

Charlotte B. Rutherford Waitlist 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... ☐ Text you? ☐ Leave a Msg?
Phone Number

Email _____

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.

First	Full Name		Social Security Number (if available)	Relationship	Date of Birth	Student (Yes/No)
	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 am interested in a: 1 bedroom unit (1-3 occupants) 2 bedroom unit (2-5 occupants)

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:
