



Dear Interested Applicant:

Thank you for your interest in The Longfellow Senior Housing. The community is a senior living community with a mix of one- and two-bedroom affordable apartments for seniors 62 and older. These are spread between the historic rehabilitated Henry W. Longfellow Middle School made up of 30 apartments and its newly constructed addition with 50 apartments. Here you will enjoy amenities such as dedicated common areas for socialization, green outdoor spaces for a park-like feel, a sitting area with a gazebo and benches, and a gymnasium-turned-fitness center.

Overview of Screening Criteria:

- Satisfactory rental history. (Lack of history will not be cause for rejection).
- No previous evictions for lease violations.
- No criminal record.
- Good credit history. (Lack of history will not be cause for rejection).
- Demonstrated ability to pay rent.
- Must meet Student Eligibility.

Below outlines our application process. We hope this helps you in submitting your application.

Completing Your Application:

Please complete the application in its entirety. If any areas do not apply to your household, indicate with N/A in that section.

Sometime over the next few weeks we will be contacting you to schedule an appointment to begin the qualification process. Please be prepared to provide the following information:

1. Picture ID
2. Social Security Card*
3. Birth Certificate*
4. Proof of Income**
 - a. 6 most recent paystubs if working
 - b. Social Security Award letter
 - c. Pension
 - d. TANF letter
 - e. Gift Income
 - f. Child Support
5. Proof of Assets **
 - a. 1 month of most recent bank statements,



- b. Current balance from savings account
- c. Balance Inquiry from ATM for pay cards
- d. Retirement account (401k, IRA, etc)
- e. Whole life insurance cash value
- f. Stocks, bonds, etc.

*If you are unable to provide a birth certificate or social security card, please contact us to discuss alternative forms of verification.

**All documents provided to verify income, and assets must be less than 60 days old at the time of your appointment

Submitting Your Application:

Once your application is complete and you have all additional documentation, submit your application and documentation in its entirety to the Management Office.

Methods for Submission:

- Drop off the application at our office at 650 E. 140th Street, Cleveland, OH, 44110 during business hours (M-F 9:00 AM – 5:00 PM)
- Send the application via email to longfellow@vestacorp.com.
- Fax the application to (440) 431-3850.
- Mail the application to our office at 650 E. 140th Street, Cleveland, OH, 44110

Once the complete application and documentation is received, we can begin processing and discuss with you apartment availability.

We look forward to working with you on your application. If you have any questions, do not hesitate to reach out to us or set up an appointment to complete your application in person.

Sincerely,

The Longfellow



**The Longfellow Senior
Housing**
650 E. 140th Street
Cleveland, OH 44110
Phone: (440) 431-3850
Relay #711

For Office Use:

Date of Receipt: _____

Time of Receipt: _____

☐ Initial Application Bedroom Size:
☐ Updated Application ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4



APPLICATION FOR HOUSING

Affordable Housing Community

Please Print Clearly

Please do not use whiteout. If you make a mistake, cross it out, write the correct answer and put your initials and the date next to the crossed out information. If necessary, we would be happy to provide you with a new form.

Applications are placed in order of date and time received. An applicant may be interviewed only after the receipt of this completed tenant application.

Please complete all sections of this application and all applicable attachments and return to the address at the top of the page. If a question is not applicable to you, please write "N/A" in that section. If all sections are not completed, the application will be returned to you for completion, and, as such, will not be placed on the waiting list. Everyone age 18 and over in the household as well as the Head, Co-head and Spouse must report all income and sign all necessary forms. Thank you for your assistance.

