



Thank you for your interest in applying to become part of our community! Enclosed is an application. Please **COMPLETE** the entire application, sign and date it and email it to kcrossing@hallkeen.com, mail or drop it off at the address below.

Note – all household members 18 years or older **MUST** sign the application.

The application package includes:

- Application for Residency
- General Authorization for Release of Information
- Release to Obtain Information – (Credit & Criminal Background)

Keen's Crossing
65 Winooski Falls Way, #100
Winooski, VT 05404
Phone: 802-655-1810 Fax: 802-655-1811
TTY: (800)439-2370

As soon as an apartment is available and your name is at the top of our waitlist, a member of our team will contact you to schedule an interview.

In order to process your application as quickly as possible, please provide the following documents:

1. A copy of a Picture ID for all family members over the age of 18.
2. A copy of a Social Security Card and a Birth Certification for all family members.
3. Six Months of bank statements for any member who has a bank account. (This will include all accounts both checking and savings accounts including digital bank accounts e.g., Venmo, Cash App, PayPal, Chime etc.)
4. Eight weeks of consecutive pay stubs for all family members who are employed. (Two full months) and they must fall within 120 days before your prospective move in date.
5. The most recent Social Security benefit letter which states the current amount being received for any members receiving any type of Social Security benefits.
6. A copy of the court order, if any member is receiving child support or alimony.
7. Two years of Tax Returns if any member is self-employed.
8. If you do not have rental history, if you have never been on a lease for an apartment or you have only rented from family members, you will need three (3) signed personal references from someone that is over the age of 18 and that is not related to you. You will also need to a qualified co-signer for all applicants without landlord history.
9. Proof of enrollment in higher education for any student applicant.

All of the above must be included for your application to be considered complete.

If you have any questions or your contact information changes, please contact a member of our team at the office phone number above.

Thank you and we look forward to meeting you!



KEEN'S CROSSING
at Winooski Falls

APPLICATION COVER SHEET

Date of Application: _____

Name of Applicant: _____ Date of Birth _____

Email Address: _____

Additional Applicant(s): 1) _____ Date of Birth _____

Email Address: _____

2) _____ Date of Birth _____

Email Address: _____

3) _____ Date of Birth _____

Email Address: _____

Looking for a: ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom



Desired Move-In Date: _____ # Parking Spaces Wanted _____

Pet(s): _____

Special Incentives or Requests: _____

Applicant's Signature: _____

**** PLEASE REMEMBER TO SIGN AND COMPLETE ENTIRE APPLICATION ****

| | | | |
|---|---|---|-------------------|
| Form RENT |  | Common Rental Application for Housing in Vermont | FORM REVISED |
| State of Vermont's Housing Community |  | | SEPTEMBER 2021 |

| | | |
|---|------------------------------|-----------------------------|
| Do you speak or read English? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you need an interpreter to complete the application? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you need language translation or an interpreter, notify the management company.

INSTRUCTIONS (not for tenant-based vouchers)

| | | |
|--|------------|---|
| <i>Please type or print in ink the information requested on this form. Please read through this application carefully. Incomplete or unsigned applications will be returned. Use additional sheets if necessary. Please return completed application to:</i> | | FOR OFFICE USE ONLY Date/time received: |
| Management company | Agent name | |
| I wish to apply for housing at (Property name) | Location | |
| Please check the size of the apartment you are interested in: <input type="checkbox"/> Efficiency <input type="checkbox"/> 1-bedroom <input type="checkbox"/> 2-bedroom <input type="checkbox"/> 3-bedroom <input type="checkbox"/> 4-bedroom | | |

FAMILY COMPOSITION

Complete the following information for each person who will live in your apartment. Attach a separate sheet of paper if needed.

*****The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service and US Department of Housing and Urban Development, that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, familial status, age, disability, marital status, receipt of public assistance, or because a person is a victim of abuse, sexual assault, or stalking are complied with.***

You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants based on visual observation or surname.

| | Head of Household | Person 2 | Person 3 | Person 4 |
|---|---|---|---|---|
| First name | | | | |
| Middle initial | | | | |
| Last name | | | | |
| Relationship | Head of household | | | |
| Social Security number | | | | |
| Place of birth (city, state) | | | | |
| Birthdate (mm/dd/yyyy) | | | | |
| Live in unit Full time | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Live in unit Part time | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Marital Status | | | | |
| Single | <blank> | <blank> | <blank> | <blank> |
| Married | <blank> | <blank> | <blank> | <blank> |
| Divorced | <blank> | <blank> | <blank> | <blank> |
| Legally separated | <blank> | <blank> | <blank> | <blank> |
| Estranged | <blank> | <blank> | <blank> | <blank> |
| Sex ** | | | | |
| Male | <blank> | <blank> | <blank> | <blank> |
| Female | <blank> | <blank> | <blank> | <blank> |
| Other/Intersex | <blank> | <blank> | <blank> | <blank> |
| Ethnicity ** | | | | |
| Hispanic or Latino | <blank> | <blank> | <blank> | <blank> |
| Not Hispanic or Latino | <blank> | <blank> | <blank> | <blank> |
| Race (mark one or more)** | | | | |
| American Indian/ Alaska native | <blank> | <blank> | <blank> | <blank> |
| Asian | <blank> | <blank> | <blank> | <blank> |
| Black or African-American | <blank> | <blank> | <blank> | <blank> |
| Native Hawaiian or Other Pacific Islander | <blank> | <blank> | <blank> | <blank> |
| Other Race | <blank> | <blank> | <blank> | <blank> |
| White | <blank> | <blank> | <blank> | <blank> |

