





APPLICATION FOR CATHEDRAL SQUARE HOUSING

Please return this completed application to:

Cathedral Square Corporation 412 Farrell Street, Suite 100 So. Burlington, VT 05403 Tel: 802-863-2224

Toll-free: 833-863-2224 Fax: 802-863-6661

TTY/TTD: 1-800-253-0191

...OR you may complete the application online at: www.cathedralsquare.org

Instructions: Please select the properties for which you are applying, then complete the Common Application for Rental Housing in Vermont that follows. Please read this application carefully. Incomplete or unsigned applications will be returned.

ALL APPLICANTS MUST MEET ALL ADMISSIONS CRITERIA FOR THE APARTMENT THEY ARE CHOOSING.

Apartment Types	Market-Rate Apartments:	Income limits sometimes apply. Section 8 vouchers accepted.			
	Tax-Credit Apartments:	Income limits apply but caps are higher than those for subsidized homes. Rents are below market rate. Section 8 vouchers accepted.			
	Subsidized Apartments:	Income limits apply. Rent is 30% of household income.			

Name of Residence	Choose Apt. Type	Notes
		BURLINGTON
Cathedral Square Assisted Living	☐ Market Rate☐ Subsidized	Service-enriched housing with 24-hour personal care, nursing oversight, medication management, meals and housekeeping. Must be 62 or older or disabled. Medicaid accepted.
Cathedral Square Senior Living	☐ Tax Credit☐ Subsidized	Must be 62 or older or disabled for a subsidized apartment. Must be 55 or older or disabled for a tax-credit apartment.
Heineberg Senior Housing	☐ Market Rate☐ Tax Credit	Must be 55 or older.
Juniper House	☐ Market Rate☐ Tax Credit☐ Subsidized*	Must be 55 or older. *Must also apply to Burlington Housing Authority for a subsidized apartment.

McAuley Square	☐ Market Rate☐ Tax Credit☐ Subsidized*	Must be 55 or older. *Must also apply to Burlington Housing Authority for a subsidized apartment.
Monroe Place	☐ Subsidized	Service-enriched housing with preference given to individuals participating in Howard Center programs.
Ruggles House	☐ Market Rate☐ Tax Credit☐ Subsidized*	Service-enriched housing with meals and housekeeping. Must be 55 or older. *Must also apply to Burlington Housing Authority for a subsidized apartment.
Thayer House	☐ Market Rate☐ Tax Credit☐ Subsidized*	Must be 55 or older for a market-rate or tax-credit apartment. Must be 62 or older for a subsidized apartment.* *Must also apply to VT State Housing Authority for a subsidized apartment.
Thayer House II	☐ Market Rate☐ Tax Credit☐ Subsidized	Must be 55 or older for a market-rate or tax-credit apartment. Must be 62 or older for a subsidized apartment.
		COLCHESTER
Holy Cross	☐ Market Rate☐ Tax Credit	Must be 55 or older.
	ESSEX	& ESSEX JUNCTION
Town Meadow	☐ Tax Credit☐ Subsidized	Must be 55 or older for a tax-credit apartment. Must be 62 or older for a subsidized apartment.
Whitcomb Terrace	☐ Market Rate☐ Tax Credit☐ Subsidized*	Barrier-free housing for all ages. * Must also apply to VT State Housing Authority for a subsidized apartment.
Whitcomb Woods	☐ Subsidized	Must be 62 or older or disabled.
		G R A N D I S L E
Bayview Crossing	☐ Market Rate☐ Tax Credit☐ Subsidized	Must be 55 or older for a market-rate or tax-credit apartment. Must be 62 or older, or 55 to 61 and disabled, for a subsidized apartment.
		HINESBURG
Kelley's Field	Subsidized	Must be 62 or older or disabled.
Kelley's Field II	☐ Market Rate ☐ Tax Credit	Must be 55 or older or disabled.
	☐ Subsidized	J E R I C H O
Jeri Hill	☐ Subsidized	Must be 62 or older or disabled.
		MILTON
Elm Place	☐ Market Rate☐ Tax Credit☐ Subsidized☐	Must be 55 or older for a market-rate or tax-credit apartment. Must be 62 or older or disabled for a subsidized apartment.
	1	1

