

**For Office Use Only**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

WaitList #: \_\_\_\_\_

**CHARTER HOUSE APARTMENTS**

**17305 96TH Place SW**

**Vashon, WA 98070**

**206-463-4880**

**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)**

	<b>You</b>	<b>Other occupant</b>	<b>TOTAL</b>
Wages	_____	_____	_____
Social Security	_____	_____	_____
Pension	_____	_____	_____
Interest/Other	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____

**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
<input type="checkbox"/> American Indian or Alaskan Native	Hispanic _____	<input type="checkbox"/> Male
<input type="checkbox"/> Asian	Not Hispanic _____	<input type="checkbox"/> Female
<input type="checkbox"/> Black or African American		
<input type="checkbox"/> Native Hawaiian or Pacific Islander		
<input type="checkbox"/> White		