APPLICATION FOR TENANCY

PLEASE PRINT

This is an application for housing at Charter House Apartments, owned and operated by Vashon HouseHold. One unit at Charter House is accessible to persons in wheelchairs, three others are on the ground floor and 5 units are accessible only by outside stairs.

Completed applications are considered in the order of the date and time they are received. Your name will be placed on the waiting list. Charter House management will send you a waiting list update letter annually to determine whether you are still interested. If you do not respond your name will be removed from the waiting list. It is your responsibility to notify Charter House management if your address or phone number changes. When your name nears the top of the waiting list, you will be screened to determine if you still qualify. If you do not, you will be notified in writing.

If you are offered an apartment, you must take it when it is available or your name will be removed from the waiting list, barring extenuating circumstances.

We reserve the right to reject any application that does not meet our requirements. The submission of any false information on the application will be cause for rejection of the application, or if discovered later, eviction from the property.

If you become a tenant of Charter House, this application will become part of your rental agreement.

Please return completed application to:
(envelope enclosed)

Charter House Apartments/VHH
P.O. Box 413
Vashon, WA 98070

Vashon HouseHold is an Equal Opportunity Housing provider with projects in compliance with Fair Housing Regulations. Vashon HouseHold accommodates any applicants who need assistance in filling out this application.
Charter House is a USDA, Rural Housing Service subsidized housing project. To qualify to live in this building, all applicants must meet specific requirements for income, occupancy and tenant population type. We will accept only applicants who qualify or have good records in all the following areas: (All applicants that qualify apply for an apartment at Charter House will be screened on the same standards)

1. Must meet government requirements for income and tenant population type. USDA Rural Housing Service gives preference on the waiting list to very, very low income households-30% or less of King County Median Income. The status of your income is determined by USDA income limits;
2. Must meet property's occupancy guidelines: 62 years or older with or without children, OR Disabled/Handicapped 18 years +;
3. Must have good landlord/good housekeeping references;
4. Must have good credit;
5. Must have a good report from a rental screening service.
6. Must have good personal references from people who are NOT relatives;
7. Must be legally responsible to enter into a legal contract.
8. Must submit a complete application with no omissions;
9. Must be capable, with or without assistance, to carry out the terms of the lease and rules and regulations;
10. Must not be engaging in any illegal activities;
11. Must not smoke cigarettes.

Please answer the questions below so that we can determine if you meet these requirements.

PERSONAL INFORMATION

Are you applying for an “Elderly Household”, where the tenant or co-tenant is 62 or older? Yes______ No ______

Your Name ______________________________       Date______________________

Street________________________________________________________________

City ______________________________ State _________________ Zip __________

Phone_______________________   Social  Security #__________________________

Date of Birth_______Number in household______Does any applicant smoke?______

Other Tenant_______________Date of Birth______Social Security #______________

DISABILITY STATUS: Owner/Management does not discriminate on the basis of disability status.

Are you applying for Disability Status as defined by USDA/RHS? Yes ______  No ______

Do you require______ or prefer _____ a wheelchair accessible unit?
Do you require______ or prefer _____ a ground floor unit?
EMPLOYMENT

Your Employer_________________________________________________________

Employer Address _________________________________Phone________________

Supervisor__________________________Your Position________________________

MONTHLY INCOME (GROSS)

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<tr>
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<th>You</th>
<th>Other occupant</th>
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<td>Interest/Other</td>
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<td>TOTAL</td>
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BANK ACCOUNTS

BANK 1________________________________ Branch________________________

Account #(s)___________________________________________________________

BANK 2________________________________ Branch________________________

Account #(s)___________________________________________________________

OTHER ASSETS (such as Cash on hand or in safe deposit box, etc,-
not vehicles or personal items)

1)_________________________ Value ___________________________

2)_________________________ Value___________________________

PETS:     Yes _______   No _______
If yes, please describe:
RENTAL HISTORY
Current landlord_____________________________ Phone________________
Address__________________________________________________________________
Dates of residency _______________________________________________________
Previous landlord___________________________ Phone_________________
Address__________________________________________________________________
Dates of residency _______________________________________________________

VEHICLE (Only one vehicle per household)
Will you require a parking space? (no spaces are reserved)  Yes ___  No ___
Make & model_______________________________________ Year __________
License plate #_____________________ Driver license #__________________

CREDIT REFERENCES
Name______________________________________ Phone_____________________
Address__________________________________________________________________
Name______________________________________ Phone_____________________
Address__________________________________________________________________

PERSONAL REFERENCES  (List two)
Name______________________________________ Phone_____________________
Address__________________________________________________________________
Name______________________________________ Phone_____________________
Address__________________________________________________________________

NEAREST RELATIVE to be notified in case of emergency
Name____________________________ Relationship ____________Phone________
Address__________________________________________________________________
RELEASE STATEMENT

I/we hereby authorize Charter House Apartments, Vashon HouseHold, and their representatives to obtain and verify information and materials necessary to complete the processing of this application. This authorization includes bank records, credit records, disability verification(s), and information from state and federal agencies. (USDA/RHS Wage matching release form attached)

I/we certify that this will be my/our permanent residence and that I/we will not maintain a separate subsidized rental in a different location.

I/we understand that I/we must pay first month’s rent and a security deposit prior to occupancy.

I/we understand that my/our eligibility for housing at Charter House is based on USDA/RHS income limits and other applicable selection criteria.

I/we certify that all information in this application 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 cancellation of this application or termination of tenancy after occupation.

Date _______________ Applicant signature _____________________________

Date _______________ Other Tenants Signature _______________________
(18 or over)

STATUS

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 that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age and disability 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 on the basis of visual observation or surname.

RACE (Mark One) ETHNIC GROUP GENDER

___ American Indian or Alaskan Native Hispanic _________ ___ Male
___ Asian Not Hispanic _____ ___ Female
___ Black or African American
___ Native Hawaiian or Pacific Islander
___ White

12/06