

Contoocook Housing Trust
P.O. Box 216
New Ipswich, NH 03071-0216
Telephone 603-878-1247

Website: www.housingtrust.org e-mail: info@housingtrust.org

APPLICATION FOR HOUSING

CHT IS AN EQUAL HOUSING OPPORTUNITY PROVIDER

The Contoocook Housing Trust is a non-profit organization whose mission is to provide affordable rental and homeownership opportunities for low and moderate income families in our target area. We have a strict no pet policy and a no smoking policy inside all of our properties.

If you are interested in one of our units, please complete this application and return it to us as soon as possible. We will be checking landlord and employer references as well as requesting a credit check and a landlord/tenant court record. Once these have been received, we will let you know the status of your application.

Please print clearly

Applicant's name: _____ Soc. Sec. Num _____ - ____ - ____
Co-applicant's name: _____ Soc. Sec. Num _____ - ____ - ____
Street Address: _____
Mailing Address (if different) _____
City: _____ State: _____ Zip: _____
Phone: (Home) _____ (Work) _____
Driver's license number _____ ***Please attach a copy of your driver's license***
Your email address _____

Please answer the following questions as completely as you can.

Are you receiving or on the waiting list for Section 8? On Sec 8 ____ Waiting list ____ No ____

How long have you lived in the Monadnock region? _____

Are you at risk of having to move from your current home? ____ If yes, when and why will you have to move? _____

Why do you want to change your existing housing situation? _____

How many bedrooms would you like to have in your home and why? _____

We would like to help you purchase a home of your own if that is a goal of yours.

If so, how soon do you feel you would be ready to do so? _____

Do you have any savings to apply towards a down payment? ____ If so, how much? _____

What do you feel is keeping you from buying a home of your own? _____

HOUSEHOLD INFORMATION: The total number of people in your household is _____
Please fill in information about each household member who will be occupying the unit,
including yourself:

Name	Sex	Date of Birth	Soc. Sec. Number	Relationship
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				

Do you have any pets now? _____ If yes, what are they? _____
We have a strict no pet policy so you should be aware that you would have to find other homes
for your pets before moving into one of our apartments.

RENTAL RECORD

Fill out the following information on your two most recent landlords:

Current address: _____
From _____ To _____ Rent: _____/mo
Does this include any utilities? Yes ___ No ___ If yes, which utilities? _____
Current landlord _____ Telephone number _____
Address _____
Reason for moving _____

Previous address: _____
From _____ To _____ Rent: _____/mo
Does this include any utilities? Yes ___ No ___ If yes, which utilities? _____
Previous landlord _____ Telephone number _____
Address _____
Reason for moving _____

Within the last four years, have you been evicted or asked by your landlord to move out of your
rented home? Yes ___ No ___ If yes, please explain: _____

Property address: _____
Landlord's name: _____ Phone _____
Landlord's address: _____

EMPLOYMENT RECORD

Current employment of applicant(s) and household members:

Applicant's name or employee _____
Present Employer _____ Employer's phone _____
Employer address: _____
Date of employment: From _____ To _____
Position or title _____ Salary _____

Spouse or co-applicant's name or employee _____
Present Employer _____ Employer's phone _____
Employer address: _____
Date of employment: From _____ To _____
Position or title _____ Salary _____

Previous employers:
Applicant's name or employee _____
Previous employer _____ Employer's phone _____
Employer's address _____
Date of employment: From _____ To _____
Position or title _____ Salary _____
Reason for leaving the job _____

Co-applicant's name or employee _____
Previous employer _____ Employer's phone _____
Employer's address _____
Dates of employment: From _____ To _____
Position or title _____ Salary _____
Reason for leaving the job _____

REFERENCES

Choose two people, other than relatives, who can give personal references: (Please include at least one previous neighbor)

Name _____ Phone _____ Relationship _____ Address _____

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In case of emergency, notify:

Name _____ Relationship _____
Address _____ Phone _____
City _____ State _____ Zip _____

