

Button Hill

Main Office:
Coventry Housing Authority
1630 Main St.
Coventry, CT 06238

Phone: (860) 498-0268

Fax: (860) 742-5886

OFFICE USE ONLY: Ver. 7.2020

Date Received: _____

Time: _____

APPLICATION INSTRUCTIONS (Please Print Clearly)

Thank you for your interest in Button Hill Senior Housing.

Please complete the attached application and sign all release forms. Answer all questions even if the answer is zero. If a page does not apply, please mark N/A on that page. Incomplete applications will not be processed. **Return all pages of this application and make copies for your records. Management will fax/mail out verification requests to each person who will be living in the apartment.**

Be sure to include the non-refundable application fee of \$35.00 per applicant to cover the cost of background screening required as part of the application process.

Identification:

We require (3) forms of identification. Please do not send originals. We require a copy of a picture ID, Social Security Card and birth certificate for every person in the household. The picture ID must have date of birth on it.

Eligibility:

To qualify for tenancy at Button Hill, an applicant must be 62 years old or older, U.S. Citizen, or Eligible Non-Citizen, and have an annual income within the following criteria:

Income Tier	Income limits (1 Person)	Income Limits (2 Persons)	#Bedrooms	Monthly Rent
50% AMI	\$33,810	\$38,640	1	\$843
60% AMI	\$40,680	\$46,500	1	\$960
80% AMI	\$54,096	\$61,824	1	\$1,200
100% AMI	\$67,620	\$77,280	1	\$1,325



EQUAL HOUSING OPPORTUNITY



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Income Verifications:

All Sources must be verified.

- 1) Please attach copies of paycheck stubs (4 most recent), budget sheets for state assistance, alimony, social security, workers' compensation and/or pension.
- 2) Sign all releases so information can be verified.
- 3) Screening will be used to check your prior landlords, credit, and drug and criminal history.

Rental History:

Please sign and complete the top portion only of the enclosed "Landlord Verification Form" and return it to us. We will mail the form to your current landlord, if applicable. Residency must be established for the past 12 months. If you own your home, we may ask for copies of tax bills to establish residency.

APPLICATIONS MAY BE DENIED IF ANY OF THE FOLLOWING APPLY:

- 1) Not eligible (income or age or ineligible non-citizen).
- 2) Unfavorable credit report.
- 3) Unfavorable landlord reference.
- 4) Inability to pay rent.
- 5) Unfavorable background checks.
- 6) Failure to supply requested documentation.

Tenant Selection Policy (Rent-Up) Period:

Initial occupancy applications, that is, applications completed and accepted received prior to June 16, 2017, will be placed into a pool of applicants for each type of unit. Units will be awarded on a completely random selection (lottery) using the following process:

1. Determine the income eligibility of all applicants.
2. Pre-screen/interview for credit worthiness and other reasonable common rental or ownership criteria; and for verification of applicant information.
3. Put all applicants with favorable interviews, that is, having no ground for disqualification back in the pool and choosing by a lottery system.
4. The Agency will seek third party services where feasible to conduct the lottery.



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DENIAL OF ADMISSION

Applicants deemed ineligible, for whatever reason(s), shall be notified in writing of the reason(s) for rejection and their right to appeal.

Waiting List:

After June 16, 2017, applications completed and accepted will be placed on a waiting list according to first-come first-served. Applications must be complete (no missing information) to be placed on the waiting list.

Security Deposit:

A security deposit equal to one month's rent will be due upon acceptance of an available unit.

A \$300 pet security deposit may be required if you have a pet. Please see Button Hill's pet policy contained in the Tenant Handbook.

Reasonable Accommodations:

Reasonable accommodations for people with disabilities will be provided upon request. Further information can be provided if necessary. (See - Reasonable Accommodations and Modification Policy.)

I have read and understand the application instructions:

Applicant's Signature

Date

Co-Applicant's Signature

Date



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HOUSEHOLD INFORMATION

Applicant Name (A):

Co-Applicant Name (B):

Address: Mailing address if different:

Daytime Phone: _____ Evening Phone: _____

Date of Birth (A): _____ Social Security Number (A): _____

Date of Birth (B): _____ Social Security Number (B): _____

How Long at Current Address: _____ Do You Rent or Own: _____

Amount of monthly rent or mortgage payment: \$ _____ is your house currently on the market? Y / N

INCOME INFORMATION

Gross Income per **Month:** (A) _____ (B) _____

Social Security: (A) _____ (B) _____

SSI Benefits: (A) _____ (B) _____

Pension: (A) _____ (B) _____

Veteran's Benefits: (A) _____ (B) _____



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Public Assistance: (A) _____ (B) _____

Employments: (A) _____ (B) _____

Alimony: (A) _____ (B) _____

Other: (A) _____ (B) _____

Do you file Federal Income Tax Returns? _____ if so, please enclose a copy.

Do you have any assets not listed above?

Have you disposed of any assets in the last two years? (Given away money to relatives, sold property for less than the market value, set up irrevocable trusts?)

