



HOUSING PARTNERSHIP OF THE FOX CITIES, INC.
AFFORDABLE HOUSING, TRANSITIONAL HOUSING and
PERMANENT SUPPORTIVE HOUSING PROGRAMS APPLICATION

Agency Description – the Housing Partnership is a local non-profit agency that provides **affordable housing to low income households** in properties owned by the Housing Partnership.

Housing Partnership...

- ...owns properties in Appleton, Neenah, and Menasha.
- ...is not rental assistance for units not owned by Housing Partnership.
- ...is not emergency housing.
- ...has a first come, first serve waiting list.
- ...participates in the Crime Free Housing Program.
- ...strictly enforces lease rules such as paying full rent when it is due and taking care of the unit including the inside and the yard.
- ...determines security deposit based on the size of the unit.
- ...does not allow pets in the majority of units.
- ...does not allow smoking inside the units.
- ...has a minimum income requirement for all programs.
- ...**will not accept incomplete applications.**

***** **Answer the following questions before you begin the application** *****

(1) Do you have at least \$750 of stable and permanent income per month?

- Yes – continue to question (2)
- No – we are sorry but we are unable to assist you at this time. Please apply in the future when you can answer the question with a “yes”

(2) By the definition below, are you homeless?

“Homeless = persons coming from living on the street OR persons coming from an emergency shelter for homeless persons OR persons coming from transitional housing for homeless persons OR persons being evicted from a private dwelling (including being evicted from the residence of family or friends) OR persons from a short-term stay in an institution who previously resided on the street or shelter OR persons being discharged from a longer stay in an institution OR persons fleeing domestic violence with no subsequent place to stay”

- Yes – continue with the application – you will be considered for our Transitional Housing program. After we receive your application, you will be required to attend an orientation session to remain on the wait list.
- No – continue with the application – you will be considered for our Affordable Housing program. Please see the current minimum income guidelines for this program. **Your application will not be accepted if you do not meet the minimum income requirement for your family size.** Note that the minimum required monthly income may be greater than \$750 depending on how many adults and children are in the household.



Statement of Fair Housing - the Housing Partnership complies with the Federal Fair Housing Act and does not discriminate on the basis of race/color, national origin, religion, sex, sexual orientation, familial or marital status, disability, lawful source of income or other protected class.

Program Descriptions & Qualifications

Transitional Housing Program

- Rent is calculated monthly based on the previous month's gross income & is 30% of a household's income
- Minimum income = \$750/month
- There is a minimum of \$200 for rent
- Must participate in a program that involves such activities as weekly home visits with a case manager; work on reducing barriers; work towards earning income, gaining employment, and/or gaining benefits; and monthly inspections
- Must work, volunteer or attend school a minimum of 20 hours a week unless special circumstances are identified.
- Some utilities are included in the rent
- Designed for households that are homeless and contain children
- Program is time limited to 24 months

Permanent Supportive Housing – not currently accepting applications

- Applicant has a documented disability and is homeless
- This program has no time limit but will have a month to month lease
- Rent is calculated based on income
- Supportive services are required which includes a minimum of one home visit a month
- \$250 minimum rent which includes all utilities
- Because there is such low turnover in this program, we accept applications only when we have an opening and not on an on-going basis

Affordable Housing (1)

- Minimum income starts at \$750/month but varies depending on the composition of your household - see Affordable Housing (1) Income Requirement page for current guidelines
- Rent is not more than 40% of a household's gross income (as determined at time of move-in)
- Utilities are generally not included
- Designed for households with children
- This program is not time limited; however, rent increases 10% annually

Affordable Housing (2)

- Minimum income required begins at \$1225/month
- Rent is based on the unit – it begins at \$490/month and increases from there depending on unit
- Rent is not more than 40% of a household's gross income (as determined at time of move-in)
- Rent will be lower than market rate but higher than in Affordable Housing (1)
- The units within this program are considered to have more amenities which may include large yards, basements, laundry hook ups, and lower energy costs

REMEMBER – keep Housing Partnership updated with information such as your address, phone number, and changes in employment, income, and family composition. If Housing Partnership is unable to make contact with the applicant, the application will be deleted.

Please Read the Following Information about Applying with The Housing Partnership

Income requirements-

In the Transitional Housing program the minimum monthly income requirement is \$750/month. In our Affordable Housing (1) program the minimum monthly income requirement varies depending on how many adults and children are in the household. See our Affordable Housing (1) Income Requirement page for our current income guidelines. For Affordable Housing (2), the minimum income begins at \$1225/month for a 2 bedroom and increases from there. Please note that FoodShare and Medical Assistance do not count toward monthly income.

Maximum incomes are determined based on county median income. Transitional Housing is for households with less than 30% of the median, Affordable Housing (1) is for those with less than 50% of the median, and Affordable Housing (2) is for those with less than 80% of the county median income. Current county median income figures can be obtained from the HUD website, or you may call our Administrative Services Manager to get these figures (731-6644 ext. 106).

Occupancy guidelines-

The maximum number of residents per unit is the number of bedrooms multiplied by two. This is the only occupancy rule for Affordable Housing (2).

Our Transitional Housing and Affordable Housing (1) programs are designed for households that contain children. These programs have the additional guideline of requiring at least one person for each bedroom. Thus, in Transitional Housing and Affordable Housing (1), a 2 bedroom unit can have 2-4 occupants, a 3 bedroom can have 3-6, etc.

In order to be considered an occupant of the household, children must be in your placement at least 30% of the time. That is a minimum of 110 days per year or 2 days per week that they must reside with you.

Screening process-

When we receive your application, we will check into your landlord references and criminal background. You must provide verification of your income as well as recent utility statements if you currently pay for utilities or have paid for utilities in the past. Utility statements are used to verify that you do not have more than \$600 in utility debt.

Security deposits-

2011 security deposit rates start at \$500 for a two bedroom, \$600 for a three bedroom, and \$700 for a unit with four or more bedrooms. We are able to make payment plans with tenants so that the full amount is not due right away. The amount due as a down payment as well as the overall total due will vary depending on rental history.

Pets Policy-

Pets are not allowed in the majority of our units. We do not separate our waiting list in accordance with pet preference. If your name is on the top of the list and you are offered a unit that does not accept pets, we cannot hold your application until a pet-friendly unit becomes available. Plan for no pets. We make reasonable accommodations for persons with disabilities.

Leases-

In the Affordable Housing (1) and (2) programs, a year lease is required for the first year. After that a month to month lease is required. In the Transitional Housing program, a month to month lease is required.

Residence History-

Try your hardest to get this information. Landlord contact information is vital to processing your application. If we cannot verify your rental history, you may be required to pay a larger security deposit. If we determine you are withholding landlord information due to a potentially bad reference, we reserve the right to delete your application from our waiting list. Remember, a poor landlord reference does not necessarily disqualify you from renting with us. If you have no rental history, write "no rental history" in the box.

Permanent Supportive Housing-

Because this housing is designed to be permanent, this program has very low turnover which makes maintaining a waiting list impractical. Upcoming openings in this program will be advertised on the website: www.housing-partnership.org.

Assistance with rent payments-

We charge affordable rents in units that we own. We do not provide rental assistance for units that we do not own. If you need one-time assistance with rent, contact LEAVEN to discuss emergency assistance. Their number is (920) 738-9635.

Verification of utility debt-

If you have ever had utilities in your name you will need to send a statement of your utility debt with your application.

You need to send a copy of a current bill or if you do not have a current bill then contact your utility company and request a statement. You can then send this along with your application. If you have any questions please contact our Administrative Services Manager at (920) 731-6644 ext. 106 or email kendra@housing-partnership.org

Abatement-

Abatement is an order initiated by law enforcement that gives the property owner 5 days to require tenants to vacate the property for reasons of public nuisances such as drug activity, gang activity or disorderly activities. If this is not done the property owner can receive a fine and potentially have the property taken away.

