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[www.goodshepherdhousing.org](http://www.goodshepherdhousing.org)

## AFFORDABLE HOUSING PROGRAM

*Please fill out every box. An incomplete application will not be accepted.*

### Applicant Information

Applicant Name: \_\_\_\_\_ DOB \_\_\_\_\_  
 Last First Middle Gender  Male  Female

Current Residence Address: \_\_\_\_\_  
 Street City State/Zip Code

Contact No: \_\_\_\_\_  Home  Work Email: \_\_\_\_\_

### Marital Status

Single  Married

Marital Status:  Divorced  Separated Family Size:  Self  Co-applicant \_\_\_\_ Girls \_\_\_\_ Boys

### Household Composition:

Last, First Name	Relationship To Applicant	Date of Birth	Custody	Gender	Social Security #	Race
	Head of Household					
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Girl <input type="checkbox"/> Boy		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Girl <input type="checkbox"/> Boy		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Girl <input type="checkbox"/> Boy		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Girl <input type="checkbox"/> Boy		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Girl <input type="checkbox"/> Boy		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Girl <input type="checkbox"/> Boy		

Race Codes:

A. White B. Black/African American C. Black/African American & White D. Asian E. Asian & White  
 F. American Indian/Alaskan Native G. American Indian/Alaskan Native & White  
 H. American Indian/Alaskan Native & Black/African American & White I. Native Hawaiian/Other Pacific Islander  
 J. Hispanic

**Employment:** Please provide employment information for the past five years.

	Head of Household	Co-Applicant/Other Adults
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes,</b> Is this permanent, part-time, temporary, or seasonal work?	<input type="checkbox"/> Permanent Hours per week: _____ <input type="checkbox"/> Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Part-time (<34) Hours per week: _____ <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	<input type="checkbox"/> Permanent Hours per week: _____ <input type="checkbox"/> Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Part-time (<34) Hours per week: _____ <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
<b>If no,</b> are you currently looking for work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently unable to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Why are you unable to work?		

Employment History	Head of Household	Co-Applicant/Other Adults
Current Employer		
Position		
Date Started & Ended		
Address		
City & Zip		
Supervisor		
Phone		
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Salary		
Reason for Leaving		

Employment History	Head of Household	Co-Applicant/Other Adults
Past Employer		
Position		
Date Started & Ended		
Address		
City & Zip		
Supervisor		
Phone		
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Salary		
Reason for Leaving		

Employment History	Head of Household	Co-Applicant/Other Adults
Past Employer		
Position		
Date Started & Ended		
Address		
City & Zip		
Supervisor		
Phone		
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Salary		
Reason for Leaving		

**Housing:** Please list addresses for the last 5 year, current address first and reason for leaving.

Address	City	ST	Dates	Name on Lease	Reason for relocating
			-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			-	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been evicted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what contributed to the loss of housing? (check all that apply)</b>	
<input type="checkbox"/> Legal Eviction	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Loss of Job/Income	<input type="checkbox"/> Disability (Mental or Physical)
<input type="checkbox"/> Divorce/Separation	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Criminal Activity	<input type="checkbox"/> Other: _____

**Housing Assistance:**

Are you currently or have you ever received shelter or housing assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what type of housing assistance: (check all that apply)</b>	
<input type="checkbox"/> Emergency Shelter	<input type="checkbox"/> Transitional Housing
<input type="checkbox"/> Rapid Rehousing	<input type="checkbox"/> Subsidized Housing
<input type="checkbox"/> Other: _____	

Please list all housing assistance programs that household has participated in.

Date	Organization	Program Type	Length of Stay	Outcome of program
			-	
			-	
			-	
			-	

**Financial:**

**Bills/Debt**

Item	Amount Due	Monthly Payment	Past Due	Item	Amount Due	Monthly Payment	Past Due
Past Rent			<input type="checkbox"/> Yes <input type="checkbox"/> No	Student Loan			<input type="checkbox"/> Yes <input type="checkbox"/> No
Cable			<input type="checkbox"/> Yes <input type="checkbox"/> No	Medical			<input type="checkbox"/> Yes <input type="checkbox"/> No
Electric			<input type="checkbox"/> Yes <input type="checkbox"/> No	Child Support			<input type="checkbox"/> Yes <input type="checkbox"/> No
Gas			<input type="checkbox"/> Yes <input type="checkbox"/> No	Child Care			<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone			<input type="checkbox"/> Yes <input type="checkbox"/> No	Auto Payment			<input type="checkbox"/> Yes <input type="checkbox"/> No
Cell Phone			<input type="checkbox"/> Yes <input type="checkbox"/> No	Auto Insurance			<input type="checkbox"/> Yes <input type="checkbox"/> No
Water & Sewer			<input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Card/s			<input type="checkbox"/> Yes <input type="checkbox"/> No

