

Application Cover Sheet
PLEASE COMPLETE ENTIRE APPLICATION

Answer all yes or no questions. If a section does not apply to you, you must indicate as such (e.g., N/A).

BEFORE SUBMITTING YOUR APPLICATION, REVIEW THE FOLLOWING:

- Are all names, birthdates, SSN, addresses, and contact information correct for all household members listed?
- Please include full names, *including* middle initials, of all household members listed. If a household member does not have a middle initial, please indicate that next to their name.
- Provide the last 5 years of housing history for all applicants over the age of 18. This includes but is not limited to: housing provided by private & public landlords, family, friends, school, shelters, government organizations, camping.
- Please include ANY history of anyone in your household ever being charged with or convicted of a crime.
- Are all sources of income listed for all household members? (employment, reach-up, Social Security, Unemployment, or Other)
- Have you answered all yes or no questions and provided clarification if applicable?
- Do the character references listed know all adult household members for at least one year?
- Make sure all household members over 18 have signed and dated the application on page 12 of the Vermont Common Rental Application
- Please include any supplemental material you would like to be considered when reviewing & processing your application

If you are unsure on how to complete a part of the application, please contact Sasha Bradford at 802-877-2626 x100 or at sasha@addisonhousingworks.org

Complete applications can be submitted by:

- Mail to: Addison Housing Works, PO BOX 156 Vergennes, VT 05491
- E-Mail to sasha@addisonhousingworks.org
- Drop Off: Please use the drop box at 272 Main Street Vergennes, VT

FXED APPLICATIONS CANNOT BE ACCEPTED

Applications with sections/questions left blank will be considered incomplete and will be returned to the applicant via mail. This will result in a processing delay. Incomplete applications that are re-submitted will receive a new date and time stamp. Applications are processed in the order they are received.

Check all properties and bedroom sizes for which you would like to apply on Page 2

Please see page 3 of cover sheet for an authorization for the release of information(optional)



Apartment Management Division
 272 Main Street - PO BOX 156 - Vergennes, VT 05491
 P: 802-877-2626 | F: 802-877-2627 | TTY: 711
www.addisonhousingworks.org

MIDDLEBURY									
Property	Efficiency	1BR	2BR	3BR	4BR	Rental Subsidy	ADA Unit(s)	Pet Policy	
Addison Housing LP (15 Court St & 11 Seminary St)						Some—must apply w/ VSHA	YES	One cat, indoor at all times or one caged animal - no snakes, no rodents	
Middlebury South Apts (30 S Village Green)						None		One cat, indoor at all times or one caged animal - no snakes, no rodents	
N Pleasant Housing LP (31, 37 N Pleasant St & 51,53,56 John Graham Ct)						Some—must apply w/ VSHA	YES	One cat, indoor at all times or one caged animal - no snakes, no rodents	
Smith HLP (32 Seminary St. & 76, 78, 88 S Pleasant St.)						Some—must apply w/ VSHA		One cat, indoor at all times or one caged animal - no snakes, no rodents	
Stone Hill Housing LP (428 Court St.)						None		NO PETS ALLOWED	
Otter Creek Housing LP (Pine Meadow) 11 Jackson Ln						Some—must apply w/ VSHA		One cat, indoor at all times or one caged animal - no snakes, no rodents	
Weybridge St Apts (1-4 Jayne Ct.)						Some—must apply through Coordinated Entry		One pet per household. Dog must be less than 40 lbs. Deposit required for dog.	
VERGENNES									
	Efficiency	1BR	2BR	3BR	4BR				
Addison Housing LP (97-101 Main St., 10 S Water St., & 14 S Maple St.)						Some—must apply w/ VSHA	YES	One cat, indoor at all times or one caged animal - no snakes, no rodents	
Creekview Housing LP (20-36 Hillside Acres)						Some, through ACCT	YES	One cat, indoor at all times or one caged animal - no snakes, no rodents	
Smallest City Apts (206 & 224 Main St)						Yes, through ACCT	YES	One cat, indoor at all times or one caged animal - no snakes, no rodents	
Vergennes Community Apts (45 Armory Ln)						None	YES	One cat, indoor at all times or one caged animal - no snakes, no rodents	
BRISTOL									
		1BR	2BR	3BR					
Bristol Firehouse Apts (45,47, & 75 Firehouse Drive)						Some—must apply through Coordinated Entry		One cat, indoor at all times or one caged animal - no snakes, no rodents	
HANCOCK									
	Efficiency	1BR	2BR	3BR	4BR				
Mountain View Apts (123 VT Rte 125)						Yes, through ACCT		One cat, indoor at all times or one caged animal - no snakes, no rodents	
WALTHAM									
			2BR	3BR					
McKnight Lane (7-57 McKnight Lane)						Some—must apply w/ VSHA	YES	One cat, indoor at all times or one caged animal - no snakes, no rodents	
SENIOR & DISABLED HOUSING ONLY									
	Efficiency	1BR	2BR	3BR	4BR				
Pleasant Hills (93 Mountain St) - Bristol						Yes, through ACCT	YES	NO PETS ALLOWED	
SENIOR HOUSING ONLY									
Armory Lane (50 Armory Lane) - Vergennes						Some, through ACCT	YES	One pet: Dog under 40lbs, or 1 cat always indoors, or 1 caged animal - no snakes, no rodents.	



OPTIONAL AUTHORIZATION FOR THE RELEASE OF INFORMATION

By signing this form, information can be released to and/or discussed with your selected parties. This form is signed voluntarily, and you may make changes at any time. All disclosures made pursuant to this form are valid if they were made before the date of revocation.

I (please print), _____ authorize Addison Housing Works (AHW) to communicate with the following persons or organizations regarding my application and waitlist status.

Name: _____ Telephone #: _____

Relationship to Tenant: _____

E-Mail: _____ Organization: _____ [] N/A

Name: _____ Telephone #: _____

Relationship to Tenant: _____

E-Mail: _____ Organization: _____ [] N/A

DESCRIPTION OF INFORMATION TO BE DISCLOSED:

- Requests for missing information Decision Letter(s) Lease Up Process
 Appeals Process Waitlist Verification Letter

By signing below, I acknowledge that I have read and understand this document, that I have voluntarily given my authorization to Addison Housing Works (AHW) to disclose the information selected above and that I may revoke this Authorization at any time by providing a written notice to AHW. The revocation shall be effective except to the extent that AHW has already used or disclosed information in reliance on the Authorization. I understand that my information may be redisclosed by the authorized person/organization receiving the information, and at that point, the information may no longer be protected under the terms of this agreement. **This consent form will expire one year following the date signed unless revoked by you in writing or upon the happening of an event/condition as listed:**

_____.

Applicant Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

Legal Guardian/Personal representative:

Signature: _____ **Date:** _____

Witnessed by: _____ **Date:** _____