

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ASSISTED HOUSING:**

Thank you for your interest in obtaining housing at one of our properties. The following instructions, if followed properly, will ensure timely processing of your application and will prevent delays.

- 1) Please indicate which property you are applying for. Please do not request “ANY” You must print out different applications for each property that you are applying for.
- 2) Please print clearly, in black or blue ink.
- 3) All questions must be answered. Incomplete applications will be returned if not filled out completely.
- 4) All household members that are 18 years of age or older are required to be screened for a criminal record check. Enclosed is the form for New Hampshire. Please complete one criminal record form for each household member age 18 or over. (Print additional copies as necessary) If you have **never** resided in New Hampshire then you are not required to submit the form.
- 5) Be sure that all household members 18 years of age or older sign both the Certification and Release of Information Authorization, located on the last page of the application.
- 6) All household members must complete and sign the citizenship declaration form. Please follow the instructions on the form. (Minors require guardian’s signature)
- 7) Per Government Regulations, a copy of your **social security card for each household member is required**. If not available, only one of the following is acceptable as an alternative: 1) *Driver’s license with SSN* 2) *Identification card issued by a federal, State, or local agency* 3) *a medical insurance provider, or an employer or trade union.* 4) *Earnings statements on payroll stubs* 5) *Bank statement* 6) *Form 1099* 7) *Benefit award letter* 8) *Retirement benefit letter* 9) *Life insurance policy* 10) *Court records*

Please call our office at 802-885-7885 if you have any questions, or e-mail us at [cdnofrio@stewartproperty.net](mailto:cdnofrio@stewartproperty.net)

**\*\*\* PLEASE MAIL YOUR COMPLETED APPLICATION TO: \*\*\***

STEWART PROPERTY MANAGEMENT

30 Stanley Road

Springfield, VT 05156

**SMOKING POLICY:** The majority of our properties are now smoke-free. Please contact us for specific information regarding this property.

**APPLICATION FOR HOUSING**

Stewart Property Management Use Only:		
Property Name:	Barrier Free (H/C unit) Requested?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Bedroom Size:	Comments:	
<input type="checkbox"/>	Accepted	
<input type="checkbox"/>	Rejected	

Time/Date Stamp



TELEPHONE/TDD: (802)-885-7885 FAX: (802) 885-5257  
www.stewartproperty.net

Please complete the following application and return it to Stewart Property Management, Inc. (SPM). All items must be complete in order to determine your eligibility. If an item does not apply to you, please check N/A next to the question. SPM does not discriminate on the basis of race, color, sex, age, religion, national origin, family or marital status, disability, or sexual orientation. **Please provide our office with a photocopy of all household member's social security cards per government regulations.** \* If you do not have a social security card, please attach a copy of an alternative form of identification that would verify your number. Please call us for a list of acceptable substitutions.

Property for which you are applying: \_\_\_\_\_ Number of bedrooms requested: \_\_\_\_\_  
Elderly Housing Only: If you are not yet 62 years old, are you eligible for occupancy based on your status as an individual with handicaps or disabilities? \_\_\_\_\_ Yes \_\_\_\_\_ No

**A. GENERAL INFORMATION**

Name:		Phone Number:	
Address:		E-Mail:	

PLEASE!, REMEMBER TO ATTACH A COPY OF YOUR SOCIAL SECURITY CARD FOR EVERY PERSON LISTED HERE \*



**B: FAMILY SUMMARY**

List all persons, including yourself, who will be living in the apartment. List the head of household first.

Name	Relationship to HEAD	Date of Birth	Place of Birth	Social Security #	Sex
	HEAD				

NOTE: FOR THE PURPOSES OF CALCULATING RENT, AN ELDERLY OR DISABLED HOUSEHOLD QUALIFIES FOR A \$400 DEDUCTION FROM ANNUAL INCOME AND MAY QUALIFY FOR A DEDUCTION FOR MEDICAL EXPENSES. ANY HOUSEHOLD MAY QUALIFY FOR A \$480 DEDUCTION PER CHILD OR DISABLED ADULT DEPENDENT AND CHILDCARE AND/OR DISABILITY ASSISTANCE EXPENSES.

