

HOW TO APPEAL A DENIED APARTMENT APPLICATION

1. **Applicants must provide an appeal request *in writing* within 6 months of the date on their denial letter.**
 - E-mails, typed letters, handwritten letters are examples of acceptable forms of '*in writing*'.
2. **All appeal requests are sent to Carolyn Little, Leasing & Compliance Specialist:**
 - Email to carolyn@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 Carolyn Little
 - Received in person AHW's office located at 272 Main Street, Vergennes, VT 05491
 - Mailed to: AHW, C/O Carolyn Little, PO Box 156, Vergennes, VT 05491.
3. Once the appeal request is received, AHW will have 7 business days to respond to the applicant. AHW will review the application & denial letter.
4. AHW will request additional information from the applicant by postal mail or e-mail.
5. The applicant will have 28 calendar days to respond to AHW's request for more information.
6. If the applicant doesn't submit additional information and/or evidence of improvement within the 28 calendar days, their denial will be upheld.
7. Upon receipt of additional information, AHW will have 21 calendar days to uphold or overturn the denial.

Applicants must submit an appeal request 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 the applicants' control that resulted in rent/utilities that were previously paid in full & in a timely manner, not being paid.
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, 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.
4. Personal letter from applicant explaining in detail how they will be able to uphold the expectations of a lease with AHW.
5. Detailed Individual Service Plan provided by a committed service provider.

Rural Development Properties (Creekview & Smallest City)

In accordance with 7 CFR 3560.160 and 7 CFR 3560.154 Tenant Grievances you are notified that you may appeal this decision if this office is contacted within 6 months of receipt of this notice.

You may request an informal meeting to go over the reasons for rejection in accordance with this Rural Development procedure.

The Fair Housing Act prohibits discrimination in the sale, rental, or financing of housing on the basis of race, color, religion, sex, handicap, familial status, or national origin. Federal law also prohibits discrimination on the basis of age. Complaints of discrimination may be forwarded to the USDA Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Ave., SW, Washington, DC 20250-9410 and/or Boston Regional Office of FHEO, U.S. Dept. HUD, Thomas P. O'Neill, Jr., Federal Building, Boston, MA 02222-1092, (617) 994-8300.