



CAPITOL LOFTS

390 Capitol Lofts

APPLICANT CHECKLIST

APPLICANT NAME(S): _____

APARTMENT: _____

Please provide the following for all household members:

- Valid state issued photo ID (18+) proof of current address if not listed on photo id.
- Birth Certificate
- Social Security Card, Alien/Permanent Resident Card/Naturalization Documents
- Pension/Retirement Benefit letters
- Cash Assistance/State benefit letters
- Whole Life Insurance Policies
- IRA/401K/Stocks/Bonds/Securities/Trusts accounts (all investment accounts)
- Bank Statements (all bank accounts 6 current and consecutive statements)
- Pay Stubs (all employers 6 current consecutive paystubs) and/or Offer Letter from employer
- Current Social Security Award Letters
- Child Support Documentation
- Alimony Documentation
- Retirement/Investment Account Information
- Self-Employment: Federal Income Tax Return recent 2 yrs. Including Schedule C
- Student Status: Full time or Part Time: Name of School: _____
- Other: _____
- Other: _____

NOTES:

PRELIMINARY RENTAL APPLICATION

-Equal Housing Opportunity-

MANAGEMENT WILL PROVIDE HELP IN REVIEWING THIS DOCUMENT.
IF NECESSARY, PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE
OR OTHER ALTERNATE FORMATS.

Application Date: _____

Property Name: 390 Capitol Lofts
Address: 390 Capitol Avenue
City, State, Zip: Hartford, CT 06106
Telephone Number: 860.244.2271
TDD#: Call 7-1-1
Email Address: capitollofts@hallkeen.com

Return Completed Application To: 390 Capitol Lofts
390 Capitol Avenue
Hartford, CT 06106

APPLICATION FOR ADMISSION

Note: Please fill in all sections completely. If a section does not apply, please draw a line through or write "N/A". Failure to do so will result in processing delays or rejection of your application. If you need help completing this application, please contact the Rental Office.

Applicant: _____ **Telephone:** _____

Email Address: _____

Current Address:
Street _____ Apt. # _____
City, State _____ Zip Code _____

Current Landlord:
Name _____ Telephone _____
Street _____ Fax # _____
City, State _____ Zip Code _____
Email Address _____

RACE (Optional Section: Information will be used for fair housing programs only, as required by State and Federal Laws.)

- American Indian/Alaskan Native Asian or Pacific Islander Other (not white or Hispanic)
 Black (not of Hispanic origin) Hispanic White (not of Hispanic origin)

SIZE OF APARTMENT NEEDED:

- N/A 1BR 2BR N/A N/A N/A

How did you hear about this property? _____

ADDITIONAL INFORMATION:

- Do you currently hold a *Mobile Voucher*? Yes No
- Are you requesting a *Hearing/Visual Adapted Unit*? Yes No
- Are you requesting a *Wheelchair Adapted Unit*? Yes No
- Do any members of the household have any *accessibility or reasonable accommodation requests, changes in a unit or development or alternate ways we need to communicate with you?*
 Yes No
If yes, please explain/provide details: _____
- Do you or a member in your household *consider yourself to be homeless or at-risk of being homeless?*
 Yes No
If yes, please explain/provide details: _____
- Have you ever been *evicted* from your home for any reason? Yes No
If yes, please explain/provide details: _____
- Have you or any household member ever been *convicted* of any crime? Yes No
If yes, please explain/provide details: _____
- Have you or any household member suffered actual or threats of physical violence by a spouse or other member of the household? Yes No
If yes, please explain/provide details: _____
- Are you or any member of your household required to register as a sex offender under Massachusetts or any other state law? Yes No
If yes, list the name of the persons and the registration requirements (i.e. place where registration needs to be filed, length of time for which registration is required): _____

CURRENT HOUSING:

- Present Housing Cost Per Month \$ _____
- Does your current housing cost include utilities (gas, electric, heat, hot water)? Yes No
- How Long Have You Lived at Present Address? _____ Years / _____ Months
- Do You Own Any Pets? _____ If yes, what type: _____
- What are the reasons for moving? _____

FAMILY COMPOSITION: List all who will occupy the apartment.
YOU MUST INCLUDE YOURSELF (Any person not listed will not be allowed to move in)