| | | |
|---|------------------------------|-----------------------------|
| Do you have primary custody of all children listed in the Family Composition Section? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you expect any additions to the household in the next 12 months? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there any absent household members not listed in the Family Composition section? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If "Yes", please explain | | |
| Do you live with others? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If "Yes", please explain | | |

| | | |
|---|---|------------------------------------|
| What is your current address? | Please list current mailing address, if different | |
| How long have you lived at this address? _____ Years _____ Months | How many bedrooms in your present home? | |
| Home phone number | Cell phone number | |
| Other phone number | Email address | |
| Do you own your home? <input type="checkbox"/> Yes <input type="checkbox"/> No | If "Yes", market value \$ | Outstanding mortgage balance \$ |
| Do you rent? <input type="checkbox"/> Yes <input type="checkbox"/> No | If "Yes", Landlord's name | Landlord's phone number |
| Landlord's address | | |

PREVIOUS HOUSING

Fill out this information for all places you have lived in the past five (5) years, not including your present housing. Attach a separate sheet of paper if needed.

| | |
|--|-------------------------|
| Dates From (mm/yy): _____ To (mm/yy): _____ | |
| Landlord name | Rental property address |
| Landlord address | |
| Landlord phone number | Landlord email address |

| | |
|---|-------------------------|
| Dates From (mm/yy): _____ To (mm/yy): _____ | |
| Landlord name | Rental property address |
| Landlord address | |
| Landlord phone number | Landlord email address |

| | |
|---|-------------------------|
| Dates From (mm/yy): _____ To (mm/yy): _____ | |
| Landlord name | Rental property address |
| Landlord address | |
| Landlord phone number | Landlord email address |

Do you currently live in a subsidized or Tax Credit apartment? For example, do you need to provide income information each year to your landlord? ☐ Yes ☐ No

Please list all states you have previously lived in

INCOME

*Please list **all sources of income** for each person who will live in your apartment. Be sure to list gross amounts and where the income comes from. Attach a separate sheet of paper, if needed.*

| | | |
|--------------------------|--------------------------------|------------------------------|
| Employment income | | <input type="checkbox"/> N/A |
| Applicant Name | Employer address, phone, email | Gross weekly salary \$ |
| Applicant Name | Employer address, phone, email | Gross weekly salary \$ |

| | | |
|----------------|--------------------------------|---------------------------|
| Applicant Name | Employer address, phone, email | Gross weekly salary \$ |
| Applicant Name | Employer address, phone, email | Gross weekly salary \$ |

Other income

☐ N/A

Child support, pension/annuity, Social Security, public assistance, unemployment, other periodic payments, unearned income, etc. If you receive Social Security, please attach a copy of your award letter with your application. Enter all other sources of income including current gross Social Security monthly amount. If self-employed, provide prior year's taxes with W-2's, 1099's etc. and current financial statement. Attach a separate sheet of paper, if needed.

| | | | |
|----------------|-------------|------------------------------|----------------------------|
| Applicant name | Income type | Source address, phone, email | Gross monthly amount \$ |
| Applicant name | Income type | Source address, phone, email | Gross monthly amount \$ |
| Applicant name | Income type | Source address, phone, email | Gross monthly amount \$ |

Assets

Bank accounts and other cash accounts

☐ N/A

Please list all accounts held by each person who will live in your apartment. Attach a separate sheet of paper, if needed.

| | | | |
|------------------|-----------------|--------------------|-----------------------|
| Bank/institution | Type of account | Interest rate % | Current balance \$ |
|------------------|-----------------|--------------------|-----------------------|

| | | | |
|---|-----------------|--------------------|-----------------------|
| Bank/institution | Type of account | Interest rate % | Current balance \$ |
| Bank/institution | Type of account | Interest rate % | Current balance \$ |
| Peer-to-peer account, eWallet, Direct Express Debit Card and other accounts such as Venmo, Paypal and Bitcoin, etc. | Type of account | | Current balance \$ |
| Cash on hand | | | Current balance \$ |