A. GENERAL INFORMATION

Applicant Name(s): _____

Address: _____
Street Apt.# City State ZIP

Phone: _____ E-mail address: _____

Do you (check one) ☐ RENT or ☐ OWN Subsidized Housing(check one): ☐ yes ☐ No

Number of bedrooms currently: _____

Amount of current monthly rental or mortgage payment: \$ _____

If owned, do you receive monthly rental income from property? ☐ Yes ☐ No (check one)

Check utilities paid by you: ☐ Heat ☐ Electricity ☐ Gas ☐ Other (specify)

Approximate monthly cost of utilities paid by you (excluding phone and cable TV): \$ _____

Bedroom size requested: ☐ Studio ☐ One BR ☐ Two BR ☐ Three BR ☐ Four BR ☐ Handicap BR

Application

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as modified by Vesta Corporation 01/06/23

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The following four questions are asked for the sole purposes of providing an equal opportunity to enjoy your housing. Answering them is **voluntary**, but if you do not let us know what you need to have an equal opportunity to enjoy your housing we cannot satisfy your needs. This application includes a copy of our Applicant's and Resident's Right to Request a Reasonable Accommodation.

1. Do you need a fully accessible unit for someone with a mobility impairment? ☐ Yes ☐ No
2. Do you need only certain accessible features of a unit? ☐ Yes ☐ No
If yes, please list the features you need to be accessible: _____
3. Are you of 62 years of age or older? ☐ Yes ☐ No
 - a. If yes, those applicant(s) who were 62 or older as of January 31, 2010, and do not have a SSN, but were receiving HUD rental assistance at another location on January 31, 2010 may qualify for an exemption. If this information is verified the applicant may qualify for the exemption from disclosing and providing verification of a SSN.
4. Do you need a unit with special features for someone with a hearing and/or visual impairment?
☐ Yes ☐ No
5. Does any member of the household have any accessibility or reasonable accommodation requests or alternate ways we need to communicate with you? ☐ Yes ☐ No
If yes, please explain: _____

B. HOUSEHOLD COMPOSITION							
List ALL persons who will live in the apartment. List the head of household first.							
	Name	Relationship to head	Birth Date 00/00/0000	Age (optional)	Social Security # 000-00-0000	Student?	Subject to State Lifetime Sex Offender Registry?
Head						☐ Yes ☐ No	☐ Yes ☐ No
Co-T						☐ Yes ☐ No	☐ Yes ☐ No
3.						☐ Yes ☐ No	☐ Yes ☐ No
4.						☐ Yes ☐ No	☐ Yes ☐ No
5.						☐ Yes ☐ No	☐ Yes ☐ No
6.						☐ Yes ☐ No	☐ Yes ☐ No
7.						☐ Yes ☐ No	☐ Yes ☐ No
8.						☐ Yes ☐ No	☐ Yes ☐ No

Have you or any household member resided in another state? ☐ Yes ☐ No
If yes, please list the household member(s) and **all** the state(s) they have lived in:

Have you or any household member used any other name or alias not named on this application? ☒ Yes ☐ No
If yes, please list the household member(s) and **all** alternate name(s):



Have there been any changes in household composition in the last twelve months? ☐ Yes ☐ No

If yes, explain:

Do you anticipate any changes in household composition in the next twelve months? ☐ Yes ☐ No

If yes, explain:

Is there someone not listed above who would normally be living with the household? ☐ Yes ☐ No

If yes, explain:

Will all of the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students? ☐ Yes ☐ No

IF YES, ANSWER THE FOLLOWING QUESTIONS 1- 5:

1. Are any full-time student(s) married and filing a joint tax return?	☐ Yes	☐ No
2. Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	☐ Yes	☐ No
3. Are any full-time student(s) a TANF or a title IV recipient?	☐ Yes	☐ No
4. Are any full-time student(s) a single parent living with his/her child(ren) who is not a Dependant on another's tax return and whose children are not dependents of anyone other than a parent?	☐ Yes	☐ No
5. Is any student a person who was previously under the care and placement of a foster care program (under Part B or E of Title IV of the Social Security Act)?	☐ Yes	☐ No

*Student Financial Assistance in excess of tuition and any other required fees and charges (scholarships, grants, private sources, work study, etc.): ONLY counted for Section 8 and/or LIHTC members with Section 8 assistance IF the individual is applying separate from his/her parent(s) and he/she is not 24+ with a dependent child.

C: INCOME

List ***ALL*** sources of gross income anticipated to be received by ***any/all*** household members in the next 12 months as requested below. If an income source does not apply, cross out or write N/A.

