



## Tenants to Homeowners, Inc.

2518 Ridge Court, Suite 103, Lawrence, Kansas 66046

To Be Completed by Office Staff

Date Rec'd: \_\_\_\_\_

Time Rec'd: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

### Senior Rental Program #3 Cedarwood Senior Housing Application Requirements

ATTENTION: This program is open to anyone 62+ and who makes less than 80% of the median income in Lawrence for the year. The rents in this program are set below Fair Market Rent BUT do not vary based on your specific income. However, we do accept Section 8 vouchers. All units in this program are FOR RENT only. Potential tenants would be responsible for paying all utilities including electric, water and trash.

- ☐ **ALL PAGES OF THE APPLICATION PACKET MUST BE FULLY COMPLETED.**
- ☐ Case Management Disclaimer and Tenant Release and Consent must be signed.
- ☐ A copy of all Photo IDs and Social Security cards must be submitted for all household members.
- ☐ Three months of the most recent checking account statements and the latest statement for any savings or investment accounts for all adults in the household. All pages of the statements must be provided and statements must have the bank or app logo and the account holders name and address. *Printed screen shots of bank accounts will be rejected.*
- ☐ The latest statement for any peer-to-peer accounts (PayPal/Cash App/Venmo/etc.).
- ☐ Current Income Verification must be provided. Acceptable forms:
  - If applicable, 3 months of consecutive pay stubs for each job. Pay stub must show gross wages.
  - If applicable, Social Security/SSDI letter
  - If self-employed, 8 months bank statements showing deposits, and previous year's tax return.

#### 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.
- 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. Management must conduct the proper income eligibility and background checks to approve tenancy.
- We do not schedule tours of a home until an application is fully processed and a unit is offered.

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

- Must be under 80%, 60% or 50% of the Lawrence median income depending on unit's targeted income eligibility.
- Must also have sufficient income/resources to pay rent.
- Criminal History- Applicants with sex offense history will be immediately denied. Other criminal history is evaluated on a case-by-case basis according to our policy.
- Prior Rental History (if applicable)-An eviction in the past 5 years disqualifies the applicant for approval.

# Cedarwood Senior Cottages Rental Application

**Please print legibly. We will not accept incomplete applications.**

Updated 8.1.19

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

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

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

I would like to find a place by this date: \_\_\_\_\_

I currently own a home and plan on selling: Y or N

I am currently in a lease and it expires on this date: \_\_\_\_\_

I am requesting a: 1-Bedroom or 2-Bedroom

Negotiable – please explain: \_\_\_\_\_  
\_\_\_\_\_

I am requesting a unit with a garage: Yes or No

Negotiable – please explain: \_\_\_\_\_

Any other additional information I would like to share pertaining to housing wants or needs: \_\_\_\_\_  
\_\_\_\_\_

## HOUSEHOLD COMPOSITION & CHARACTERISTICS

Member's Name	Relationship to of Household	Dates of Birth	Age	Sex	Social Security Number (SSN)

## PETS (IF ANY)

*Only 1 approved pet is allowed at Cedarwood Cottages*

Species (dog, cat, etc.)	Breed	Weight	Age

## RESIDENTIAL HISTORY

**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.

CURRENT Landlord/Property Name: \_\_\_\_\_

Address with Apt. #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Landlord phone: \_\_\_\_\_ Landlord Email: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ per month      Dates rented: \_\_\_\_\_ to \_\_\_\_\_

PREVIOUS Landlord/Property Name: \_\_\_\_\_

Address with Apt. #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Landlord phone: \_\_\_\_\_ Landlord Email: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ per month      Dates rented: \_\_\_\_\_ to \_\_\_\_\_

2<sup>ND</sup> PREVIOUS Landlord/Property Name: \_\_\_\_\_

Address with Apt. #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Landlord phone: \_\_\_\_\_ Landlord Email: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ per month      Dates rented: \_\_\_\_\_ to \_\_\_\_\_

**If you do not have a recent landlord reference, list (3) Personal References:**

1. Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

2. Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

3. Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

**GENERAL QUESTIONNAIRE (PLEASE CIRCLE ONE ANSWER)**

1. Are you or any members of your household currently receiving housing assistance? Yes **or** No

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

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

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

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

If yes, list the **City/State** where the offense occurred: \_\_\_\_\_

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

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

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

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

7. Do you expect any changes in the household composition in the next 12 months? Yes **or** 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 **or** No

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

**INCOME VERIFICATION:**

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

Applicant Name(s)	Employer Name	Start Date	End Date	Position	Monthly \$ Gross Income

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

Applicant Name(s)	Source of Income	Monthly \$ Gross Income

Assets: Checking, Savings, Investments, Life Insurance, peer to peer accounts, etc.

Applicant Name(s)	Name of Financial Institution	Type of Asset	Asset Cash \$ Value

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Vehicle(s)

Make	Model	Color	License Plate #

## GROUND S FOR DENIAL OF THE APPLICATION

This application must be signed by all adults who will occupy the apartment before it can be considered. In compliance with the FAIR CREDIT REPORTING ACT this notice is to inform you that the processing of this application includes but is not limited to making any inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer credit reporting agencies and obtaining credit information from other credit institutions.

Additionally, I authorize all corporations, companies, creditors, landlords, law enforcement agencies, financial institutions, academic institutions, and current employers to release information they may have about me and release them from any liability and responsibility from doing so.

_____	_____	_____	_____
Head of Household	Date	Co-head of Household	Date
_____	_____	_____	_____
Household Member	Date	Household Member	Date

**It is the policy of Tenants to Homeowners to provide services without regard to race, color, national origin, ancestry, age, sex, sexual orientation, familial status, gender identity, physical handicap or disability.**

TTH, Inc. owns and operates this property. Our mission is to create affordable housing opportunities in Lawrence. For this reason, we aim to keep these rentals below fair market rent. We are also pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, national origin, or sexual orientation. TTH, Inc. complies with and bases its policies on the Kansas Landlord Tenant Law.

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### For Management Use Only

Gross Annual Income: (If the total value of all assets above exceeds \$5,000 – multiply the total value of assets by .06% and list the amount below under gross annual income)

<b>Pay Stub Total:</b>	Applicant 1 _____	Applicant 2 _____
<b>Other Household income:</b>	Applicant 1 _____	Applicant 2 _____
<b>Asset Total:</b>	Applicant 1 _____	Applicant 2 _____

**Total Gross Annual Household Income:** \$ \_\_\_\_\_

**Percentage of Median Income:** % \_\_\_\_\_

## Cedarwood Case Management Disclaimer

Tenants to Homeowners, Inc. is the property manager of the 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 clean 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 and 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.

1st Applicant \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Applicant \_\_\_\_\_ Date \_\_\_\_\_

Case Manager \_\_\_\_\_ Date \_\_\_\_\_  
(If applicable)

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

## 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.

### 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