

Strong, Secure Families - Sustainable Communities

Serving Barron, Chippewa, Dunn, Pepin, Pierce, Polk and St. Croix Counties.

Peter H. Kilde
Executive Director



WEST CAP

West Central Wisconsin
Community Action Agency, Inc.

Dear Applicant(s);

Thank you for your interest in renting your next home from West CAP

In order for us to process your application in a timely manner, we ask that you please follow these guidelines in completing your application.

- Complete the entire application. Leave no blanks. If a section does not apply to you write N/A or None.
- Be sure to provide complete and accurate address and phone numbers when they are asked for, including fax numbers when available.

We will attempt to approve your application as quickly as possible, but please be aware that delays are possible while we are attempting to obtain information from a third party.

Reasons for possible denial are as follows: (also see selection criteria)

- Incomplete application.
- Falsification of information on application.
- Failure to meet Low Income guidelines (if applicable)
- Unacceptable previous landlord references and or lack of positive rental history.
- Unacceptable credit or criminal background references.

Return your completed application to:

West CAP Homework's Dept
Attn: Jaime Pederson
525 2nd Street
P.O. Box 308
Glenwood City, WI 54013

If you have any questions, please feel free to call me at 1-800-606-9227 x1236

Sincerely,

Jaime Pederson

Jaime Pederson
Property Manager
West CAP – CHDO

525 Second Street, Box 308, Glenwood City, WI 54013
Phone: 715.265.4271 Fax: 715.265.7031
www.westcap.org

Member:  **Community Action**
PARTNERSHIP
AMERICA'S POVERTY FIGHTING NETWORK

SELECTION CRITERIA
WEST CAP RESIDENTIAL PROPERTY

APPLICANTS MUST MEET THE FOLLOWING CRITERIA FOR ACCEPTANCE. IF YOU ARE REJECTED AND YOU FEEL THE REJECTION IS NOT FAIR, PLEASE CONTACT WEST CAP AND PROVIDE A WRITTEN EXPLANATION OR ADDITIONAL INFORMATION SO THAT A CORRECT DECISION CAN BE MADE ON YOUR BEHALF:

1. All applicants must be 18 years of age or older, able to be self-sufficient in personal care and able to utilize housing that requires climbing stairs if there is a second floor in the apartment.
2. Applicant must have verifiable combined gross income as attached for the specific development and unit for which you are applying;
3. Applicant(s) must have a good rental history. Applicant may be rejected because of Poor Rental History, as evidence by:
 - A. Late rental payments;
 - B. Unlawful Detainers (eviction proceedings);
 - C. Complaints of disturbance of neighbors, including loud music/parties, noisy/obnoxious guests, harassment of neighbors or their guests;
 - D. Damage to unit, appliances or common areas or hallways;
 - E. Poor living or housekeeping habits, including creating fire hazards (storing dangerous materials, hoarding papers or rags, tampering with the electrical system, etc.), infestation of roaches or rodents, creating foul odors, depositing garbage improperly, littering common areas or hallways, etc.;
 - F. Not honoring past leases;
 - G. Less than 12 months consecutive, independent rental history, not including rental from relatives or friends.
4. Applicant(s) must have good credit. Applicant may be rejected for Poor Credit History, as evidenced by:
 - A. Non-payment of rightful obligations, including rent, utilities, creditors and loans;
 - B. Public judgments (being taken to court by a creditor);
 - C. Accounts placed for collection.
5. If applicants credit score is determined to be less than 600 (trans-union scoring) applicant may be required to pay and additional \$300 Utility Security Deposit to guard against non-payment of Utilities. This is in addition to any deposits and/or charges required by the utility provider.

6. Applicant(s) must have no criminal record. Applicant may be rejected for a Criminal History, as evidenced by:
 - A. Conviction within the last five (5) years of any crime of violence against people or damage to property;
 - B. Any conviction for drug offense within the last two (2) years - (anyone convicted of drug offense more than two (2) years ago must provide a statement from treatment facility or parole officer that treatment has been satisfactorily completed);
 - C. Any conviction for weapons ordinance.
 - D. An arrest record of crimes of violence against people or damage to property, weapons ordinance, fraud, drugs or sexual abuse, whether or not the case went to court;
 - D. An established history of untreated drug or alcohol abuse - (anyone who has corrected their problem must provide a statement from treatment facility or program that treatment has been satisfactorily completed).
7. Applicant(s) must have good employment history. Applicant may be rejected for Poor Employment History, as evidenced by:
 - A. Failure to meet income requirements;
 - B. An inconsistent, unstable source of income, which would affect the ability to pay rent and utilities;
 - C. Income derived from any illegal source, such as fraud, sale of drugs, theft, etc.
8. Any information provided on an application that is inaccurate, incomplete or non-verifiable is grounds for rejection.
9. Individual situations outside of the general guidelines will be evaluated on a case-by-case basis.
9. No pets are allowed except for medical reasons. (Must provide proof of need)

ALL QUESTIONS SHOULD BE ADDRESSED TO:

West CAP – Jaime C. Pederson
HomeWorks Department
P.O. Box 308
Glenwood City, WI 54013
Phone: 715-265-4271 x1236

The HomeWorks Department of West CAP is a non-profit, equal opportunity housing development and real estate management company. Any questions or complaints concerning our operations should be directed to Joan Hutton, Asset Manager at 715-265-4271 x1239. If issue remains unresolved complaints can be directed to Peter Kilde, Executive Director, West CAP at 715-265-4271 x1328.

