



Valid Photo ID
Birth Certificate or SS Card
30-day Proof of Income / SS Awards let

SMITH STREET STATION - APARTMENT APPLICATION

(MAXIMUM OCCUPANCY – 1 PERSON)

801 Smith Street, Charleston, WV 25301

DATE _____

PERSONAL INFORMATION

Name:	Social Security Number:	Date of Birth:
_____	_____	_____
Current Mailing Address:	Phone:	
_____	_____	
_____	_____	
Email Address - _____	(Standard message & data rates may apply)	

HOUSING BACKGROUND (Last 3 Years)

Current Landlord Name:	Phone:
_____	_____
Current Landlord Address:	_____
_____	_____
How Long:	Reason for Leaving
_____	_____
Previous Landlord Name:	Phone:
_____	_____
Previous Landlord Address:	_____
_____	_____
Dates of Residency (From – To):	Reason for Leaving:
_____	_____
Private Pay: YES _____ NO _____	Housing Rental Assistance: YES _____ NO _____

EMPLOYMENT BACKGROUND

(Including Social Security and Supplemental Security Income. If only Disability income, list, and indicate the amount.)

Employer Name:	Phone:	
_____	_____	
Employer Address:	_____	
_____	_____	
How Long:	Position:	Salary:
_____	_____	_____

REFERENCES (No Family Members)

Name:	Phone:

Address:	

Name:	Phone:

Address:	

EMERGENCY Information (Family Members Only)

Name:	Phone:	Relation to You:

Address:		

Name:	Phone:	Relation to You:

Address:		

Do you have any physical limitations that will affect your ability to live in a 3-story building without elevators? If so, describe: _____

NOTE TO APPLICANT: This application is subject to approval. It does not constitute an agreement or lease. Management reserves the right to request a police report. False information or failure to disclose information could result in a denial. Each applicant must sign a release of information, so management can obtain rental references.

ALL INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Date

Signature of Applicant

RETURN APPLICATION, PICTURE IDENTIFICATION AND PROOF OF INCOME TO:

RCCR – P.O. Box 3911 Charleston, WV 25339

APPLICANT IS NOT PLACED ON THE WAITING LIST UNTIL ALL DOCUMENTATION HAS BEEN RECEIVED & REFERENCES ARE PROCESSED.

RELIGIOUS COALITION FOR COMMUNITY RENEWAL
SMITH STREET STATION
801 Smith Street
Charleston WV 25301

APPLICANT RELEASE AND CONSENT FORM

I do hereby authorize Smith Street Station, a program of the Religious Coalition for Community Renewal, to contact any agency, office, financial institution, group or individual regarding my income, tenancy, credit and criminal background which may be necessary to complete my application for tenancy at Smith Street Station.

Date _____

Applicant Signature

Applicant Printed Name

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulently statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or any improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purpose cited above. Any person, who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.00. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 42 U. S.C. 208 (f) (g) and (h). Violation of these provisions are cited as violations of 42 U. S. C. 408 (f) (g) and (h).



EQUAL HOUSING OPPORTUNITY

In accordance with the West Virginia Fair Housing Act and other applicable laws and regulations, Religious Coalition for Community Renewal does not discriminate against any person in th rental application process, in the terms, conditions, or privileges of rental of a dweillling, or in the provision of services or facilities in connection therewith, because of race, color, religion, ancestry, sex, familial status, blindness. Handicap, or national orgin.