IRA/Keogh/annuity/pension/stocks

☐ N/A

| | | | | |
|-----------------|-------------|-------------------|------------------|--------------------------|
| Name of account | # of shares | Share Price \$ | Cash value \$ | Quarterly dividend \$ |
| Name of account | # of shares | Share Price \$ | Cash value \$ | Quarterly dividend \$ |
| Name of account | # of shares | Share Price \$ | Cash value \$ | Quarterly dividend \$ |

Bonds/insurance policies

☐ N/A

| | | |
|------|------------------|--------------------------------|
| Type | Date of purchase | Current value/cash value \$ |
| Type | Date of purchase | Current value/cash value \$ |

Other assets

| | | | |
|---|--|------------------------------|-----------------------------|
| Do you own real estate (other than the home you currently live in)? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If "Yes", where is it located (address, city, state) | | Market value \$ | |
| Mortgage holder and address | | Mortgage balance \$ | |
| Is this an income-producing property | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does anyone applying own any other asset not already listed? (<i>Do not include furniture. Do not include motor vehicles used for personal transportation.</i>) | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | |
|---------------------------|--------------------|
| If "Yes", please describe | Market value \$ |
|---------------------------|--------------------|

| | | |
|---|------------------------------|-----------------------------|
| Have you or any member of the household disposed of, transferred, or otherwise given away any cash, property, or other assets for less than they are worth in the past two (2) years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

If "Yes", please describe

| | | |
|------------------|-----------------------|------------------|
| Cash value \$ | Amount received \$ | Date disposed of |
|------------------|-----------------------|------------------|

| | | |
|---|------------------------------|-----------------------------|
| Do you or any member of the household receive regular gifts or contributions from any person or organization? Gifts or contributions include cash, non-cash items, bills paid on your behalf, or items paid on your behalf. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

If "Yes", please describe

| | | |
|------------------|---------------|-----------|
| Cash value \$ | Received from | Frequency |
|------------------|---------------|-----------|

MONTHLY EXPENSES

Child care

☐ N/A

For care that enables you to work or attend school, complete for children 12 and younger

| | | | |
|---------------------------------|---------------------|-----------------------------------|-------------------|
| Name of provider | Address of provider | Phone number of provider | Email of provider |
| Amount per month assisted \$ | | Amount per month unassisted \$ | |

Medical expenses

☐ N/A

Complete if head of household, co-head or spouse is elderly or disabled

| | |
|--|----|
| Physicians/health care provider name | \$ |
| Medical premiums | \$ |
| Hospitals/other health care facilities | \$ |
| Prescription/non-prescription medicine | \$ |
| Dental | \$ |
| Other | \$ |
| Auxiliary apparatus or attendant care | \$ |

List names of providers and contact information:

GENERAL INFORMATION

| | | |
|--|--|-----------------------------|
| Are you or any member of your family in need of an accessible apartment and/or if handicapped/disabled, requesting a reasonable accommodation to enable you to live in this unit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If "Yes", list accommodations needed: | | |
| Will you or any member of your household require a live-in attendant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a disability that results in a disability-related need for a reasonable accommodation for an assistance animal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you requesting an adjustment to income? (This adjustment is available in federally-subsidized rental housing to households in which either the head or co-head is (1) age 62 or older, or (2) under age 62 and disabled) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If offered an apartment and I accept, this apartment will serve as my sole residence | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you displaced due to: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Natural disaster | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other governmental action | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Domestic violence | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you currently homeless? | <input type="checkbox"/> Yes (Please complete Appendix 1) | <input type="checkbox"/> No |
| Are you at risk of homelessness? | <input type="checkbox"/> Yes (Please complete Appendix 2) | <input type="checkbox"/> No |
| Are all members of the household citizens of the United States or non-citizens with eligible immigration status? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your household comprised entirely of full-time students? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If "Yes," check all that apply: | | |
| All household members are fulltime students, and such students are married and file a joint tax return | <input type="checkbox"/> Yes | |
| The household consists of single parents and their children, and such parents and children are not dependents of another individual | <input type="checkbox"/> Yes | |

At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. TANF assistance) ☐ Yes

At least one member of the household is enrolled in and a job training program receiving assistance under the Job Training Partnership Act or similar federal, state, or local laws ☐ Yes

Full-time student formerly in foster care ☐ Yes

Have you or any member of your household been a full-time student in the past year? ☐ Yes ☐ No

Does the Head of household plan to enroll as a full-time student in the upcoming year? ☐ Yes ☐ No

If "Yes", please list all schools attended:

Do you currently have a Section 8 Housing Choice Voucher (HCV)? ☐ Yes ☐ No

If "Yes," which public housing authority or authorities?