If yes, describe:

REFERENCES

Current Landlord Name: _____

Landlord Address: _____

Occupancy Address: _____

Dates of Occupancy: From _____ to _____

Previous Landlord Name: _____

Landlord Address: _____

Occupancy Address: _____

Dates of Occupancy: From _____ to _____



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Mortgage Holder Name: _____
Mortgage Holder Address: _____
Property Address: _____
Dates of Mortgage: From _____ to _____

Personal Reference (not a relative)

Name: _____
Address: _____
Relationship: _____ Phone Number: _____

VEHICLE INFORMATION

Vehicle #1

Make: _____ Model: _____ Year: _____
Color: _____ License Plate #: _____

Vehicle #2

Make: _____ Model: _____ Year: _____
Color: _____ License Plate #: _____

PET INFORMATION

Do you own any pets? _____ if yes, describe: _____



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ASSET INFORMATION

(Use back of sheet if more room is needed for any item)

Checking Account:

Name of Bank/Credit Union (CU): _____ Acct #: _____
Balance: _____

Name of Bank/Credit Union (CU): _____ Acct #: _____
Balance: _____

Savings Account:

Name of Bank/Credit Union: _____ Acct #: _____
Balance: _____

Name of Bank/Credit Union: _____ Acct #: _____
Balance: _____

Certificates of Deposit (CD's):

Bank Name: _____ Acct #: _____
Balance: _____

Bank Name: _____ Acct #: _____
Balance: _____

Savings Bonds:

Maturity Date: _____ #: _____
Value: _____

Mutual Funds:

Name: _____ # of Shares: _____ Interest or Dividends: _____
Value: _____



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Stocks and Bonds:

Name: _____ # of Shares: _____ Interest or Dividends: _____
Value: _____ (add extra sheets, if necessary, or copy the statements)

Real Estate:

Location: _____ Mortgage Amount: _____
Value: _____

Whole Life Insurance (Term Life Policies are not needed):

Company: _____ Account #: _____
Cash Value: _____

Annuities:

Company: _____ Account #: _____
Cash Value: _____



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ADDITIONAL INFORMATION

Do you use any illegal substances?	Yes	No
Have you ever been convicted of a felony?	Yes	No
Have you ever been evicted from any housing?	Yes	No
Have you ever filed bankruptcy?	Yes	No
Do you qualify for housing for a disabled person?	Yes	No
Do you need a handicapped accessible unit?	Yes	No
Will you take an apartment when one is available?	Yes	No
Are you receiving subsidy at any other location?	Yes	No
Are you a: U.S. Citizen?	Yes	No
Eligible Non-Citizen?	Yes	No

How did you hear about Button Hill? _____

You will be notified when your application is at the top of the waiting list. If you do not wish to take the apartment at that time of availability, your name will be removed from the waiting list.



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CERTIFICATION

I/We hereby certify that I/We will not maintain a separate subsidized or affordable unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information 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 the cancellation of this application or termination of tenancy after occupancy.

All adult applicants must sign application. I/We authorize Button Hill or its agent to obtain such credit, criminal and eviction records necessary to evaluate my application for housing.

Applicant's Signature

Date

Co-Applicant's Signature

Date



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LANDLORD VERIFICATION FORM To Be Completed by Applicant

Landlord Name: _____

Address: _____

Phone: _____

Applicant Name: _____

Address: _____

Occupancy Agency: _____

Date of Occupancy: _____

I HEREBY AUTHORIZE THE RELEASE OF THE INFORMATION REQUESTED BELOW:

_____ Date: _____

Applicant Signature

.....
The above referenced person has applied for an apartment in Button Hill, 10 Senior Way, Willington, CT 06279. You were listed as either current or former landlord. The applicant by his/her signature above has authorized you to release the information regarding his/her residency. We ask your cooperation in supplying information requested. This information will be used only in determining the eligibility status of the family. Your prompt return of this information will be appreciated. Should you have any questions, please do not hesitate to contact us.



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To Be Completed By Landlord Only

Move-In Date: _____ Move-Out Date: _____

Monthly Rent \$ _____ Utilities Included: _____

Does tenant have rental assistance? _____

Rent Generally Paid: On Time _____ Occasionally Late _____ Often Late _____

Has any legal action taken against this tenant? _____

Housekeeping Habits: Good _____ Average _____ Poor _____

Would you rent to this tenant again? _____

Comments: _____

Landlord's Signature

Title

Telephone Number

PLEASE RETURN TO:

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c/o Coventry Housing Authority
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THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION

1. Copy of your Social Security Card and the most recent “Your New Benefit Amount” form received from Social Security yearly usually in December.
2. Copy of your Birth Certificate.
3. Copy of license or other form of picture I.D. with birth date.
4. Copy of your most recent IRS 1040 form.
5. If applicable, at least four (4) consecutive check stubs from all employment from family members that are 18 and over.
6. Copy of your bank book, certificates of deposit, most recent quarter of stock broker statement, mutual funds, etc.
7. Copy of your latest bank statement for checking and savings, etc.
8. Copy of your pension and what is deducted if any.
9. Copy of Whole Life Insurance showing Cash Value.
10. Copy of a cancelled check or rent receipt from rent you pay.
11. If applicable, copy of your resident alien card if not a U.S. Citizen



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