R I C H M O N D					
Richmond Terrace	☐ Subsidized	Must be 62 or older or disabled.			
	s o l	TH BURLING TON			
Allard Square	☐ Market Rate☐ Tax Credit☐ Subsidized	Must be 55 or older. *Must also apply to Burlington Housing Authority for a subsidized apartment.			
Grand Way	☐ Tax Credit	Must be 55 or older for a tax-credit apartments.			
Commons	☐ Subsidized	Must be 62 or older for a subsidized apartment.			
South Burlington Community Housing	☐ Market Rate☐ Subsidized	Service-enriched housing with 24-hour, personal-care assistance provided by UVM Health Network Home Health & Hospice. Must need four hours of personal care per day and be under age 62.			
	9	S A I N T A L B A N S			
Four Winds	☐ Subsidized	Must be 62 or older or disabled.			
		SHELBURNE			
Wright House	☐ Subsidized	Must be 62 or older or disabled.			
		WILLISTON			
Memory Care at Allen Brook	☐ Subsidized	Assisted living specializing in memory care with 24-hour personal care, nursing oversight, medication management, meals and housekeeping. Must be 62 or older or disabled. Medicaid accepted.			
		Must be 55 or older.			
Whitney Hill	☐ Market Rate				
Homestead	☐ Tax Credit	Must be 62 or older for a subsidized apartment.*			
	☐ Subsidized*	*Must also apply to VT State Housing Authority for a subsidized apartment			

Please note: All Cathedral Square properties are smoke-free.

Pets are allowed; some restrictions apply. Please ask to see our pet policy.

Section 8 vouchers are accepted at all locations that are not already subsidized.

Cathedral Square is a nonprofit organization and an equal-opportunity employer and housing provider. We have provided affordable, service-enriched housing to older adults and people with diverse needs since 1977.

Our organization and our communities are welcoming and inclusive, embracing and supporting diversity in all its forms.

PLEASE CONTACT US AT 802-863-2224 OR EMAIL info@cathedralsquare.org IF YOU NEED THIS APPLICATION IN ANOTHER LANGUAGE OR FORMAT.







Form **RENT**

State of Vermont's Housing Community



Common Rental Application for Housing in Vermont

FORM REVISED

SEPTEMBER 2021

Do you speak or read English?		Yes		No	
Do you need an interpreter to complete the application	i? □	Yes		No	
If you need language translation or an interprete	r, notify t	he ma	ınagen	nent	company.
INSTRUCTIONS (not for tenant-based vouchers	s)				
Please type or print in ink the information reque Please read through this application carefully. I applications will be returned. Use additional shape Please return completed application to:	Incomplet	e or u	nsigne	ed	FOR OFFICE USE ONLY Date/time received:
Management company	Agent nar	ne			
I wish to apply for housing at (Property name)	Location				

FAMILY COMPOSITION

Efficiency

Please check the size of the apartment you are interested in:

1-bedroom

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

3-bedroom

П

4-bedroom

2-bedroom

**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	□ Y □ N	□ Y □ N	□ Y □ N	□ Y □ N
time				
Live in unit Part	□ Y □ N	\square Y \square N	□Y□N	\square Y \square N
time				
Marital Status				
Single				
Married				
Divorced				
Legally separated				
Estranged				
Sex **				
Male				
Female				
Other/Intersex				
Ethnicity **				
Hispanic or Latino				
Not Hispanic or				
Latino				
Race (mark one or				
more)**				
American Indian/				
Alaska native				
Asian				
Black or African-				
American				
Native Hawaiian				
or Other Pacific				
Islander				
Other Race				
White				

(Page 2 of 14)

Do you have primary custody of all children listed in the Family Composition \Box Yes \Box No Section?						No
Do you expect any additions to the	e household in th	e next 12 months	s?	Yes		No
Are there any absent household modern Composition section? If "Yes", please explain		Yes		No		
Do you live with others? If "Yes", please explain				Yes		No
What is your current address?		Please list curren	t mailing addres	s, if differe	ent	
How long have you lived at this ad Years	dress? _ Months	How many bedr	ooms in your p	oresent ho	ome?	
Home phone number		Cell phone number				
Other phone number	Email address					
	If "Yes", market value \$					
Do you own your home?		value	Outstanding r \$	mortgage	balan	ce
			_			ce
☐ Yes ☐ No Do you rent?	\$		\$			ce
☐ Yes ☐ No Do you rent? ☐ Yes ☐ No	\$		\$			ce
☐ Yes ☐ No Do you rent? ☐ Yes ☐ No Landlord's address	\$ If "Yes", Landlord	l's name lived in the past	\$ Landlord's pho	one numbe	r	
☐ Yes ☐ No Do you rent? ☐ Yes ☐ No Landlord's address PREVIOUS HOUSING Fill out this information for all parts present housing. Attach a separation described by the series of the separation of the separati	\$ If "Yes", Landlord	l's name lived in the past	\$ Landlord's pho	one numbe	r	
☐ Yes ☐ No Do you rent? ☐ Yes ☐ No Landlord's address PREVIOUS HOUSING Fill out this information for all parts present housing. Attach a separation described by the series of the separation of the separati	\$ If "Yes", Landlord laces you have I	l's name lived in the past	\$ Landlord's pho	one numbe	r	
☐ Yes ☐ No Do you rent? ☐ Yes ☐ No Landlord's address PREVIOUS HOUSING Fill out this information for all paragraphs present housing. Attach a separation Dates From (mm/yy): To (mattach a separation for all paragraphs)	\$ If "Yes", Landlord laces you have I	I's name lived in the past per if needed.	\$ Landlord's pho	one numbe	r	

