

# Charlotte B. Rutherford Waitlist 2 BR Pre-Application

Applicants must provide complete identifying information below to be placed on the Charlotte B. Rutherford housing waitlist. Incomplete pre-applications will not be added to the waitlist. Please see the Building Criteria sheet and the for additional information on eligibility and screening requirements.

**Applicant Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ May we...  Leave a Msg? Em \_\_\_\_\_  
Phone Number

*All notifications regarding waitlist are made by phone (or email, when available). Applicants must provide updated contact info as needed.*

Enter your information first, then enter all persons who will be living with you.

1.	Full Name			Social Security Number (if available)	Relationship	Date of Birth	Student (Yes/No)
	First	Middle Initial	Last				
1.					Head		
2.							
3.							
4.							
5.							

**Monthly** gross income from all sources except food stamps \$ \_\_\_\_\_

Income Sources (employment, Social Security, pension, etc.): \_\_\_\_\_

Rental Assistance Source (if applicable): \_\_\_\_\_ Amount (if known) \$ \_\_\_\_\_

I require an accessible unit (subject to availability): Yes

Have you been charged with or convicted of any crimes? Yes No

If yes, explain briefly: \_\_\_\_\_

**Applicant – Please Read Carefully Before Signing**

Central City Concern notifies waitlist applicants at the Charlotte B. Rutherford by phone or email when they near the top of the waitlist. Waitlist applicants must respond in person to all notifications directly to the Charlotte B. Rutherford leasing office within 3 business days to avoid being removed from the waitlist. It is waitlist applicant's responsibility to notify the Charlotte B. Rutherford leasing office of phone, email or mailing address changes using the Address Change form for this building.

It is waitlist applicant's responsibility to review the Building Criteria and ensure he/she meets or will meet the criteria prior to move-in.

**I have read and understand the Building Criteria:** \_\_\_\_\_  
*Applicant Initials*

I certify the facts on this Pre-Application are true and complete. Providing false information will result in removal from the waitlist. I agree a complete investigation of all information reported on this Pre-Application and my subsequent application will not be an invasion of my privacy.

\_\_\_\_\_  
Applicant Signature (or typed name if submitted online)

\_\_\_\_\_  
Date

Office Use Only! ID #: \_\_\_\_\_ Initials: \_\_\_\_\_ Date/Time Rev'd: \_\_\_\_\_ Unit Size: \_\_\_\_\_