If yes, please complete the following:

Family Member	Type of Account	Account Number	Balance	Bank
			\$	
			\$	
			\$	
			\$	

3. Does anyone in your household have access to pension or annuity funds before retirement or termination of employment? Yes _____ No _____ If yes, please explain:

Family Member	Type of Account	Account Number	Balance	Bank
			\$	
			\$	
			\$	
			\$	

CERTIFICATION

The information I/we have provided to Brattleboro Area Community Land Trust is true and correct to the best of our knowledge. I/we understand that any false information is punishable by law, and could be grounds for cancellation of this application or termination of residency after occupancy. Verification may be obtained from any source named in this application. I/we understand that more detailed information about my/our financial, employment, and/or housing situation may be requested before my/our eligibility for a particular housing opportunity can be determined. I/we also agree to notify you of our new address whenever I/we move.

Signature(s):

Applicant 1 _____ Date _____

Applicant 2 _____ Date _____

Important: If more than one adult is applying for an apartment; and are not married, separate credit consent forms must be signed.

CREDIT REPORT CONSENT FORM

I/ We, _____, hereby give my/our consent
(First, MI, Last Name, Suffix and Spouses)

to have Brattleboro Area Community Land Trust and/or its assigned credit bureau obtain my credit report in connection with my application for an apartment.

In the event my rental application is approved, I also give my consent to have Brattleboro Area Community Land Trust and/or its assigned credit bureau to obtain additional credit reports and other information after approval of my apartment, both in connection with the same transaction or collection purposes; to obtain credit reports and other information for other legitimate purposes associated with the account.

Applicant(s)

Brattleboro Area Community Land Trust

Signature #1

Name

Signature #2

Signature

Date

Date

BRATTLEBORO AREA COMMUNITY LAND TRUST

AUTHORIZATION FOR THE RELEASE OF INFORMATION

ANYONE 18 AND OLDER MUST SIGN "AUTHORIZATION FOR THE RELEASE"

Authorization:

I authorize the release of any information about me or my family (including documentation and other materials) that is pertinent to eligibility for or participation under any of the Brattleboro Area Community Land Trust programs.

Information Covered Inquiries may be made about:

Child Care Expenses
Credit History
Criminal History/Records
Family Composition
Employment and Income

Pensions and Assets
Federal or State Benefits
Tribal or Local Benefits
Unemployment Compensation
Identity and Marital Status

Medical Expenses
Handicapped Assistance Expenses
Social Security Numbers
Residences and Rental History

Conditions:

I agree that photocopies of this authorization may be used for the purposes stated above.

If I do not sign this authorization, I also understand that my housing assistance may be denied or terminated.

YOU DO NOT HAVE TO SIGN THIS IF THE BRATTLEBORO AREA LAND TRUST'S NAME DOES NOT APPEAR ON THIS FORM.

Signature

Printed Name

Date

PENALTIES FOR MISUSING THIS CONSENT:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use.