**C: INCOME**

Please fill in each section, checking N/A next to the items that do not apply to you.  
Please use additional sheets of paper if necessary.

Check if N/A	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
<input type="checkbox"/>		Social Security		\$
		Social Security		\$
		Social Security		\$

Check if N/A	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
<input type="checkbox"/>		SSI Benefits		\$
		SSI Benefits		\$

Check if N/A	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
<input type="checkbox"/>		Pension/Annuities		\$
		Pension/Annuities		\$

Check if N/A	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
<input type="checkbox"/>		VA Benefits		\$
		VA Benefits		\$

**C: INCOME, continued**

Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
		Employment Wages		\$
		Employment Wages		\$
Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
		Unemployment Benefits		\$
		Unemployment Benefits		\$
Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
		Alimony		\$
		Child Support		\$
Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
		Self Employment		\$
		TANF/PATH		\$
Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Source of Income</b>	<b>Name &amp; Address of Income Source</b>	<b>Gross Monthly Amount</b>
		Other Income		\$

**D: ASSETS**

Please fill in each section, checking N/A next to the items that do not apply to you.  
Please use additional sheets of paper if necessary.

**CHECKING ACCOUNTS**

Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Bank Name</b>	<b>Account #</b>	<b>Balance</b>	<b>Interest Rate</b>
				\$	
				\$	
				\$	

**SAVINGS ACCOUNTS**

Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Bank Name</b>	<b>Account #</b>	<b>Balance</b>	<b>Interest Rate</b>
				\$	
				\$	
				\$	

**CERTIFICATES OF DEPOSIT (CD)**

Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Bank Name</b>	<b>Account #</b>	<b>Balance</b>	<b>Interest Rate</b>
				\$	
				\$	
				\$	
Penalty for early withdrawal? <input type="checkbox"/> YES <input type="checkbox"/> NO					

**STOCKS**

Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Stock Name</b>	<b># of Shares Owned</b>	<b>Value Per Share</b>	<b>Dividend Rate</b>
				\$	
				\$	
				\$	

**BONDS**

Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Series</b>	<b>Date of Issue</b>	<b>Amount</b>
				\$
				\$
				\$

**TRUST ACCOUNTS**

Check if N/A <input type="checkbox"/>	<b>Family Member</b>	<b>Bank Name</b>	<b>Account #</b>	<b>Balance</b>	<b>Interest Rate</b>
				\$	
				\$	
				\$	
Is this an irrevocable trust? <input type="checkbox"/> YES <input type="checkbox"/> NO					

**D: ASSETS, continued**

**IRAs**

Check if N/A	Family Member	Bank Name	Account #	Balance	Interest Rate
<input type="checkbox"/>				\$	
				\$	
				\$	
Penalty for early withdrawal? <input type="checkbox"/> YES <input type="checkbox"/> NO					

**ANNUITIES/MUTUAL FUNDS/401K/403b**

Check if N/A	Family Member	Bank Name	Account #	Balance	Interest Rate
<input type="checkbox"/>				\$	
				\$	
				\$	

**WHOLE LIFE POLICIES (NOT TERM LIFE)**

Check if N/A	Family Member	Insurance Name	Account #	Amount
<input type="checkbox"/>				\$
				\$

<b>REAL ESTATE</b>	1) Do you own any property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Family Member:
	2) If yes, what type of property is it?		
	3) Where is the location of the property?		
	4) What is the appraised market value?		
	5) Amount of mortgage or outstanding loan?		
	6) Is the property owned jointly?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>DISPOSED OF ASSETS</b>	1) Has any member of your household disposed of any asset(s) in the last two years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	2) If yes, what type of asset (e.g. cash, property, bank accounts)?	
	3) Market value when disposed:	\$
	4) Amount disposed for?	\$
	5) Date of transaction?	

**E: EXPENSES**

**Medical Expenses** Complete this section if head or spouse is 62 or older or disabled. Only list out of pocket expenses that are not reimbursed by any other source. Please use additional sheets of paper if necessary.