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	
Danis annough the house	anidia ad an Tau Cuadit.		
income information each year		apartment? For example, do you no	eed to provide
Please list all states you have p	reviously lived in		
Trease list all states you have p	reviously liveu li		
INCOME			
Please list all sources of in	come for each perso	n who will live in your apartment	t. Be sure to list
gross amounts and where	the income comes fr	rom. Attach a separate sheet of p	paper, if needed.
Employment income			□ N/A
Applicant Name	Employer address, pl	hone, email	Gross weekly salary
			\$
Applicant Name	Employer address, pl	hone, email	Gross weekly salary \$

Applicant Name	Employer address, p	Gross weekly salary \$			
Applicant Name	Employer address, p	Employer address, phone, email			
Do you anticipate any chang	ges to your income during	g the next 12 r	months? Yes	□ No	
Other income				□ N/A	
Child support, pension/ar payments, unearned inco letter with your application monthly amount. If self-efinancial statement. Atto	me, etc. If you receive on. Enter all other sou mployed, provide pric	Social Secu rces of inco or year's tax	irity, please atta me including cui es with W-2's, 1	rrent gross Social Security	
Applicant name	Income type	Source add	ress, phone, ema	and Gross monthly amount \$	
Applicant name	Income type	Source add	ress, phone, ema	Gross monthly amount \$	
Applicant name	Income type	Source address, phone, email		Gross monthly amount \$	
Assets					
Bank accounts and	other cash accou	nts		□ N/A	
Please list all accounts he of paper, if needed.	ld by each person wh	o will live in	your apartment	t. Attach a separate sheet	
Bank/institution	Type of accou	ınt	Interest rate	Current balance	

Bank/institution	Type of acco	ount	Inte	erest rate %	Current balance \$			
Bank/institution	Type of acco	ount Inte		erest rate %	Current balance \$			
Peer-to-peer account, eWallet, Dir Debit Card and other accounts suc Paypal and Bitcoin, etc.	Type of account			Current balance \$				
Cash on hand					Curre	ent balance		
IRA/Keogh/annuity/pens				□ 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 \$		1.		Quarterly dividend \$		
Bonds/insurance policies						□ N/A		
Туре	Date of purch	nase		Current valu	ue/casl	h value		
Туре	Date of purch	nase		Current value/cash value \$				
Other assets								
Do you own real estate (other than in)?	n the home yo	u currently liv	/e	☐ Yes		□ No		
If "Yes", where is it located (address, city, state)				Market val \$	ue			
Mortgage holder and address			Mortgage \$	balanc	e			
Is this an income-producing prope	rty			☐ Yes		□ No		
Does anyone applying own any other asset not already listed? (Do not include furniture. Do not include motor vehicles used for personal transportation.)				☐ Yes		□ No		

If "Yes", please describe				Market value \$	
Have you or any member transferred, or otherwise assets for less than they a If "Yes", please describe	given away any cash, pr	roperty		□ Yes	□ No
Cash value \$		An \$	nount recei	ved	Date disposed of
Do you or any member of contributions from any percontributions include case behalf, or items paid on your lf "Yes", please describe	erson or organization? G h, non-cash items, bills p	ifts or		□ Yes	□ No
Cash value \$		Re	ceived fron	า	Frequency
MONTHLY EXPEN	NSES				
Child care					□ N/A
For care than enables yo	u to work or attend sc	hool, c	omplete fo	or children 12 d	and younger
Name of provider	Address of provider		Phone nui provider	mber of	Email of provider
Amount per month assist	ed		Amount p	er month unass	isted
Medical expenses					□ N/A
Complete if head of hous	sehold, co-head or spo	use is (elderly or d	lisabled	
Physicians/health care pr	ovider name	\$			
Medical premiums		\$			
Hospitals/other health ca	re facilities	\$			
Prescription/non-prescrip	otion medicine	\$			
Dental		\$			
Other		\$			
Auxiliary apparatus or att	endant care	\$			