West CAP Properties

Please check which property you are applying for.

Assisted Living

- Havenwood Assisted Living, 614 E. Oak Street, Glenwood City, WI 54013
- Valley Villas Assisted Living, S820 Westland Drive, Spring Valley, WI 54767

Apartment Rentals

- CAP Town Homes, 803-805 W. Clayton Avenue, Clayton, WI 54004
- Colfax Prairie Homes, 504-508 Big Blue Stem Lane, Colfax, WI 54730
- Trillium Green Townhomes, 559-599 N. Maple Street, Ellsworth, WI 54011
- Hammond Homes, 1300-1326 Charlotte Street, Hammond, WI 54015
- St. Croix Falls Townhomes, 1275-1293 Bur Oak Lane, St. Croix Falls, WI 54024
- Sunlight Terrace, 253 & 255 Magnolia Drive, Glenwood City, WI 54013
- Sunrise Meadow I, 205-230 E. Olson Avenue, Barron, WI 54812
- Sunrise Meadow II, 155, 165, 175 E. Olson Avenue, Barron, WI 54812
- Heritage House – 300 Cherry Street, Phillips, WI 54555

NSP Rental Houses

- 308 W. 5th Street, New Richmond, WI – single family home, 3 bedroom, 2 bath, corner lot
- 251 1/2 Magnolia Drive, Glenwood City, WI – duplex, 3 bedroom, 2 bath on large lot, attached garage
- E4043 & E4045 550th Avenue, Menomonie, WI – duplex, large country setting, each unit 4 bedroom, 2 bath, large deck, attached garage
- 318 6th Street Unit A & B, Glenwood City, WI – duplex, large corner lot, Unit A 3 bedroom 1 bath, Unit B 2 bedroom 1 bath, attached garage
- N12501 State Road 79, Downing, WI – single family home, 2 bedroom, 1 bath, one car detached garage, country setting
- 823 Main Street, Boyceville, WI - will have 4 units – 1 one bedroom unit, 2 two bedroom units, and 1 three bedroom unit, all with one bath, private decks, newly remodeled, available for rent April 2012
- 509 12th Street, Menomonie, WI – newly constructed single family home, 3 bedroom, 2 bath, large lot in quiet neighborhood

Ideal Realty Rental Houses

- 204 1st Avenue, Frederic, WI 54837 – 2 bedroom, 1 bath, in town and in walking distance of area businesses
- 212 4th Avenue, Stanley, WI 54768 – 3 bedroom, 1 bath, just blocks away from downtown, large lot, screened porch, 1+ detached garage

***Check our website at www.westcap.org for up-to-date vacancy list.**

If you are interested in the Glenwood Commons Student Housing or Cedar Meadows apartments, there is a separate application for those properties available online or by request.

RETURN TO:

<p>West CAP Attn: Jaime C. Pederson P.O. Box 308 Glenwood City, WI 54013 Phone: 1-800-606-9227 Ext. 1236 (Leasing/ Admin) Fax: 715-265-7031 www.westcap.org</p>

APPLICATION FOR TENANCY – TAX CREDIT

<p>For Office use only Date Mailed _____ Date Rec'd _____ Income Limit _____ Number Adults _____ Number Children _____ Reservation Yes or No Unit # _____</p>
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DATE:

No. Of Bedrooms applying for: 1 2 3 (Circle One)

Name of Applicant	Applicant Social Security #	Date of Birth	Applicant Sex	Email Address
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Co Applicant	Co applicant Social Security #	Date of Birth	Applicant Sex	Email Address
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Street Address, Apt #	City, State & Zip	Home Phone	Cell Phone	Work Phone
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Emergency Contact: (Name, Address & Phone #)

HOUSEHOLD INFORMATION

List all other persons beside yourself who will occupy the apartment. If more space is needed, please attach another page.

FULL NAME	RELATIONSHIP	SOC.SEC. #	DATE OF BIRTH	SEX (M/F)

HOUSING STATUS (Provide at least your last three years of rental history)

1) Current Rental Address:	Reason for wanting to move
	From () to ()

Landlord Name and Address (Street/City/State/Zip and Phone Number)	How long were you at this address?
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2) Previous Rental Address:	Reason for Moving?
	From () to ()

Landlord Name and Address (Street/City/State/Zip and Phone Number)	How long were you at this address?
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3) Previous Rental Address:	Reason for Moving?
	From () to ()

Landlord Name and Address (Street/City/State/Zip and Phone Number)	How long were you at this address?
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Have you ever rented or applied for an apartment with us previously? Y or N

Do you own a pet? Y or N

PERSONAL REFERENCES

List at least two personal references (Not including relatives) that you have known for at least one year.