Check if N/A	Family Member	Medical Expense	Name & Address of Provider	Monthly Expense
<input type="checkbox"/>		Medicare		\$
<input type="checkbox"/>		Medicare		\$
<input type="checkbox"/>		Health Insurance		\$
<input type="checkbox"/>		Health Insurance		\$
<input type="checkbox"/>		Pharmacy		\$
<input type="checkbox"/>		Pharmacy		\$
<input type="checkbox"/>		Pharmacy		\$
<input type="checkbox"/>		Physician		\$
<input type="checkbox"/>		Physician		\$
<input type="checkbox"/>		Physician		\$
<input type="checkbox"/>		Other		\$

**E: EXPENSES, continued**

**Child Care**

Complete for children 12 and younger. Only list amounts that are paid out of pocket and are not reimbursed by any other agency.

Check if N/A	Family Member being cared for:	Name & Address of Child Care Provider	Weekly Expense
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$

**Handicap Assistance Expense**

Check if N/A	Family Member	Type of Expense	Name & Address of Provider	Weekly Expense
<input type="checkbox"/>				\$
<input type="checkbox"/>				\$

**F: PROGRAM INFORMATION**

YES  NO Is any member of the household a full or part time student?  Full Time  Part Time

YES  NO Has **everyone** in your household (adults and children) been a student for at least 5 months in the current calendar year or; is **everyone** in your household (adults and children) currently a student, or planning to become one within the next 12 months.

**If yes**, please check the applicable status from the list below:

→  Married and filing a joint tax return

Receiving Social Security Title IV payments (NHEP, RUFA)

Participating in a job training program with assistance

The full-time student is a single parent with minor children who are claimed as dependents on their tax return.

None of the above.

YES  NO Do you require an accessible unit?  
If yes, please explain:

YES  NO Have you ever resided in a federally assisted housing complex?  
If yes, when and where?

YES  NO Have you ever been evicted?  
If yes, please explain:

YES  NO Have you ever received an Eviction Notice from any landlord?  
If yes, please explain:

YES  NO Are you legally capable of entering into a lease agreement?  
If no, please explain:

How did you hear about the apartment for which you are applying?

YES  NO Will you or anyone in your household be applying for or receiving a Section 8 voucher at the time of move-in or within the next 12 months?

Name of Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

YES  NO Will you or anyone in your household require a live-in care attendant?  
Name of Live-in Care Attendant: \_\_\_\_\_  
Relationship (if any): \_\_\_\_\_

What state(s) have the adult household members resided in during the last 10 years?  
List household member name and State(s): \_\_\_\_\_

**G: HOUSING REFERENCES****Please complete all areas below.**

Please list your current address and landlord first, then your 2 other most recent addresses and landlords.

Current Address: ↓		
	Resided here since:	
	Rent Amount:	\$
	Are utilities included?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If, No, how much are utilities per month?	\$
Name and Address of Current Landlord:		
		Phone Number of current landlord:
Additional Info:		

1st Previous Address: ↓		
	Lived there from _____ to _____.	
	Rent Amount:	\$
	Are utilities included?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If, No, how much are utilities per month?	\$
Name and Address of Previous Landlord:		
		Phone Number of previous landlord:
Additional Info:		

2nd Previous Address: ↓		
	Lived there from _____ to _____.	
	Rent Amount:	\$
	Are utilities included?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If, No, how much are utilities per month?	\$
Name and Address of Previous Landlord:		
		Phone Number of previous landlord:
Additional Info:		

**H: OTHER INFORMATION**

<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have any pets?
	If yes, please describe:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Have YOU or ANY MEMBER of your household ever been arrested or convicted of any felony or any misdemeanor crime?
	If yes, please explain:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Have YOU or ANY MEMBER of your household ever been arrested or convicted in any incident involving drugs?
	If yes, please explain:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Do YOU or ANY MEMBER of your household currently use illegal drugs or abuse alcohol?
	If yes, please explain:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Are YOU or ANY MEMBER of your household listed on any state sex offender registration program?
	If yes, please explain:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you expect any additions to the household within the next 12 months?
	If yes, please explain giving name and relationship:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have primary physical custody of all children listed under the Household Composition on page 1?
	If no, please explain:

<input type="checkbox"/> YES <input type="checkbox"/> NO	Are there any absent household members that are not listed under the Household Composition on page 1?
	If yes, please explain giving name and relationship:

**I: CERTIFICATION**

I/We hereby certify that I/we do not and will not maintain a separate, subsidized rental unit in another location. I/we understand that I/we must pay a security deposit prior to occupancy. I/we certify that the housing I/we will occupy will be my/our only residence.