List names of providers and contact information:				
GENERAL INFORMATION				
GENERAL INFORMATION				
Are you or any member of your family in need of an accessib	le apartment	☐ Yes	\Box	No
and/or if handicapped/disabled, requesting a reasonable acc	ommodation to			
enable you to live in this unit?				
If "Yes", list accommodations needed:				
Will you or any member of your household require a live-in a	ittendant?	☐ Yes		No
Do you have a disability that results in a disability-related ned	ed for a	☐ Yes		No
reasonable accommodation for an assistance animal?				
Are you requesting an adjustment to income? (This adjustment	nt is available in	□ Yes		No
federally-subsidized rental housing to households in which either t	the head or co-head			
is (1) age 62 or older, or (2) under age 62 and disabled)				
If offered an apartment and I accept, this apartment will serv	yo as my solo	☐ Yes	$\frac{\perp}{\Box}$	No
residence	re as my sole	□ res		INO
Are you displaced due to:				
Natural disaster		☐ Yes		No
Other communicated action			+	
Other governmental action				No
Domestic violence		□ Yes		No
Are you currently homeless?	□ Voc		$\frac{1}{1}$	No
Are you currently nomeless:	☐ Yes (Please complete	Annendiv 1)		No
	(Flease complete	Appendix 1)		
Are you at risk of homelessness?	☐ Yes			No
	(Please complete	Appendix 2)		
Are all members of the household citizens of the United State	os or non sitizons	□ Vaa	$\frac{\bot}{\Box}$	Na
with eligible immigration status?	es of fion-citizens	☐ Yes		No
Is your household comprised entirely of full-time students?		☐ Yes	_	No
is your nousenord comprised entirely or run time seddents.				140
If "Yes," check all that apply:				
All household members are fulltime students, and such stude	ents are married an	d file a joint		Yes
tax return				
The household consists of single parents and their children, a	and such parents an	d children		Yes
are not dependents of another individual				

At least one member of the household receives assistance under Title IV of the Security Act (i.e. TANF assistance)	• Social			Yes
At least one member of the household is enrolled in and a job training program assistance under the Job Training Partnership Act or similar federal, state, or lo		_		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		Yes		No
under a state sex offender registration program? If "Yes," please explain:				
Have you or any member of the household ever committed fraud in a		Yes	П	No
federally-assisted housing program or have been requested to repay money		103		140
for knowingly misrepresenting information for such a housing program?				
If "Yes," please explain and give the state and date:				
and good on promise and dotted and dotted				
Has anyone in your household ever been charged with or convicted of a		Yes	П	No
crime?		103		
If "Yes," please explain and give the state and date:				
Has anyone in your household ever been charged with or convicted of illegal		Yes		No
manufacture or distribution of a controlled substance?				
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?			'es	□ No
If "Yes," please explain and give the state and date:				
Do you have any pets? Some properties do not allow pets ☐ Yes ☐ No	Туре		Nu	ımber
All properties have a smoking policy. Would you like a copy of the the property for which you are applying?	e policy for	□ Y	'es	□ 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)
Traine	riduress (street, dity, town, state)
Phone number	Relationship
Email address	
Name	Address (Street, city/town, state)
	, , , , , , , , , , , , , , , , , , , ,
Phone number	Relationship
	•
Email address	
	1

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

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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:

LESS	Category 1	Literally Homeless	 (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: Has a primary nighttime residence that is a public or private place not meant for human habitation; 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); or Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
NING HOME	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanenthousing
CRITERIA FOR DEFINING HOMELESS	Category 3	Homeless under other Federal statutes	 (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: (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
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (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:

 \square Yes, my household falls into one of these categories.

			An individual or family who:
			(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; AND
			(iii) Meets one of the following conditions:
			(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
			(B)Is living in the home of another because of economic hardship; OR
Category 1 Category 1 Familie	la dividuale and	(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; OR	
	Category 1	Families	(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; OR
Z			(F) Is exiting a publicly funded institution or system of care; OR
R DEFIN			(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
FO			
CRITERIA	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
CRIT	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.