<u>YES</u>	<u>NO</u>	<u>Source Of Income</u>	<u>Household Member</u>	<u>Gross Monthly Amount</u>
☐	☐	Social Security		
☐	☐	Social Security		
☐	☐	Social Security		
☐	☐	SSI Benefits		
☐	☐	SSI Benefits		
☐	☐	SSI Benefits		
☐	☐	Pension (list source)		
☐	☐	Pension (list source)		
☐	☐	Veterans Benefits (list claim number)		
☐	☐	Unemployment Benefits		
☐	☐	Public Assistance (TANF/Title IV)		
☐	☐	Contributions from outside the household (monetary)		
☐	☐	Full-Time Student Income (18 and over)		
☐	☐	Annuities (list source)		



☐	☐	Scheduled Payments from Investments		
☐	☐	Are you entitled to receive child support? Case Number#		
☐	☐	Do you receive child support		

Yes	NO	Household Member Name	Source of Income	Gross Monthly Amount
☐	☐		Employment amount	\$
			Employer:	
			Position Held	
			How long employed:	
☐	☐		Employment amount	\$
			Employer:	
			Position Held	
			How long employed:	
☐	☐		Employment amount	\$
			Employer:	
			Position Held	
			How long employed:	
☐	☐		Employment amount	\$
			Employer:	
			Position Held	
			How long employed:	
☐	☐		Other Income (including gifts, lottery winnings, rental property, net income from a business, etc.)? List Source: _____	\$
☐	☐		Other Income	\$
		TOTAL GROSS ANNUAL INCOME (Based on the monthly amounts listed above x 12)		\$
		TOTAL GROSS ANNUAL INCOME FROM PREVIOUS YEAR		\$
		Do you anticipate any changes in this income in the next 12 months?		☐ Yes ☐ No
		Is any member of the household legally entitled to receive income assistance?		☐ Yes ☐ No
		Is any member of the household likely to receive income or assistance (<i>monetary or not</i>)		☐ Yes ☐ No
		If yes to any of the above, explain:		
		Is the income received?		☐ Yes ☐ No
		Are you or any other adult household member claiming <u>zero income</u> ?		☐ Yes ☐ No



Yes	No	D. ASSETS				
If your assets are too numerous to list here, please request an additional form.						
		Household Member	Source	Last 4 Digits	Balance/Value	
☐	☐	Checking Account			#	\$
☐	☐	Checking Account			#	\$
☐	☐	Savings Account			#	\$
☐	☐	Savings Account			#	\$
☐	☐	Direct Express Card (SSA issued)			#	\$
☐	☐	Prepaid Debit card (TANF, Child Support, Employer etc.)			#	\$
☐	☐	Trust Account			#	\$
☐	☐	Certificate of Deposits			#	\$
☐	☐	Money Market Account			#	\$
☐	☐	Life Insurance			#	\$
☐	☐	Savings Bond # Of Shares _____			Maturity Date:	\$
☐	☐	Mutual Funds # Of Shares _____			Interest or dividends:	\$
☐	☐	Stocks # Of Stocks _____			Dividends Paid: \$	\$
Does any member of the household have an asset(s) owned jointly with a person who is NOT a member of the household as listed on Page 2?						☐ Yes ☐ No
<i>If yes, describe:</i>						
Do they have access to the asset(s)?						☐ Yes ☐ No

Real Estate Property: Do you own any property?	☐ Yes ☐ No
<i>If yes, Type of property</i>	
Location of property	
Appraised Market Value	\$
Mortgage or outstanding loans balance due	\$
Amount of annual insurance premium	\$
Amount of most recent tax bill	\$

Have you sold/disposed of any property in the last 2 years?	☐ Yes ☐ No
<i>If yes, Type of property:</i>	
Market value when sold/disposed	\$
Amount sold/disposed for	\$
Date of transaction:	



Have you disposed of any assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts)?	
	☐ Yes ☐ No
<i>If yes</i> , describe the asset:	
Date of disposition:	
Amount disposed	\$

Do you have any other assets not listed above (excluding personal property)?	☐ Yes ☐ No
<i>If yes</i> , please list:	

