



(603) 357-7603

Dear Applicant,

Please review all steps below and the box once you have completed each step to ensure your application is complete. If you have any questions, call CHT.

Completed applications can be *hand delivered* or *mailed* to CHT

****DO NOT FAX APPLICATIONS****

- Application: Fill out completely; if question doesn't apply to you, **YOU MUST GIVE AN EXPLANATION**
- Landlord and Personal Reference Forms: Complete the top section ONLY. Cheshire Housing Trust will contact your references
- Criminal Record Release: Complete SECTION 1 only. You will need to have your signature notarized in SECTION 2. DO NOT mail out form, Cheshire Housing Trust will do so. Every adult applying is required to complete this form.
- Employment Verification Form: Complete SECTION 1 only. Cheshire Housing Trust will contact your employer
- Copy of Photo Identification/Social Security Cards/Birth Certificate: Please provide a copy from each individual
- Copies of Pay Stubs: Please provide one month of your most recent pay stubs
- Copies of Documents Verifying Household Income: TANYF, SSI, SSDI, FOOD STAMPS, CHILD SUPPORT, and etc.
- Forms: Please request additional forms for each adult living in the household

Thank you for your interest in Cheshire Housing Trust!



CHESHIRE HOUSING TURST RENTAL PRE-APPLICATION

STOP

You will not be approved for an apartment if your application is incomplete

USE the cover page check list to make sure you've provided all required info and documents

Name _____ Date _____

Home Address _____

Mailing Address _____

E-Mail Address _____

Phone (home) _____ (work) _____ (cell) _____

What date do you need to move? _____ Do you need to give a month's notice? _____

Reason for moving (if homeless, please explain): _____

Select the locations(s) and size you are interested in (*SRO=single room occupancy-1 person in a room)

KEENE	*SRO	___	Studio	___	1 BR	___	2 BR	___	3 BR	___
MARLBOROUGH			Studio	___	1 BR	___	2 BR	___	3 BR	___
HINSDALE			Studio	___	1 BR	___	2 BR	___	3 BR	___

Complete for all household members, including animals.

Name	Relationship	Birth date	Age	Sex	Social security #
	Self				

Are you a student who enrolled as either a part time or full time student at an institute of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential?

_____ Yes _____ No

INCOME

List all sources of income below; employment, TANYF, SSI, SSDI, child support & etc. Attach 1 month of current pay stubs or other documentation (AFDC or Child Support verification, SS, SSI letter, etc...) for all family income. Additional documentation may be requested.

Name	Income Source	Gross Monthly Income	Gross Yearly Income

Bank Account and Assets

Name on Account	Bank Name	Type	Today's Balance

List All Vehicles:

Make	Model	Year	License Plate #	Color	Owner

Household Debt

(I.e. loans, car payments, credit cards, utility bills, telephone, etc.)

Name	Owed To	Monthly Payment	Balance

Housing Assistance

Do you receive housing assistance? _____ From who? _____

If you are on the waiting list, please fill in with the date you applied:

Keene Housing: _____ New Hampshire Housing: _____

EMPLOYMENT

Current Employment (Self)

Applicant: _____

Present Employer: _____ Position: _____

Address: _____ Phone: _____

Date Hired: _____

Previous Employment

1. Employer name: _____ Position: _____

Address: _____ Phone: _____

Date of Employment: from _____ to _____

2. Employer name: _____ Position: _____

Address: _____ Phone: _____

Date of Employment: from _____ to _____

Current Employment (Other Household Member)

Applicant: _____

Present Employer: _____ Position: _____

Address: _____ Phone: _____

Date Hired: _____

Previous Employment

1. Employer name: _____ Position: _____

Address: _____ Phone: _____

Date of Employment: from _____ to _____

2. Employer name: _____ Position: _____

Address: _____ Phone: _____

Date of Employment: from _____ to _____

Looking for Employment

If you are currently unemployed, please list the jobs you have applied for and the dates you applied:

RENTAL HISTORY

Please provide information regarding your most recent living situations. We require at least 5 years of history. We cannot complete your application without complete addresses and phone numbers.

Current Address: _____

Size of apartment: _____ what do you pay for rent? _____ what do you pay for utilities? _____

Dates of Residency: from _____ to _____

Landlord's Name: _____ Phone: _____

Landlord's Address: _____ Zip: _____

Previous Address: _____

Size of apartment: _____ what did you pay for rent? _____ what did you pay for utilities? _____

Dates of Residency: from _____ to _____

Landlord's Name: _____ Phone: _____

Landlord's Address: _____ Zip: _____

Did you owe money when you left: _____

Explanation: _____

Have you ever been evicted or asked to move by your landlord? _____

Explanation: _____

Landlord's Name: _____ Phone: _____

List all states in which any household member has lived: _____

Criminal History

Check "yes" or "no" for all adult household members; if you checked "yes", you must explain.

a. Criminal record: Yes _____ No _____

b. Charges pending: Yes _____ No _____

c. Subject to a lifetime sex offender registration requirement in any state: Yes _____ No _____

Explanation: _____

REFERENCES

Please provide contact information for personal references: *Choose 2 people for each adult household member who can give personal references.*

Put a * next to the name if they are related to you

1. Reference Name: _____ Phone: _____

Complete Address: _____ Zip: _____

2. Reference Name: _____ Phone: _____

Complete Address: _____ Zip: _____

3. Reference Name: _____ Phone: _____

Complete Address: _____ Zip: _____

4. Reference Name: _____ Phone: _____

Complete Address: _____ Zip: _____

How did you hear about Cheshire Housing Trust? _____

APPLICANT(S) CERTIFICATION & AUTHORIZATION

I certify that all the information given above is true and correct and understand that my request for an apartment may be denied, and/or my lease may be terminated if I have made any false or incomplete statements in this application. I authorize verification of the information provided in this application from my income and credit sources, credit bureaus, current and previous landlords, employers, personal references and background check sources.

Signature of Applicant (*Self)

Date

Signature of Applicant (other adult household member)

Date