Additional questions/want to check on the status of my application/need to update information on application- Please contact our Administrative Services Manager at (920) 731-6644 ext. 106 or kendra@housing-partnership.org. 605 E. Hancock St., Appleton, WI 54911

Fax # (920) 731-7087

Items Required with Application

- **Provide income verification.**
Verification could be copies of paychecks showing 90 days of your most recent income, an award letter for unemployment or social security benefits, a court order for child support payments, or other verification that shows your gross income. If you are sending original pay stubs please indicate that you need them back. We will send the original back but are not responsible for lost mail. You can also get copies made at the library or we can make copies in the office.
- **Statement from utility company with utility debt**
- **Complete Landlord references including address of rental unit and phone numbers**
- **Completed application with social security numbers given.**

Affordable Housing (1) 2011 Minimum Income Requirements & Rent Amounts
(Please note that these figures change annually)

For families in which no adult receives SSI/SSDI, we use the following structure:

Household composition	Rent Amount	Minimum income required
1 adult, 1 child	\$306	\$750
1 adult, 2 children	\$291	\$750
1 adult, 3 children	\$280	\$750
1 adult, 4 children	\$268	\$750
1 adult, 5 children	\$254	\$750
2 adults, 1 child	\$484	\$1,209
2 adults, 2 children	\$471	\$1,177
2 adults, 3 children	\$458	\$1,145
2 adults, 4 children	\$446	\$1,114
2 adults, 5 children	\$433	\$1,083

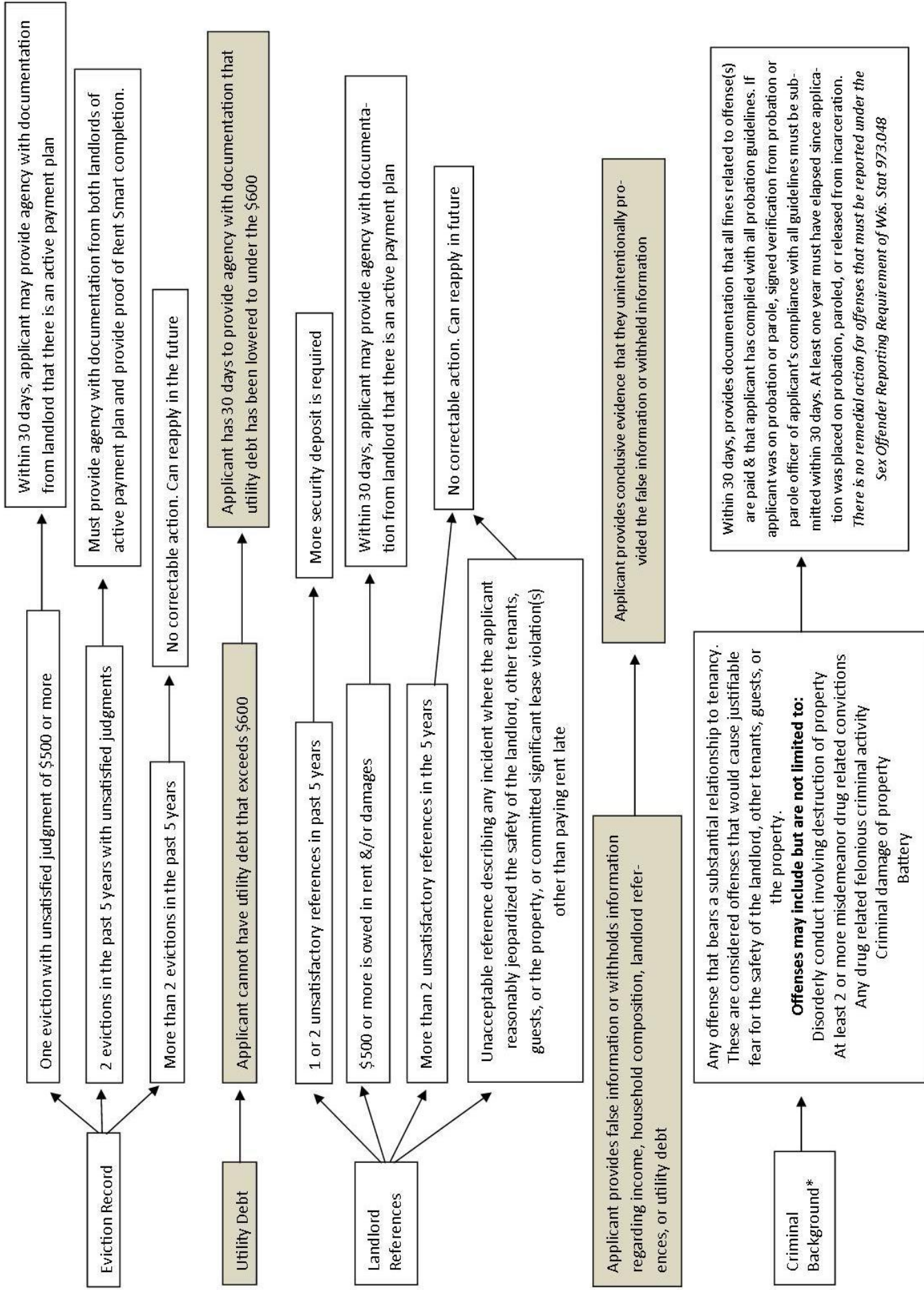
For families in which every adult receives SSI/SSDI, the structure is:

Household composition	Rent Amount	Minimum income required
1 adult, 1 child	\$299	\$750
1 adult, 2 children	\$333	\$833
1 adult, 3 children	\$367	\$918
1 adult, 4 children	\$401	\$1,003
1 adult, 5 children	\$435	\$1,088
2 adults, 1 child	\$418	\$1,045
2 adults, 2 children	\$452	\$1,130
2 adults, 3 children	\$486	\$1,215
2 adults, 4 children	\$520	\$1,300
2 adults, 5 children	\$554	\$1,385

For families in which one adult receives SSI/SSDI and another adult does not, we use the following:

Household composition	Rent Amount	Minimum income required
2 adults, 1 child	\$545	\$1,363
2 adults, 2 children	\$533	\$1,332
2 adults, 3 children	\$520	\$1,301
2 adults, 4 children	\$508	\$1,270
2 adults, 5 children	\$495	\$1,239

Disqualification Flowchart



*Any conviction shall not apply if more than 2 years have elapsed since the applicant was placed on probation, paroled, or released from incarceration. There is no time limit if the offense is one that must be reported under the Sex Offender Reporting Requirement of Wis. Stat. 973.048

FOR OFFICE USE

Date Received: _____

You may keep the preceding informational pages for your reference. Please return following pages.

Housing Partnership Housing Application

Return Application to Housing Partnership, 605 E. Hancock Street, Appleton, WI 54911 Fax# 731-7087

PRINT CLEARLY ***Keep Housing Partnership updated with new addresses and phone numbers***

Name (First, M.I., Last) _____

Address _____
(Street) (City) (State) (Zip)

Phone _____
(Home) (Cell) (Work)

Email _____ Do you need an interpreter? () Yes () No

If you need an interpreter, what is your primary language? _____

Household Composition

List all individuals who will live in the new location. Include yourself and unborn children. Attach additional sheet if necessary.

First Name & Middle Initial	Last Name	Relationship to applicant	Date of Birth	Social Security #	Full Time Student?
		Applicant			

For each adult on the application (including yourself), list maiden/previous names _____

Are you able to have utilities connected in your name? () Yes () No

Do you have utility debt? () Yes – how much? \$ _____ () No

Has anyone in the household ever resided at a property subject to an abatement?

() Yes () No

If yes, please explain: _____

Sources of Income - for all persons age 18 or older, check the appropriate boxes and fill in the necessary information. Attach additional sheets if necessary. Provide recent 90 days of income verification with application.

Yes No
 Employment Wages or Salaries

Household Member	Employer	Dates of employment	\$ / per month (gross)

Yes No
 Self Employment?

Household Member	Type of Business	Dates of Employment	\$ / per month (gross)

Yes No
 Military/Armed Forces Payments?

Household Member	Branch/contact information	Length of Benefits	\$ / per month (gross)

Yes No
 Child Support or Alimony?

Household Member	Payer	Court ordered?	\$ / month

Yes No
 () () Social Security, SSI, or any other payments from the Social Security Administration?

Household Member	Type of payment	\$ / per month

Yes No
 () () W-2?

Household Member	\$ / per month

Yes No
 () () Any other sources of income not listed?

Household Member	Source of Benefit*	\$ / per month (gross)

*Note that FoodShare & Medical Assistance do not count toward income.

Total Monthly Income \$ _____

If your income is greater than \$1225/per month, do you want to be considered for the Affordable Housing (2) program that is described in the front informational pages? () Yes () No

Please add any additional information you think Housing Partnership should know about your application. Note that we do not separate our waiting list with regard to pet preference.

