

HOW TO APPEAL A DENIED APARTMENT APPLICATION

1. **Submit an appeal request *in writing* within 6 months of the date your denial letter is post marked.**

Submit all appeal requests in writing to Alice Quesnel, AHW Property Manager.

Choose one of the following:

- Email to alice@addisonhousingworks.org. In lieu of a signature applicant must type their first and last name on the bottom of the email)
- Faxed to 802-877-2627, C/O Alice Quesnel
- Received in person AHW's office located at 272 Main Street, Vergennes, VT 05491
- Mailed to AHW, PO Box 156, Vergennes, VT 05491 C/O Alice Quesnel, and post marked within 6 months of the post mark date on the denial letter.

ALL APPEAL REQUESTS MUST BE MADE IN WRITING.

2. **Submit additional information and/or evidence of improvement.**

Once the appeal request is submitted, the applicant has 28 calendar days from when the request is received by AHW to submit additional information and/or evidence of improvement that they feel was not considered in the application.

YOU MUST SUBMIT AN APPEAL REQUEST IN WRITING BEFORE SUBMITTING EVIDENCE OF IMPROVEMENT AND/OR ADDITIONAL INFORMATION

Examples of additional information could include, but not be limited to:

1. Rebuttal to poor landlord references including third party explanation.
2. Documentation of any incident beyond applicants' control that resulted in rent/utilities that were paid in full & in a timely manner, becoming unaffordable.
3. Receipts showing rent payments were made on time.
4. Town Health officer reports or court documents showing the previous housing was uninhabitable and rent was justly being withheld in an escrow account.

Examples of evidence of improvement could include, but not be limited to:

1. Letters from doctors, rehab facilities, case workers, current or recent employers, or parole officer.
2. Certifications from any counseling, classes, or training that the applicant has completed to address the issues resulting in the denial.
3. Documentation from third party(s) showing positive payment history, or payment plans that have been entered into and followed through on.

AHW will not consider personal letters, or character references from friends or family members as evidence of improvement.

4. **Additional information and evidence of improvement needs to be submitted in writing to AHW by one of the following methods:**
 - Emailed to alice@addisonhousingworks.org. In lieu of a signature applicant must type their first and last name on the bottom of the email)
 - Faxed to 802-877-2627, C/O Alice Quesnel
 - Received in person AHW's office located at 272 Main Street, Vergennes VT 05491
 - Mailed to AHW, PO Box 156, Vergennes, VT 05491 C/O Alice Quesnel.

If the applicant does not provide additional information and/or evidence of improvement within 28 calendar days of AHW receiving the appeal request, the applicant will have waived their right to an appeal.