INCOME AND ASSETS

**Please attach copies of the most recent year's IRS 1040 forms for all household members, as well as current pay stubs or other documentation of all forms of current income:
(To calculate monthly income, divide yearly income by 12 OR multiply weekly income by 4.33)

Monthly gross pay of Applicant \$ _____
Co-applicant \$ _____
Other household member \$ _____
Other household member \$ _____
Subtotal (add above figures) \$ _____

Other income: child support, alimony, second job, Social Security, unemployment, worker's comp, disability income, pensions, annuities, rental income, or any other

Source _____ Amount _____ wk/mo

Source _____ Amount _____ wk/mo

Source _____ Amount _____ wk/mo

TOTAL MONTHLY INCOME: (add all of the above) \$ _____

If any member of the household owns real estate, individually or with others, please describe briefly. Include location, value, taxes, mortgage, liens, etc. _____

Describe any other personal property of value excluding necessary personal and household items. For example, coin or stamp collections of value, etc.

For all household members, list checking accounts and/or savings accounts, Certificates of Deposit (CD's) , stocks, or savings bonds:

Name(s) on account Name of Bank Type of Account Account # Average balance

EXPENSES

Please estimate your gross monthly household expenses for the following expenses:

Rent _____ Food _____ Insurance: Auto _____ Health _____ Renter's _____

Elect. _____ Phone _____ Heat _____ Savings _____ Child care _____

Recreation _____ Medical _____ Car maintenance _____ Personal _____

If you need to clarify anything, please explain here: _____

Monthly expenses total (total of the above expenses) \$ _____

Any other bills owed (child support, car payment, charge cards, medical, school loans, etc.)

Please indicate whose name or names are on the debt.

Debt type _____ Amount owed _____ Payment \$ _____ wk/mo

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Debt type _____ Amount owed _____ Payment \$ _____ wk/mo

Automobile make/model Year Color License plate number State

1. _____

2. _____

Have you ever had a court action brought against you by a landlord or have you ever brought a case against a landlord? (such as eviction, small claims, etc.)? _____

If yes, explain fully with names and dates: _____

Have you ever been obligated on a mortgage, home improvement loan or home equity line of credit which resulted in foreclosure, deed in lieu of foreclosure, or judgment? _____

If yes, explain fully with address, names and dates: _____

Has any household member ever filed bankruptcy or been declared bankrupt (Chapter 7)? _____

Has any household member ever filed Chapter 11 or 13 to consolidate debts? _____

If yes to either, please explain _____

Do you own any guns? If so, what are they? _____

Has any household member ever been convicted on criminal charges? Yes _____ No _____

If yes, please explain _____

The undersigned authorizes that:

Credit reports be obtained from any consumer reporting agency, verification of my rental history be obtained from landlords, property management companies, or any other sources, employment verification and history be obtained from present and past employers, and references be obtained from any source which could attest to my credibility, suitability, and worthiness to rent a housing accommodation. The undersigned also warrants and represents that all statements herein are true. If any statement herein made is not true, it is grounds for eviction, should the unit be rented to you based on the statements herein. In addition, if you are approved for a dwelling unit, you authorize that the landlord can report your name to the appropriate Consumer Credit Agency as the occupant of this dwelling unit. This form may be reproduced or photocopied, and a copy of this form shall be as effective a consent as the original which we have signed,

Applicant's legal signature _____ Date _____

Co-applicant's legal signature _____ Date _____

**** NOTICE ****

If you are approved to rent a dwelling unit, and we later discover you are a narcotics' user or dealer, we will immediately report this illegal activity to the local police authorities. We will also willingly participate, if requested, to testify against you and submit any information you give us on your application as evidence. Beware that law-abiding residents of our buildings are aware of the types of activity that signal the presence of drug dealers and they have been instructed to contact us immediately upon discovery of such activity.

Please return completed application to: Contoocook Housing Trust; P.O. Box 216 in New Ipswich, NH 03071-0216. Call us at 603-878-1247 if you have any questions.