I/We understand that eligibility for housing will be based on either the USDA Rural Development or the Department of Housing and Urban Development's eligibility criteria and Stewart Property Management's Resident Selection Criteria. 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 or landlord references, police records indicating unacceptable or criminal behavior, and/or poor personal interview.

I/We certify that the information given in this application is true to the best of my/our knowledge. I/We understand that any false information is punishable by law, and could be grounds for cancellation of this application or termination of residency after occupancy.

Head of Household: _____	Date: _____
Spouse/Co-Tenant: _____	Date: _____
_____	Date: _____
_____	Date: _____

**J: RELEASE OF INFORMATION AUTHORIZATION**

I/We do hereby authorize Stewart Property Management, Inc., and its staff to obtain information or materials deemed necessary to determine my/our eligibility for housing, including contacting agencies, offices, groups, or organizations, that may provide information that could substantiate or verify information given in this application; for example landlords, local police departments, welfare agencies, or senior services agencies.

Head of Household: _____	Date: _____
Spouse/Co-Tenant: _____	Date: _____
_____	Date: _____
_____	Date: _____

The information regarding race, ethnicity, and gender solicited on this application is requested in order to assure the Federal Government, acting through Rural Development and HUD that SPM complies with 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 chose not to furnish it, the owner is required to note the race, ethnicity, and gender of individual applicants on the basis of visual observation or surname.

Race: (Check one or more)	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Native Hawaiian or other Pacific Islander		<input type="checkbox"/> White
Ethnicity:	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Non-Hispanic or Latino	
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

# DECLARATION OF CITIZENSHIP

STEWART PROPERTY MANAGEMENT, INC.  
P.O. BOX 10540  
BEDFORD, NH 03110

DATE: \_\_\_\_\_

PLEASE PROVIDE ALL INFORMATION REQUESTED

**PART 1: APPLIES TO ALL FAMILY MEMBERS**

Each person who will benefit under the Section 8 Rental Assistance Program must either be a citizen or national of the United States, or be a non-citizen who has eligible immigration status that qualifies them for rental assistance as determined by the U.S. Department of Housing and Urban Development and the U.S. immigration and Naturalization Service.

One box on this form must be checked for each family member indicating status as a citizen or a national of the United States or a non-citizen with eligible immigration status. Family members residing in the unit to be assisted that do not claim to be a citizen or national of the United States, or do not claim to be a non-citizen with eligible immigration status should not check any box.

All adults must sign where indicated. For each child who is not 18 years of age, the form must be signed by any adult member of the family residing in the dwelling unit who is responsible for the child. Use blank lines to add family members who are not listed.

First Name	Last Name	Date of Birth	I am a Citizen or National of the U.S.	or	I am a non-citizen with eligible immigration status	Signature of Adult Listed to the left, or Signature of Guardian for Minors.
_____	_____	_____	<input type="checkbox"/>	or	<input type="checkbox"/>	X _____
_____	_____	_____	<input type="checkbox"/>	or	<input type="checkbox"/>	X _____
_____	_____	_____	<input type="checkbox"/>	or	<input type="checkbox"/>	X _____
_____	_____	_____	<input type="checkbox"/>	or	<input type="checkbox"/>	X _____
_____	_____	_____	<input type="checkbox"/>	or	<input type="checkbox"/>	X _____
_____	_____	_____	<input type="checkbox"/>	or	<input type="checkbox"/>	X _____
_____	_____	_____	<input type="checkbox"/>	or	<input type="checkbox"/>	X _____

**Warning**-Title 18 US Code Section 1001 states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any department or agency of the United States. If this form contains false or incomplete information, you may be required to repay all overpaid rental assistance you received, fined up to \$10,000, imprisoned for up to 5 years; and/or prohibited from receiving future assistance.