FULL NAME OF EACH PERSON	RELATIONSHIP TO HEAD OF HOUSEHOLD	DATE OF BIRTH (00/00/0000)	Gender (Optional)	SOCIAL SECURITY NUMBER	STUDENT STATUS Full-time/FT Part-time/PT
1) _____	Head of Household	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A
2) _____	_____	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A
3) _____	_____	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A
4) _____	_____	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A
5) _____	_____	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A
6) _____	_____	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A
7) _____	_____	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A
8) _____	_____	_____	_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A

Does the Head of Household have full custody of all household members under the age of 18 Yes No

If no, please explain _____
 (Please be prepared to supply copy of child support/custody agreement and divorce decree.)

(HUD only): If you have no social security number, you claim you are exempt because:

- You are an ineligible non-citizen You were 62 as of 1/31/2010 and receiving housing assistance as of 1/31/2010

LANDLORD REFERENCES: Provide full names & addresses of Landlords where you have lived over the last (5) **five** years. Please include both long term and temporary residences.

1) Previous Address _____
 Dates Lived at This Address _____
 Name of Landlord _____
 Landlord Telephone # _____ Landlord E-mail address _____
 Landlord Address _____

2) Previous Address _____
 Dates Lived at This Address _____
 Name of Landlord _____
 Landlord Telephone # _____ Landlord E-mail address _____
 Landlord Address _____

3) Previous Address _____
 Dates Lived at This Address _____
 Name of Landlord _____
 Landlord Telephone # _____ Landlord E-mail address _____
 Landlord Address _____

4) Previous Address _____
Dates Lived at This Address _____
Name of Landlord _____
Landlord Telephone # _____ Landlord E-mail address _____
Landlord Address _____

Please list all states where the applicant and/or members of the applicant's household have resided.

CHARACTER REFERENCES: (If you are unable to furnish landlord or other housing references) *They must have known you for one (1) year or more and not be related to you.*

1.) Character Reference Name _____
Telephone #: _____ | E-mail Address: _____
Address: _____

2.) Character Reference Name _____
Telephone #: _____ | E-mail Address: _____
Address: _____

3.) Character Reference Name _____
Telephone #: _____ | E-mail Address: _____
Address: _____

EMPLOYMENT: Is any member of the household employed? Yes No
If yes, please list below. *List each member by their corresponding number from Page 3.*

Member # _____
Name of Present Employer _____ Telephone _____
Email address: _____ Fax: _____
Employer's Address _____
Length of Employment: _____ Position: _____
Job Type: Seasonal Temporary Permanent Part-Time Full-Time
Do you receive tips? Yes No If yes, how much do you average each week? \$ _____
If hourly, rate per hour? \$ _____ Number of hours scheduled each week: _____ hours
Gross earnings (before taxes): \$ _____ Weekly Bi-Weekly Monthly

Member # _____
Name of Present Employer _____ Telephone _____
Email address: _____ Fax: _____
Employer's Address _____
Length of Employment: _____ Position: _____
Job Type: Seasonal Temporary Permanent Part-Time Full-Time
Do you receive tips? Yes No If yes, how much do you average each week? \$ _____
If hourly, rate per hour? \$ _____ Number of hours scheduled each week: _____ hours
Gross earnings (before taxes): \$ _____ Weekly Bi-Weekly Monthly

Member # _____
Name of Present Employer _____ Telephone _____
Email address: _____ Fax: _____
Employer's Address _____
Length of Employment: _____ Position: _____
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Do you receive tips? Yes No If yes, how much do you average each week? \$ _____
If hourly, rate per hour? \$ _____ Number of hours scheduled each week: _____ hours
Gross earnings (before taxes): \$ _____ Weekly Bi-Weekly Monthly
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Member # _____
 Name of Present Employer _____ Telephone _____
 Email address: _____ Fax: _____
 Employer's Address _____
 Length of Employment: _____ Position: _____
 Job Type: Seasonal Temporary Permanent Part-Time Full-Time
 Do you receive tips? Yes No If yes, how much do you average each week? \$ _____
 If hourly, rate per hour? \$ _____ Number of hours scheduled each week: _____ hours
 Gross earnings (before taxes): \$ _____ Weekly Bi-Weekly Monthly