AH (1), Transitional Housing Guidelines

People per unit (Min – Max)	# of bedrooms	Units located in:
2-4	2	Appleton, Neenah
3-6	3	Appleton, Neenah, Menasha
4-8	4	Appleton, Neenah
5-10	5	Appleton

Choosing the largest unit possible may result in additional rent fees.

Unit size – check all sizes of units in which you are willing to reside:

- 2 Bedroom 3 Bedroom 4 Bedroom 5 Bedroom

Location – check all locations where you are willing to reside:

- Appleton Neenah Menasha

Unit Type – check all types of units in which you are willing to reside:

- Upper Lower

Are you willing to live in an apartment complex?

- Yes No

Do you need to live on the bus line?

- Yes No

How many vehicles does your household have?

Emergency Contact

List someone in the area, outside of the household, that we may contact in case of an emergency

Name: _____

Phone: Home - _____ Cell - _____

Relationship: _____

AUTHORIZATION TO OBTAIN INFORMATION

I, _____, (print name/names) hereby grant permission to THE HOUSING PARTNERSHIP OF THE FOX CITIES, INC. its agents or assignees to obtain any and all information deemed necessary to process my rental application. This information includes, but is not limited to, my past and present employment status, my past and present rental status, my criminal history, my past and present consumer credit records and my rent and/or mortgage payment records. I further authorize THE HOUSING PARTNERSHIP OF THE FOX CITIES, INC. to order a consumer credit report and verify other credit information, including past and present rental or mortgage references, and any other liability information. It is understood that a photocopy of this form will serve as authorization.

The information THE HOUSING PARTNERSHIP OF THE FOX CITIES, INC. obtains is to be used in the processing of my rental application. The information will not be disclosed outside THE HOUSING PARTNERSHIP OF THE FOX CITIES, INC. without my consent except to the person or company verifying the information including, but not limited to, my employer, bank, lender and any other credit reference as needed to verify other credit information and as permitted by law. I am not required to give THE HOUSING PARTNERSHIP OF THE FOX CITIES, INC. this information, but I understand that if I do not allow these references to be checked, my rental application may be delayed or rejected.

Signature(s): _____ **Date** _____
_____ **Date** _____

SUBMISSION OF APPLICATION

The information provided in this application will be held in confidence and will not be shared with any individuals or organizations besides The Housing Partnership. Documentation of statements made will be requested as part of our review, and if accepted to reside in the apartment, regular documentation of information will be required.

The information I have provided here is true and correct to the best of my knowledge. Any false information may be used as grounds to deny my application. I understand that more detailed information about my finances, employment and/or housing situation may be required before my eligibility for a particular housing opportunity can be determined. I hereby apply to rent a unit through The Housing Partnership.

Signature(s): _____ **Date** _____
_____ **Date** _____

I/We, (print name) _____, understand that in order to receive the most comprehensive service, I must authorize **The Housing Partnership** to request and release information regarding my family's development and needs along with pertinent personal information to the agencies/organizations listed below. This will expedite my application for housing. Withholding information will slow down or may stop the application process. I understand that I may revoke this agreement at any time by submitting the request in writing.

May We Contact? (circle)		Name:	Contact Name:	Contact Telephone:
Y N	Educational Institutions	(example: FVTC, UW-Fox Valley, etc.)		
Y N	Business/ Job Sites			
Y N	County Health & Human Services Agencies	(example: Outagamie County, Winnebago County, etc.)		
Y N	Probation & Parole	(provide jurisdiction/institution)		
Y N	Public Housing Authority	(example: Appleton Housing Authority, Outagamie County Housing Authority, etc.)		
Y N		FISC		886-1000
Y N		LEAVEN		738-9635
Y N		Emergency Shelter		734-9192
Y N		Harbor House Christine Ann		832-1667 729-6395
Y N		Salvation Army		734-3324
Y N		Casa Clare		731-3981
Y N		COTS		Men: 831-6591 Women: 734-3609
Y N		Other:		

I do understand this statement and hereby agree to allow the request of pertinent information to the above agencies and organizations.

Signature

Date

Signature

Date