



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

## 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:	
_____		
_____		

### 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 – 1516 Washington Street, East, Charleston, WV 25311

**APPLICANT IS NOT PLACED ON THE WAITING LIST UNTIL ALL DOCUMENTATION HAS BEEN RECEIVED**

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 the rental application process, in the terms, conditions, or privileges of rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, ancestry, sex, familial status, blindness, handicap, or national origin.

**Revised October 2019**