DOES ANYONE IN THE HOUSEHOLD HAVE OTHER SOURCES OF INCOME (Other income is income such as *Welfare, Social Security, SSI, Pensions (including Veteran's Benefits), Disability Compensation, Unemployment Compensation, Interest, Alimony, Child Support, Annuities, Dividends, Income from Rental Property, Military Pay, Scholarships, Grants and/or Monetary Gifts/Support from Someone that isn't a member of the household*)? Yes No

If yes, list below by household member and income type:

	Type of Income	Gross Earnings (Before Taxes)
Member # _____	_____	\$ _____ per _____ (week, month, year)
Member # _____	_____	\$ _____ per _____ (week, month, year)
Member # _____	_____	\$ _____ per _____ (week, month, year)
Member # _____	_____	\$ _____ per _____ (week, month, year)
Member # _____	_____	\$ _____ per _____ (week, month, year)
Member # _____	_____	\$ _____ per _____ (week, month, year)
Member # _____	_____	\$ _____ per _____ (week, month, year)
Member # _____	_____	\$ _____ per _____ (week, month, year)

DOES ANY HOUSEHOLD MEMBER HAVE INCOME FROM ASSETS (*Assets include Checking Accounts, Savings Accounts, Direct Express Cards, EBT and DOR Cards, Pay Cards, 401K Accounts, IRA Accounts, Term Certificates, Money Markets, Stocks, Bonds, Mutual Funds, etc.*)? Yes No **If yes, list below:**

Member # _____
 Name of Financial Institution: _____
 Email address: _____ Fax: _____
 Financial Institution Address: _____
 Account # _____ Type of Account: _____ Current Balance \$ _____
 Interest Rate: _____% If Stock, Number of Shares: _____ Dividends per Share: \$ _____

Member # _____
 Name of Financial Institution: _____
 Email address: _____ Fax: _____
 Financial Institution Address: _____
 Account # _____ Type of Account: _____ Current Balance \$ _____
 Interest Rate: _____% If Stock, Number of Shares: _____ Dividends per Share: \$ _____

Member # _____
 Name of Financial Institution: _____
 Email address: _____ Fax: _____
 Financial Institution Address: _____
 Account # _____ Type of Account: _____ Current Balance \$ _____
 Interest Rate: _____% If Stock, Number of Shares: _____ Dividends per Share: \$ _____

Member # _____

Name of Financial Institution: _____

Email address: _____ Fax: _____

Financial Institution Address: _____

Account # _____ Type of Account: _____ Current Balance \$ _____

Interest Rate: _____ % If Stock, Number of Shares: _____ Dividends per Share: \$ _____

DOES ANY HOUSEHOLD MEMBER HAVE OTHER ASSETS such as Real Estate, Cash Value of Life Insurance, Treasury Bills, etc.? Yes No **If yes, list below:**

Household Member	Type of Asset	Cash Value of Asset
Member # _____	_____	\$ _____
Member # _____	_____	\$ _____
Member # _____	_____	\$ _____
Member # _____	_____	\$ _____
Member # _____	_____	\$ _____
Member # _____	_____	\$ _____

Has any household member disposed of any assets for less than fair market value in the last two years?
 Yes No If yes, please list below:

ASSET	MARKET VALUE	AMOUNT RECEIVED	DATE DISPOSED OF
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

In Case of Emergency, whom should we contact?

Name: _____ Relationship: _____

Phone# _____ Email Address: _____

Address: _____

Name: _____ Relationship: _____

Phone# _____ Email Address: _____

Address: _____

CONFLICT OF INTEREST:

Do you work for or have any immediate family members who work, or have any business or consulting relationship with the Property Owner, or HallKeen Management? Immediate family ties include (whether by blood, marriage, or adoption) the spouse, parent (including step-parent), child (including step-child), brother, sister (including a step-brother or step-sister), grandparent, grandchild or in-laws of the applicant(s).

Yes No

If yes, please provide name(s) of immediate family member(s), relationship and company/owner name:

IRC Section 152 (f)(2) defines, in part, a “student” as an individual, who during each of 5 calendar months during the calendar year in which the taxable year of the taxpayer begins is either (a) a full-time student at an educational organization or (b) is pursuing a full-time course of institutional on-farm training under the supervision of an accredited agent of an educational organization, as described more fully in the IRC.

