

Lease Application Guidance

When assisting an individual or family who are experiencing homelessness fill out a leasing application, it's essential to provide as much information as possible to increase the likelihood of a positive approval. Often, case workers may leave portions of an application blank. See below for guidance on how to complete an application.

- **Name:** Verify the legal name of the applicant, also include any widely used nicknames to prevent confusion if the applicant wants to check on the status directly.
- **Gender; Birthdate; SSN:** Must be filled out.
- **Contact Information (e-mail/phone):** Fill out if applicable, if the applicant does not have a cell phone or email, include the Housing Navigator's information.
- **Co-applicants:** Ensure all applicants over the age of 18 are listed with birthdates/SSN's and contact information.
- **Additional Identification:** If the applicant has a valid State ID or Driver's License, include the number and expiration date for all applicants over age 18.
- **Current Home Address:** If none, "Currently Experiencing Homelessness," City, State.
- **Residency History:** Enter date "entered homelessness" and estimate episode dates as closely as possible, list rent price as \$0.00, list apartment's name as the assisting Service Provider Name, list owner/manager as the Case Manager and include CM's contact information. For "reason for leaving," list "Looking for permanent accommodations." For previous addresses, you must fill out previous stays at shelters, friends/family's homes, etc. The more rental history provided, the better. Include any amount of rent paid, even if informally.
- **Employment History:** List any relevant job experience. If none or currently unemployed, list:
"Working with an Employment Specialist" with the service provider's contact information.

- **Income:** List all rental assistance provided (SSI/SSDI income, V.A. benefits, Housing Choice Voucher, Rapid Rehousing, etc.) Provide program name and monthly amounts if applicable.
- **Credit:** List N/A or list plan of how current debts may be paid off by Rapid Rehousing funds, etc. if there is a plan to take care of rental arrears. Ideally, you will have negotiated waived credit checks as part of your property engagement MOU.
- **Criminal Background:** List any sex crime or felony for which the applicant was convicted or received probation from. Refer to Cover Letter/Background Screening for more guidance.

Example Application from ECHO in Austin, TX

WHERE YOU LIVE	
Current home address (where you live now)	IF NONE- CURRENTLY EXPERIENCING HOMELESSNESS
City <u>Austin</u>	State <u>TX</u> Zip <u>N/A</u>
Do you <input type="checkbox"/> rent or <input type="checkbox"/> own?	Beginning date of residency: <u>DATE ENTERED HOMELESSNESS</u> Monthly payment \$ <u>0.00</u>
Apartment name	<u>ORGANIZATION NAME</u>
Name of owner or manager	<u>CASE MANAGERS NAME</u>
Phone <u>CM'S NUMBER</u>	Reason for leaving <u>PUT-Looking for permanent accommodations</u>
<i>(The following is only applicable if at current address for less than 6 months.)</i>	
Previous home address	<u>PLEASE COMPLETE- CAN BE A SHELTER, FRIEND OR FAMILY MEMBERS HOME OR</u>
City <u>MUST BE FILLED OUT</u>	State <u>MUST BE FILLED OUT</u> Zip <u>MUST BE FILLED OUT</u>
Do you <input type="checkbox"/> rent or <input type="checkbox"/> own?	Dates: From <u>MUST BE FILLED OUT</u> To <u>MUST BE FILLED OUT</u> Monthly payment \$ <u>FILL OUT</u>
Apartment name	<u>MUST BE FILLED OUT</u>
Name of owner or manager	<u>IF UNKNOWN PUT PROPERTY NAME</u>
Phone <u>GOOGLE IF UNKNOWN</u>	Reason for leaving <u>EX: LEASE ENDED, LEFT FOR SAFETY REASONS, JOB L</u>