If "No," are you on the waiting list for a Section 8 HCV? ☐ Yes ☐ No

Have you ever lived in subsidized rental housing? ☐ Yes ☐ No

If "Yes," specify the agency and the years in which you lived there:

Is anyone in your household subject to a lifetime registration requirement under a state sex offender registration program? ☐ Yes ☐ No

If "Yes," please explain:

Have you or any member of the household ever committed fraud in a federally-assisted housing program or have been requested to repay money for knowingly misrepresenting information for such a housing program? ☐ Yes ☐ No

If "Yes," please explain and give the state and date:

Has anyone in your household ever been charged with or convicted of a crime? ☐ Yes ☐ No

If "Yes," please explain and give the state and date:

Has anyone in your household ever been charged with or convicted of illegal manufacture or distribution of a controlled substance? ☐ Yes ☐ No

If "Yes," please explain and give the state and date:

Is anyone in your household currently engaging in the illegal use of a controlled substance?

☐

Yes

☐

No

If "Yes," please explain and give the state and date:

Do you have any pets? *Some properties do not allow pets*

☐

Yes

☐

No

Type

Number

All properties have a smoking policy. Would you like a copy of the policy for the property for which you are applying?

☐

Yes

☐

No

Why do you want to move to this property?

EMERGENCY

Please provide the name of any family or friends you would like involved in this application process. Please also list any family or friends we may contact if we are unable to reach you.

| | |
|---------------|------------------------------------|
| Name | Address (Street, city/town, state) |
| Phone number | Relationship |
| Email address | |

| | |
|---------------|------------------------------------|
| Name | Address (Street, city/town, state) |
| Phone number | Relationship |
| Email address | |

| | |
|---------------|------------------------------------|
| Name | Address (Street, city/town, state) |
| Phone number | Relationship |
| Email address | |

Please provide three (3) character references who you have known for at least one (1) year (not related to the applicant(s))

| | |
|------|--------------|
| Name | Phone number |
|------|--------------|

| | |
|------|--------------|
| Name | Phone number |
|------|--------------|

| | |
|------|--------------|
| Name | Phone number |
|------|--------------|

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY
BEFORE SIGNING THIS APPLICATION:**

I/we certify that the information given on household composition, income, net family assets, allowances and deductions, as well as all other information provided is accurate and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are punishable by federal law with fines up to \$10,000 or imprisonment for up to 5 years. I/we understand that false statements or information are grounds for termination of housing assistance, termination of tenancy and/or retroactive rent increases.

My/Our signature(s) below constitute(s) my/our consent to have the MANAGEMENT COMPANY conduct a background check, including verification of the information contained herein. I/we hereby expressly consent to the release of information by prior landlords, employers, credit bureaus/references, criminal information centers, Vermont Adult Abuse Registry, and/or the Vermont Child Protection Registry, and other individuals or entities with information relevant to the information provided herein to representatives of the MANAGEMENT COMPANY processing this application and performing the background check as defined in the Fair Credit Reporting Act, 15 U.S.C. Section 1681a(d). I also consent to release wage matching data to RHS and the MANAGEMENT COMPANY.

I/We understand that this application in no way ensures occupancy and that my/our application can be rejected based on, but not limited to, poor credit, landlord references, police records indicating unacceptable criminal behavior, and/or poor personal interview.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation of any material fact involving the use of or obtaining federal funds.

"I have read and understand this statement."

| | |
|--|------|
| Signature – Head of household | Date |
| Signature – Other adult household member | Date |
| Signature – Other adult household member | Date |
| Signature – Other adult household member | Date |

**ALL APPLICANTS MUST BE INCOME ELIGIBLE AND MEET ALL
ADMISSIONS CRITERIA FOR THEIR PROSPECTIVE APARTMENT**

APPENDIX 1

If you indicated "yes" that you are currently homeless on Page 7 of the Common Rental Application for Housing in Vermont, check one box to describe your household:

| | | | |
|--------------------------------|---|---------------------------------------|---|
| CRITERIA FOR DEFINING HOMELESS | <input type="checkbox"/> Category 1 | Literally Homeless | <p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution |
| | <input type="checkbox"/> Category 2 | Imminent Risk of Homelessness | <p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing |
| | <input type="checkbox"/> Category 3 | Homeless under other Federal statutes | <p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers |
| | <input type="checkbox"/> Category 4 | Fleeing/ Attempting to Flee DV | <p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing |

APPENDIX 2

If you answered "yes" that you are at risk of homelessness on Page 7 of the Common Rental Application for Housing in Vermont, please confirm that your household falls into one of the three categories below:

☐ Yes, my household falls into one of these categories.

| | | | |
|---|-------------------|----------------------------------|---|
| CRITERIA FOR DEFINING HOMELESSNESS | Category 1 | Individuals and Families | <p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan |
| | Category 2 | Unaccompanied Children and Youth | A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute |
| | Category 3 | Families with Children and Youth | An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her. |