



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program  
2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

## **Attention and Welcome Cedarwood Senior Cottages Applicants:**

We are excited to announce our cottages are currently under construction! You are receiving this packet because your name was placed on the Cedarwood Rental Interest List. No one has been approved for move in yet as the list you were on was only an “interest list”, not a waiting list. This packet contains all of the materials needed to apply for a Cedarwood rental unit. You must be 62 years of age or older to be eligible to live in these units. All units are rental units, no units are for sale or rent-to-own. You must fill out the packet in whole and return by mail or in person to the Tenants to Homeowners office to be considered to rent one of these units. Our address is 2518 Ridge Court, Ste 103, Lawrence, Ks. 66046.

We expect to have the first 6 units ready for move in by March 1, 2016. The remaining 8 are projected to be ready by June 1, 2016. When the project is done we will have a total of 14 units. 9 two bedroom units and 5 one bedroom units. Ten of the fourteen units have attached garages.

Rents will be set per unit based on funder’s income targets.

1 bedroom: \$545 & \$555

2 bedroom: \$710, \$720 & \$795- depending on the unit and your income bracket.

These rents are set by HUD. These rents will not adjust for the entire term of the one year lease. Annual lease renewals will take place to ensure you are still income eligible. We accept section 8 vouchers.



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program

2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

Tenants to Homeowners, Inc. is an affordable housing builder and property manager. We DO NOT provide any additional supportive services or case management to tenants in our units. ALL tenants must be able to live independently or have the necessary case management and/or adequate support services needed to fulfill normal tenant requirements outlined in the lease. This includes the ability to take care of the unit, inform maintenance staff if something is not working, keep the house clean & uncluttered to avoid pest problems or safety hazards, including housekeeping duties and paying monthly rent on time. (See Case Management Disclaimer in packet).

Due to the funding used to build these units we will be prioritizing applications based off of:

1. Meeting income eligibility requirements and having enough income to cover rent in our units. The first income eligibility requirement is: **Must be under 80%, 60% or 50% of Lawrence median income, depending on the unit's targeted income eligibility. SEE ATTACHED CEDERWOOD UNIT CHART FOR EXACT INCOME GUIDELINES AND UNIT SPECIFICATIONS. We will approve applications based on the need to ensure we have the correct balance of incomes.**
2. Background and credit checks.
3. Senior composition of the household. Are all members of the household seniors? At least one member of the household must be 62 years of age or older.
4. Appropriate size of household for the unit, including the request to add a pet to the lease.



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program

2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

5. Capacity to live independently or access appropriate services when needed.
6. Housing need. We will keep your application on file for one year. After one year the information will be void and a new application must be submitted in order to be considered for housing placement.



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program  
2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

## **Cedarwood Senior Housing Application Instructions**

- The application must be filled out completely.
  - The “Case Management Disclaimer” must be read and signed by applicant.
  - The “Tenant Release and Consent Form” must be signed by applicant.
  - A copy of all Photo IDs and Social Security cards must be submitted for all household members.
  - Most recent bank statements must be provided for all adults in the household.
  - Current Income Verification must be provided. Acceptable forms:
    - If applicable, 4 consecutive pay stubs for each job. More may be requested.
    - If applicable, Social Security/SSDI letter
    - If self-employed, 8 months bank statements showing deposits, and previous year’s tax return.
- \*\*\* Please note: Income and bank statements must be verified again within 30 days of move in.**

### THE APPLICATION PROCESS:

- There is no application fee. We offer application forms to everyone who asks about our rental units, regardless of whether a unit is available. Accepting an application does not indicate the application will be approved.
- Filling out and submitting this application does not guarantee approval or that there is a unit available. If no units are available at the time of submittal, management will hold your application on file for one year and contact you if there is a vacancy.
- Once a unit becomes available, we will contact applicants and request more information to verify income and assets.
- The application process takes several weeks. Management must conduct the proper income eligibility and background checks to approve tenancy.



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program

2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

### THE APPROVAL PROCESS: WHAT DO WE LOOK AT?

- o Must be under 80%, 60% or 50% of the Lawrence median income depending on unit's targeted income eligibility. (See attached Cedarwood Unit chart).
- \*\*\* **Please note: Maximum income eligibility guidelines change annually.**
- o Must also have sufficient income/resources to pay rent.
- o Criminal History-A felony on the applicant's record disqualifies the applicant permanently. An applicant also cannot be a registered sex offender. All other criminal history can also be a basis for denial.
- o Credit History
- o Prior Rental History (if applicable)-An eviction in the past 5 years disqualifies the applicant for approval.



Tenants to Homeowners, Inc.  
The Lawrence Community Housing Trust Program  
2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

## Cedarwood Case Management Disclaimer

Tenants to Homeowners, Inc. is the property manager of the 14 Cedarwood Senior Cottage Units. TTH, Inc. acts solely as the property manager and does not provide or claim to provide any case management or additional supportive housing services for the tenants or prospective tenants of said properties. If you are not capable of living independently, need assisted living or supportive housing arrangements please notify staff and we will provide you with a list of assisted and supportive living facilities in Lawrence. If you are currently working with case management representatives, staff is willing to communicate with your case management representatives to contribute to your independent living success. However, it is not the responsibility of TTH staff to ensure your success. Please make certain you are working diligently with your case managers to ensure that you are able to fulfill your tenant responsibilities without additional case management from the landlord.

