



Tenants to Homeowners, Inc.  
The Lawrence Community Housing Trust Program  
2518 Ridge Court, Suite 103, Lawrence, Kansas 66046  
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## **RENTAL APPLICATION REQUIREMENTS**

**Tenants to Homeowners will not accept applications that do not include all the following:**

- The application must be filled out completely.**
  - Name, address and phone number of previous landlord must be filled out**
  - Employment, income and asset boxes must be filled out**
- Copy of Photo I.D. for all adults in household**
- Copy of Social Security cards for all household members**
- 3 months bank statements for all adults in household**
- Income Verification must be provided. Acceptable forms:**
  - 4 consecutive pay stubs. More may be requested.**
  - If self-employed, 8 months bank statements showing deposits, and previous year's tax return.**
  - Letter from employer verifying salary – letter must be on company letterhead.**
  - Social Security/SSDI letter**

### **THE APPLICATION PROCESS:**

- There is no application fee. We offer application forms to everyone who asks about our rental units, regardless of whether a unit is available. Accepting an application does not indicate the application will be approved.**
- We do not review applications until a unit becomes available.**
- We may deny applications if applicant displays disruptive or negative behaviors, such as physical or verbal abuse.**
- Deposit to be paid in full by Cash or Money Order. Unfortunately, we cannot accept checks on deposit.**

### **THE APPROVAL PROCESS: WHAT DO WE LOOK AT?**

- Sufficient income/resources to pay rent (is rent more than 30% of your monthly gross income?)**
- Income must be verifiable**
- Income Eligibility (income restrictions apply to subsidized housing and may vary by unit)**
- Prior Rental History**
- Credit History**
- Criminal History**
- Can you get utilities switched to your name?**

TTH, Inc owns and operates this property. Our mission is to create affordable housing opportunities in Lawrence. For this reason, we aim to keep these rentals below fair market rent. We are [also] pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, national origin, or sexual orientation. TTH, Inc. complies with and bases its policies on the Kansas Landlord Tenant Law.

To be completed by office staff:  
 Date & Time Rec'd \_\_\_\_\_  
 Staff Initials \_\_\_\_\_

# Tenants to Homeowners Rental Application

Please print legibly. We will not accept incomplete applications.

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Household Composition & Characteristics

Member's Name	Relationship to Head	Date of Birth	Age	Sex	Social Security Number (SSN)
	<b>HEAD</b>				

### Residential History (Required: Past 3 years of residential history and at least one previous landlord.)

1. Present Landlord/Property Name: \_\_\_\_\_  
 Present address: \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Landlord Day Phone: (\_\_\_\_) \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ per month  
 Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_
  
2. Previous Landlord/Property Name: \_\_\_\_\_  
 Previous address: \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Landlord Day Phone: (\_\_\_\_) \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ per month  
 Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_
  
3. Previous Landlord/Property Name: \_\_\_\_\_  
 Previous address: \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Landlord Day Phone: (\_\_\_\_) \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ per month  
 Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_

### General Questionnaire

Are you or any members of your household currently receiving housing assistance?  Yes  No

If yes, list source of assistance: \_\_\_\_\_ City/State: \_\_\_\_\_

1. Have you ever been convicted of a criminal offense?  Yes  No  
 If yes, Offense: \_\_\_\_\_ City/State: \_\_\_\_\_
  
2. Have you or any members of your household ever been evicted?  Yes  No  
 If yes, Property/Landlord Name: \_\_\_\_\_ City/State: \_\_\_\_\_
  
3. Are you or any members of your household currently using an illegal substance or drug?  Yes  No