Please Estimate Your Total Monthly Debt Amount? \$ \_\_\_\_\_

Have you seen your credit report in the last year?  Yes  No

If yes, what was your score?  Below 550  550-600  600-650

**Vehicle Information**

Year	Model	Make	Creditor	Monthly Payment	Driver Insured

License Plate #	State	License Plate Current?	State Inspection Current?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Driver License #	State DL was issued	Expiration Date

Insurance Company	Policy #	Address	Monthly Payment	Current
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

### Household Income

Please list any forms of monthly income for **all** members of the household.

Item	Rate	Monthly Income	Currently Receiving?	Item	Rate	Monthly Income	Currently Receiving?
Employment			<input type="checkbox"/> Yes <input type="checkbox"/> No	SNAP/WIC			<input type="checkbox"/> Yes <input type="checkbox"/> No
SSI/SSD			<input type="checkbox"/> Yes <input type="checkbox"/> No	Pension			<input type="checkbox"/> Yes <input type="checkbox"/> No
Alimony			<input type="checkbox"/> Yes <input type="checkbox"/> No	Retirement			<input type="checkbox"/> Yes <input type="checkbox"/> No
Child Support			<input type="checkbox"/> Yes <input type="checkbox"/> No	Unemployment			<input type="checkbox"/> Yes <input type="checkbox"/> No
TANF			<input type="checkbox"/> Yes <input type="checkbox"/> No	Other			<input type="checkbox"/> Yes <input type="checkbox"/> No

Income Frequency Rate:  
**M.** Monthly   **B.** Bi-Weekly   **W.** Weekly   **O.** Overtime   **E.** Other (Please explain).

	Head of Household	Co-Applicant/Other
Do you have a Checking Account?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Savings Account?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Education:** Please answer for all members of the household

	Head of Household	Co-Applicant/Other
Do you have a high school diploma or GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If no</b> , are you currently in school for HS or GED diploma?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently attending a college/university?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes</b> , did you graduate from college/university?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree / Major Field of Study		
Are you attending a vocation or training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes</b> , did you graduate from vocation or training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What Certifications Do You Hold		

**Military Services:**

	Head of Household	Co-Applicant/Other
Have anyone in your household ever served in the Military?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you receive an honorable discharge?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If not</b> , what type of discharge did you receive?		

**Criminal Background:**

Does anyone in your household have a criminal record?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has anyone in your household been arrested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If yes</b> , please list.			
Arrest date	Reason	Type	Outcome
		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	
		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	
		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	
Is anyone in your household currently on parole or probation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parole/Probation Location:	County: _____ State: _____		
End of Parole/Probation:			
Name of Probation/Parole Officer:		Contact #:	

**Identification Paperwork:** (All household members)

Currently possesses:						
Social Security Card	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Need to Obtain
Birth certificate	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Need to Obtain
State Issued ID	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Need to Obtain
Green Card/Work Permit	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Need to Obtain

**Reference:** List at least two references.

Name	Telephone/Email	Relationship

**Authorization Agreement:**

I certify that all information on this application is true to the best of my knowledge. I understand that if I furnish false or misleading information on this form or omits information, that it will jeopardize my application and/or my eligibility to Good Shepherd Housing Foundation Program. I understand this is a release I am signing and that as part of my agreement for the program the information provided is subject to verification to determine eligibility and Good Shepherd or a GSHF representative is authorized to contact any person, business, or organization listed in this application.

My signature indicates acceptance that all information given on this application is true and accurate. I understand that applying does not guarantee acceptance into the program. All adults (18+) are required to sign this application.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

*If completed by another person, please give name, relationship, address, and telephone number:*

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Please fax applications to 703-763-3895 or email to [gshf\\_admin@goodshepherdhousing.org](mailto:gshf_admin@goodshepherdhousing.org)

**OFFICE USE ONLY**

Application Submitted Date		Application Meeting Scheduled		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Client Documentation Received							
OHCD Application Submitted		Follow-up necessary		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Program Decision		<input type="checkbox"/> Accepted <input type="checkbox"/> Declined		Program Enrolled		<input type="checkbox"/> SH <input type="checkbox"/> SL <input type="checkbox"/> AFF Rental <input type="checkbox"/> HPP	
(If declined please specify the condition or reason for refusal)							
Staff's Name and Signature						Date	