E. ADDITIONAL INFORMATION		
How were you referred to this property?		
Please Note: We do not discriminate based on Section 8 Voucher/Certificate holder status. These questions are asked for the sole purpose to: (1) determine an applicant household's ability to pay rent for a unit that does not have Project Based Section 8; or (2) to advise applicant households who are applying for a unit with a Project-based Section 8 that if they move into such a unit that already has Section 8 with the unit, they will be required by their voucher agency to give up their mobile voucher.		
Do you currently have a mobile Section 8 Voucher/Certificate?	☐ Yes	☐ No
Do you anticipate receiving a mobile Section 8 Voucher/Certificate?	☐ Yes	☐ No
Are you or any member of your family currently using an illegal substance?	☐ Yes	☐ No
<i>If yes</i> , describe:		

Have you or any member of your family ever been evicted from any housing?	☐ Yes	☐ No
<i>If yes, describe</i>		
Have you ever filed for bankruptcy?	☐ Yes	☐ No
<i>If yes, describe</i>		
Will you take an apartment when one is available?	☐ Yes	☐ No
Briefly describe your reasons for applying:		
Are you currently homeless?	☐ Yes	☐ No
<i>If yes, are you: (please check all that apply)</i>		
☐ <i>with or soon to be without housing</i>		
☐ <i>lacking a fixed nighttime residence</i>		
☐ <i>fleeing/attempting to flee violence</i>		
Are you or any member of your family a U.S. Military veteran?	☐ Yes	☐ No
If yes, please indicate which family member(s)		



Do you have pets? If Yes, Please Describe:	☐ Yes	☐ No
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F. REFERENCE INFORMATION

Please provide **all** full addresses **resided** at in the past **3** (three) years and the names, addresses and phone numbers of all landlords, if applicable. (Please attach a separate sheet if necessary to include all landlords in the last 3 years.)

Current Address	Address:	
	How Long?	From: _____ To: _____
	Landlord Name:	
	Address:	
	Phone #:	
Prior Address	Address:	
	How Long?	From: _____ To: _____
	Landlord Name:	
	Address:	
	Phone #:	

In case of emergency notify:	
Address:	
Relationship:	Phone #:

G. VEHICLE (if applicable)

List any cars, trucks, or other vehicles owned. Parking will be provided for one vehicle. Arrangements with Management will be necessary for more than one vehicle.

Type of Vehicle:	License Plate #:
Year/Make:	Color:
Type of Vehicle:	License Plate #:
Year/Make:	Color:



H. EXPENSES/DEDUCTIONS (if applicable)**Section 8 Applicants Only:**

Do you currently pay for day care expenses to go to work or school?	Do you have unreimbursed medical expenses, which are paid out of pocket? (Only for persons 62 and older or disabled):
If yes, please provide:	If yes, please provide:
Day Care Provider:	Medical Provider:
Phone & Fax #:	Phone & Fax #:
Amounts paid per month:	Amounts paid per month:

CERTIFICATION

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's 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 occupancy. I/We hereby authorize the release of information regarding criminal background and credit checks, as well as landlord history. I/We understand that every household member listed on this application will be checked against the National Sex Offender Registry, regardless of age. All adult applicants, 18 or older, must sign application.

SIGNATURE(S):

_____ (Signature of Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date

Attachments (as applicable, based on affordable program(s) at property):

- Attachment A: Applicant's and Resident's Right to Request a Reasonable Accommodation
Attachment B: Race and Ethnic Data Reporting Form – OMB # 2502-0204

Vesta Corporation does not discriminate on the basis of any protected status, including disability, in admission of or access to its programs and activities. Vesta provides persons with disabilities the opportunity to request a Reasonable Accommodation in order to apply to and participate in such programs and activities.

The Violence Against Women Reauthorization Act of 2013 ("VAWA") protects qualified tenants, participants, and applicants, and affiliated individuals, who are victims of domestic violence, dating violence, sexual assault, or stalking from being denied housing assistance, evicted, or terminated from housing assistance based on acts of such violence against them.

For further information, please contact the property manager at this location; Vesta Corporation at (866) 715-5400, Relay #711; or at Vesta Corporation, 175 Powder Forest Drive, Weatogue, CT 06089.