1. Name	Address/City/State/Zip	Phone #	Relationship	Known how long?
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2. Name	Address/City/State/Zip	Phone #	Relationship	Known how long?
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ASSETS:

Complete category as applicable. If additional space is needed, please use the last page. Assets are items of value, other than necessary personal items, and are considered along with verified income to determine the eligibility of a household. Net family assets include, but are not limited to the following: Cash held in savings and checking accounts, trusts, equity in real estate and other capital investments, stocks, bonds, treasury bills, certificate of deposits, money market funds, IRA's, Keogh Accounts, retirement and pension funds, lump sum receipts (i.e. lottery winnings) and personal property held as an investment (i.e. gem or coin collections, paintings, antique cars, ect.).

APPLICANT:

Checking Account Number	Bank Name (Address & Phone)	Balance
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Savings/Money Market Account Number	Bank Name (Address & Phone)	Balance
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Savings/Money Market Account Number	Bank Name (Address & Phone)	Balance
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Savings Certificate Number	Bank Name (Address & Phone)	Balance
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Savings Bonds	Value \$
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Stocks & Bonds (Please provide detail – Include number of shares and expected dividends)	Value \$
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Other	Sub-total _____
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CO-APPLICANT: (if applicable)

Checking Account Number	Bank Name (Address & Phone)	Balance
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Savings/Money Market Account Number	Bank Name (Address & Phone)	Balance
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Savings Certificate Number	Bank Name (Address & Phone)	Balance
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Savings Bonds	Value \$
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Stocks & Bonds (Please provide detail – Include number of shares and expected dividends)	Value \$
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Other	Sub-total _____
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EARNED INCOME:

List full and part-time employment for ALL household members. The total anticipated gross income (before any deductions) for all residents 18 years and older, for the next 12-month period (commencing with the occupancy or lease renewal date), which includes, but is not limited to: wages, overtime, bonuses, commissions, tips, and self-employment income.

HOUSEHOLD MEMBER'S NAME EMPLOYERS NAME EMPLOYERS ADDRESS/PHONE # HRS. PER WEEK RATE OF PAY

OTHER SOURCES OF INCOME:

Also included in the total anticipated gross income is other income which includes, but is not limited to: SSI, Social Security, monetary gifts, alimony, child support, workers compensation, severance pay, unemployment compensation, or regular and special pay and allowances of members of the Armed Forces (whether or not living in the dwelling). List any of the following Annuities, Dividends, Income from Rental Properties, and Armed Forces Reserves, and/or income from assets.

<u>HOUSEHOLD MEMBERS'S NAME</u>	<u>TYPE OF INCOME</u>	<u>NAME & ADDRESS OF SOURCE</u>	<u>AMOUNT</u>
			Per week/ month/yr
			\$
			Per week/ month/yr
			\$
			Per week/ month/yr
			\$
			Per week/ month/yr
			\$

Do you own or are part owner of real estate? Y or N If yes, what is the value? _____

Have you ever owned real estate? Y or N If yes, when? _____ To _____

Address to Property _____ City _____ State _____ Zip _____

Bank where mortgage is held _____ City _____ State _____

I/We certify that I/We have/have not (circle one) disposed of any assets for less than fair market value during the past two years. I/We understand that I/We can be fined up to \$10,000 or imprisoned up to five years, or lose My/Our tenancy if I/We furnish false or incomplete information. Initial Here _____ If "have" is circled the following must be completed:

<u>ASSETS</u>	<u>DISPOSAL DATE</u>	<u>FAIR MARKET VALUE</u>	<u>VALUE RECEIVED</u>
_____	_____	_____	_____
_____	_____	_____	_____

RELEASE OF INFORMATION AUTHORIZATION

To Whom It May Concern:

The individual(s) indicated below are participant(s) and/or have applied for subsidized housing. West CAP is the management agent of the housing development in which this individual(s) is residing or applying for residency.

West CAP is required by law to confidentially verify information provided by applicants/participants. The applicant/participant indicated your Agency's/Institution's name as a source of information. Verification of applicant/participant statements is not limited to those shown in the following authorization.

AUTHORIZATION FOR THE RELEASE OF INFORMATION

Family Composition	AFDC/General Assistance
Employment Income	Social Security/SSI
Unemployment Income	Educational Scholarship, Stipends Expenses
Alimony/Maintenance	Assets (Checking, Savings, IRA's Trusts, Stocks/bonds,
Pensions/VA/Annuities	Mutual Funds, Etc.
Child Care Expenses and/or Unusual Expenses	

**I/We hereby authorize West CAP to make any inquiries necessary or advisable in verifying the above information and to make any inquiries necessary in verifying income and asset information.

**I/We agree that photocopies of this authorization may be used for the purpose stated above.

**If I or any adult member of my family fails to sign this authorization, without disclosing all financial information relating to the certification, I/we understand that this action may constitute grounds for denial of eligibility or termination of assistance.

_____	_____	_____
Printed Name	Printed Name	Printed Name
_____	_____	_____
Signature	Signature	Signature
_____	_____	_____
SS#	SS#	SS#

This authorization is effective for 15 months from the date hereof: Dated: _____