If you do not have case management and think you might need case management to help with various life functions, staff can provide you with a list of local social service agencies in Lawrence. Tenants are responsible for following all terms of the lease, including paying rent on time and maintaining a clean unit. If the tenant is not capable of maintaining a cleanly unit on their own, the tenant is responsible at the tenant's cost, for hiring cleaning services as necessary to ensure the unit can pass all funder inspections. Tenants are responsible for their actions and the actions of their caregivers, caseworkers, guests etc. TTH, Inc. is a not for profit organization, does not currently staff a case manager or counselor and does not have the capacity to do so. If we determine the tenant is not fulfilling their responsibilities as required in their lease (for example: taking care of the property, keeping the unit clean, and not disturbing the peaceful enjoyment of other tenants, etc.), or we determine that the tenant requires an above average amount of the landlord's time and limited resources to understand and follow the rules of their lease, this is a cause for lease termination.

I have read the case management disclaimer provided to me and understand my responsibilities as a tenant of Cedarwood Senior Cottage Properties.

X Applicant \_\_\_\_\_ Date \_\_\_\_\_

X Applicant \_\_\_\_\_ Date \_\_\_\_\_

X Case Manager \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

X Property Manager \_\_\_\_\_ Date \_\_\_\_\_



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program

2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

## Tenant Release and Consent

I/We \_\_\_\_\_, the undersigned hereby authorize all persons or companies in the categories listed below to release information regarding employment, income and/or assets for purposes of verifying information on my/our apartment rental application to **Tenants to Homeowners, Inc.** I/we authorize release of information without liability to **Tenants to Homeowners, Inc.**, and/or Monitoring Data Services, Inc., as the monitoring agency.

**INFORMATION COVERED** I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity; employment, income, and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant. **GROUPS OR INDIVIDUALS THAT MAY BE ASKED** The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and Present Employers Previous Landlords (including Public Housing Agencies)  
Support and Alimony Providers Welfare Agencies State Unemployment Agencies Social Security Administration Medical and Child Care Providers Veterans Administration  
Retirement Systems Banks and other Financial Institutions

**CONDITIONS** I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that I/we can prove is incorrect.

## SIGNATURES

\_\_\_\_\_  
Applicant/Resident (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant/Resident (Print Name)

\_\_\_\_\_  
Date



Tenants to Homeowners, Inc.  
 The Lawrence Community Housing Trust Program  
 2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

To be completed by office staff:  
 Date & Time Rec'd \_\_\_\_\_

## Cedarwood Senior Cottages Rental Application

Please print legibly. We will not accept incomplete applications.

Full Name of Head of Household: \_\_\_\_\_

Current Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

I would like to find a place by  
 (Date): \_\_\_\_\_

I am requesting a:  
 1 Bedroom \_\_\_\_\_ 2 Bedroom \_\_\_\_\_ Negotiable- explain \_\_\_\_\_

I am requesting a unit with a garage:  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Negotiable- explain \_\_\_\_\_

### Household Composition & Characteristics

Member's Name	Relationship to Head	Date of Birth	Age	Sex	Social Security Number (SSN)
	<b>HEAD</b>				

**Residential History** (The more information, the better. **Required: Past 5 years of residential history and at least one previous landlord who is not a relative.**) IF you do not have a previous landlord in the past 5 years, please list a personal reference on the designated personal reference line.





Tenants to Homeowners, Inc.  
The Lawrence Community Housing Trust Program  
2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

1. Present Landlord/Property Name:

\_\_\_\_\_  
Present address: \_\_\_\_\_ Apt. #

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
Landlord Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ per month  
Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_

2. Previous Landlord/Property Name:

\_\_\_\_\_  
Previous address: \_\_\_\_\_ Apt. #

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
Landlord Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ per month  
Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_

3. Previous Landlord/Property Name:

\_\_\_\_\_  
Previous address: \_\_\_\_\_ Apt. #

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
Landlord Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ per month  
Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_

4. **If you do not have a recent landlord reference, list your personal reference here:**

Reference Name: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program

2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

## General Questionnaire

1. Are you or any members of your household currently receiving housing assistance? Yes

No

If yes, list source of assistance: \_\_\_\_\_ City/State:

\_\_\_\_\_

2. Have you ever been convicted of a criminal offense? Yes  No

If yes, Offense: \_\_\_\_\_ City/State:

\_\_\_\_\_

3. Are you or any members of your household subject to the State Sexual Offenders Registration? Yes  No

If yes, list the State where the offence occurred: \_\_\_\_\_

4. Have you or any members of your household ever been evicted? Yes  No

If yes, Property/Landlord Name: \_\_\_\_\_ City/State:

\_\_\_\_\_

5. Will the apartment for which you are applying be the family's only residence? Yes  No

6. Do you or any members of your household require special accommodations to live in the unit? Yes  No

7. Do you expect any changes in the household composition in the next 12 months?

Yes  No

8. Do you own equity in real estate, rental property, land contracts/contract for other deeds or other real estate holdings or capital investments? Yes  No .

If Yes, provide the type and value \_\_\_\_\_



Tenants to Homeowners, Inc.

The Lawrence Community Housing Trust Program

2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

785.842.5494 ♦ FAX 785.842.7570 ♦ [lawrencelandtrust@yahoo.com](mailto:lawrencelandtrust@yahoo.com) ♦ [www.tenants-to-homeowners.org](http://www.tenants-to-homeowners.org)

**Income:**

**Employment Income (Please list the last three years of employment history):**

Applicant Name	Employer	State Date	End Date	Position	Monthly Gross Income

**Other Household Income: SSI, SSDI, Pension, Benefits, etc.**

Applicant Name	Source of Income	Monthly Gross Income

**Assets: Checking, Savings, Retirement Funds, Mutual Funds, Death Benefits, Life Insurance Dividends, etc.**

Applicant Name	Name of Financial Institution	Type of Asset	Asset Cash Value

**Vehicles:**

Make	Model	Color	License Number