**HEAD OF HOUSHOLD CERTIFICATION**

As head of household, I certify, under penalty of perjury, that all members of my household are listed on Part 1 of this form and that members of my household that have not checked either box on Part 1 of this form do not claim to be citizens or nationals of the United States, or non-citizens with eligible immigration status.

Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: Family members who have checked a box indicating that they are a non-citizen with eligible immigration status must complete part 2 of this form.

**PART 2: APPLIES TO NON-CITIZENS FAMILY MEMBERS ONLY**

All family members who have claimed eligible immigration status on Part 1 of this form must provide this office with an original of one of the following documents.

1. Form I-551, Alien Registration Receipt Card
2. Form I-94, Arrival-Departure Record with appropriate annotations or documents
3. Form I-699, Temporary Resident Card
4. Form I-688B, Employment Authorization Card
5. A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified.

Please call \_\_\_\_\_ at \_\_\_\_\_ to arrange for delivery and copying of original documents.

Do not mail original documents to this office.

If documents are not presented and verified, your family's rental assistance may be reduced, denied, or terminated as provided in regulations promulgated by the U.S. Department of Housing and Urban Development, pending available appeals processes.

**CONSENT TO VERIFY ELIGIBLE IMMIGRATION STATUS**

Each family member required to complete Part 2 of this form must sign below granting consent to verify eligible immigration status. For each child who is not 18 years of age, the form must be signed by any adult member of the family residing in the dwelling unit who is responsible for the child.

First Name	Last Name	Date of Birth	Signature of Adult Listed to the left, or Signature of Guardian for Minors.
_____	_____	_____	X _____
_____	_____	_____	X _____
_____	_____	_____	X _____
_____	_____	_____	X _____
_____	_____	_____	X _____
_____	_____	_____	X _____
_____	_____	_____	X _____

Office Use Only INS VERIF. #
_____
_____
_____
_____
_____
_____
_____

Evidence supplied with this form may be released by the Housing Agency, without responsibility for its further use or transmission, to the Immigration and Naturalization service for purposes of verification of the immigration status of the individual or to the U.S. Department of Housing and Urban Development, as required. The U.S. Department of Housing and Urban Development is not responsible for the further use or transmission of the evidence or other information.

# INSTRUCTIONS FOR FILLING OUT THE NEW HAMPSHIRE CRIMINAL RECORD FORM

- 1) Please print enough copies of the NH State Police Authorization Form. (1 is needed for each person 18+ years old)
- 2) Fill out Section 1 completely.
- 3) Under Section 2, please Sign where it says "YOUR SIGNATURE."
- 4) Please have this form notarized by a notary public.
- 5) Please do not sign the last line of Section 2, which is for Stewart Property Management's signature only.



New Hampshire Department of Safety  
**DIVISION OF STATE POLICE**  
Central Repository for Criminal Records  
33 Hazen Drive, Concord, NH 03305

## CRIMINAL RECORD RELEASE AUTHORIZATION FORM

### SECTION I

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME \_\_\_\_\_  
LAST MAIDEN / ALIAS FIRST MI  
ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE  
DATE OF BIRTH HAIR COLOR EYE COLOR SEX  
DRIVER LICENSE NUMBER STATE

PURPOSE FOR RECORD:  Housing  Employment  Annulment/Expungement  Other \_\_\_\_\_  
Specify

My below signature certifies that I am the individual listed above and that the information provided is true.

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Signed under penalty of sworn falsification pursuant to RSA 641:3

### SECTION II

IF RECORD IS TO BE MAILED TO YOU, OR RECEIVED BY SOMEONE OTHER THAN YOURSELF,  
ALL OF SECTION II MUST BE COMPLETED

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:  
STEWART PROPERTY MANAGEMENT, INC.

NAME OF PERSON / FIRM TO RECEIVE RECORD \_\_\_\_\_  
ADDRESS P.O. BOX 10540 SECFORD NH 03110  
STREET CITY STATE ZIP CODE

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Affix Seal) (Comm Exp.)

SIGNATURE OF PERSON / FIRM TO RECEIVE RECORD \_\_\_\_\_ DATE \_\_\_\_\_

THIS FORM MUST BE NOTARIZED