The term “educational organization” includes elementary schools, junior and senior high schools, colleges, universities, and technical, trade and mechanical schools. It does not include on-the-job training courses.

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:

- Are any full-time student(s) married and filing a joint tax return? Yes No
- Are any full-time student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act? Yes No
- Are any full-time student(s) an AFDC or a title IV recipient? Yes No
- Are any full-time student(s) a single parent living with his/her minor child who is not a Dependent on another’s tax return? Yes No
- 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

PLEASE RESPOND TO THE FOLLOWING QUESTIONS IF YOU WISH TO BE CONSIDERED FOR PRIORITIES, PREFERENCES OR SPECIAL DEDUCTIONS/CONSIDERATIONS (Where Applicable):

- Not Applicable for this property

I / We hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. Inquiries may be made to verify the statements herein. All information is regarded as confidential in nature. I hereby authorize the Landlord to obtain a consumer credit report and a criminal background report. I/We certify that I/We understand that false statements or information are punishable under applicable State or Federal Law.

I / We hereby certify that we have received a notice from the management agent describing the right to reasonable accommodations for persons with disabilities.

I/ We hereby certify that this apartment will be this household's primary residence.

Signed under the pains and penalties of perjury:

Head of Household/Applicant

Date

Co-Applicant

Date

Other Adult Household Member

Date

Other Adult Household Member

Date

HallKeen Management does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to its programs or employment, or in its programs, activities, functions or services.

**Professionally Managed by:
HallKeen Management
1400 Providence Highway, Suite 1000
Norwood, MA 02062
(781) 762-4800**



To: HallKeen Management

Re: **Release to Obtain Information**

In consideration for being permitted to apply for this apartment at 390 Capitol Ave. Hartford, CT 06106, I, Applicant, do represent all information in this application to be true and accurate and that Owner/Manager/Employee/Agent may rely on this information when investigating and accepting this application. I, Applicant, hereby authorize the Owner/Manager/Employee/Agent to make independent investigations to determine my credit, financial and character standing, including, but not limited to, credit and criminal background reports.

I, Applicant, authorize any person or Credit/Criminal Background Checking Agency having any information on me, to release any and all such information to the Owner/Manager/ Employee/Agent or Credit Checking Agencies. Applicant hereby releases, remises, and forever discharges, from any action whatsoever, in law and equity, all Owners, Managers, and Employees, or Agents, both of Landlord and their Credit Checking Agencies in connection with processing, investigating, or credit checking this application, and will hold them harmless from any suit or reprisal whatsoever.

All applicants over the age of 18 must sign:

Applicant: _____
Signature Social Security # Date

Print Name

Applicant: _____
Signature Social Security # Date

Print Name

Applicant: _____
Signature Social Security # Date

Print Name

Applicant: _____
Signature Social Security # Date

Print Name

Pursuant to fair housing laws, advertising/marketing must not indicate any preference or limitation, or otherwise discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, gender identity, national origin, genetic information, ancestry, children, marital status, or public assistance recipient. This prohibition includes phrases such as “active adult community” and “empty nesters”. Exceptions may apply if the preference or limitation is pursuant to a lawful eligibility requirement.

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability and you need:

A change in the rules or policies or how we do things that would make it easier for you to live here and use the facilities or take part in programs on site,

A change or repair in your apartment or a special type of apartment that would make it easier for you to live here and use the facilities or take part in programs on site,

A change or repair to some other part of the housing site that would make it easier for you to live here and use the facilities or take part in the programs on site, or

A change in the way we communicate with you or give you information,

You can ask for this kind of change, which is called a **Reasonable Accommodation**.

If you can show that you have a disability and if your request is reasonable, if it is not too expensive, and if it is not too difficult to arrange, we will try to make the changes you request.

We will give you an answer within fifteen business days following our review of your information unless there is a problem getting the information we need or unless you agree to a longer time frame. We will let you know if we need more information or verification from you or if we would like to talk with you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give us more information if you think that will help.

If you need help filling out the reasonable accommodation request form, or if you want to give us your request some other way, we will assist you.

You can get a reasonable accommodation request form from your property manager or contact:

HallKeen Management, Inc.
1400 Providence Highway, Suite 1000
Norwood, MA 02062
(781) 762-4800