

**Arlene Thorpe Townhomes Application Process**  
**Location: 2700 S Ingram, Monton, & Oakford St**  
**Women's Community Revitalization Project**  
**2036 N. 4<sup>th</sup> Street**  
**Philadelphia, PA 19122**

**Step 1: Submit application**

Fill all the blanks, sign, and mail the application with the following documents:

- 1- Proof of income: Photocopies of paystubs, SSI/SS letter, child support/alimony, etc.
- 2- Photocopies of Valid Picture ID for all adult household members (over 18 years old)
- 3- Photocopies of Social security card and birth certificates for all household members
- 4- Proof of assets: Photocopies of checking/savings/retirement account statements, coop, etc.
- 5- Photocopies of Marriage/divorced certificate and custody or foster documentation
- 6- Original Medical letter specifying need for an accessible unit (if applicable)
- 7- Reference letter from current landlord
- 8- A non-refundable \$20 money order is required per household members over 18 years old, NO CASH or PERSONAL CHECKS. WCRP is not responsible for money orders lost in the mail, therefore, please detach the money order receipt and keep for your records. Money Orders should be made payable to: Arlene Thorpe

**Step 2: Credit/Criminal Background**

WCRP will request the credit and criminal background for each household member over 18 years of age. Failure to submit the money order(s) will result in your application being disqualified.

**Step 3: Personal Interview**

Applicants will be contacted via phone, email, or USPS mail to schedule the family interview. All members included in the application must be present for the interview. During the interview the staff will collect any documents not submitted with your application. Failure to submit the missing documentation to the interview will result in your application being disqualified.

**Step 4: Home Visit**

During the interview, applicant will receive the home inspection schedule letter. WCRP will only attempt to conduct the inspection once. Failure to cooperate with home visit will result in your application being disqualified.

**WCRP will only work with those applicants who comply with all the requirements, otherwise your application will be rejected.**

*Arlene Thorpe Townhomes is currently under construction. The new townhomes will be located in South Philadelphia around the 2700 S of Manton, Ingram, and Oakford street. The new townhomes will include; central air conditioning, range, refrigerator, laundry space with washer and dryer, garbage disposal, 24 hours on call emergency maintenance, and common space for tenant activities. We expect units ready for occupancy around March 2024. The application process takes time and we ask for your patience. If you have any questions about the process, please call 215-229-4020.*

**Office use only:**



Date Application Received:	
Time Application Received:	
Requested Accessible Unit:	
Number of Bedrooms:	

## Women's Community Revitalization Project

### ARLENE THORPE TOWNHOMES RENTAL APPLICATION

**HOUSEHOLD COMPOSITION:** List the head of your household and all members who will live in your home. Give the relationship of each family member to the head.

Member No.	Full Name	Relationship	Birth Date	Age	Sex	Social Security No.	Full Time Student (Y/N)
1		Head of Household					
2							
3							
4							
5							
6							
7							
8							

**STUDENT STATUS:**

- Are all of the resident's full time students?  Yes  No
- If yes: Is every member of the household a single parent and his or her children, neither of whom is a dependent of a third part?  Yes  No
- If yes: Is every member of the household married and filing a joint tax return?  Yes  No
- If yes: Is any member of the household enrolled in a job training program comparable to the Job Training Partnership Act?  Yes  No
- If yes: Is any member of the household receiving assistance under Title IV of the Social Security Act: AFDC or TANF?  Yes  No

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Number: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

Rent: \_\_\_\_\_ Length of Residency: \_\_\_\_\_ If less than three years, provide previous address and landlord name.

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Length of Residency: \_\_\_\_\_ Rent: \$ \_\_\_\_\_



**EMPLOYMENT:**

**HEAD OF HOUSEHOLD:**

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Current Wages: \$ \_\_\_\_\_ per: (circle one) Hour Week Month Year

Hours Worked Per Week: \_\_\_\_\_ Tips or Commissions per Week: \$ \_\_\_\_\_ Annual Bonus: \$ \_\_\_\_\_

Do you have more than one job? [ ] Yes [ ] No

**CO-APPLICANT OR ADULT MEMBER:**

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Current Wages: \$ \_\_\_\_\_ per: (circle one) Hour Week Month Year

Hours Worked Per Week: \_\_\_\_\_ Tips or Commissions per Week: \$ \_\_\_\_\_ Annual Bonus: \$ \_\_\_\_\_

Do you have more than one job? [ ] Yes [ ] No

**ANNUAL INCOME:** For each type of income that your household received, give the source of the income and the amount of income that can be anticipated from that source during the next 12 months:

SOURCE	APPLICANT	CO-APPLICANT	OTHER ADULT	TOTAL
Gross Salary				
Overtime Pay				
Commissions/Tips/ Bonuses/Fees				
Unemployment Benefits				
Worker's Compensation/Disability				
Social Security				
Pensions/Retirement Funds, etc.				
Alimony/Child Support				
TANF Payments				
Income from Business				
Recurring Income or Gifts				
			<b>TOTAL:</b>	

Does any member of your household who is not now working, expect to work for any period during the next twelve months? [ ] Yes [ ] No



**ASSETS:** Assets include cash (wherever held), equity in real estate or capital investments, notes receivable, stocks, bonds, money market account, certificates of deposits, IRA's, retirement and pension funds, 401K's, 403B's, luxury personal property (gems, jewelry, art, coin collections, etc...), etc. You must also include cash value of whole or universal life insurance policies as well as the value of any assets disposed of in the past 24 months for less than fair market value.

ASSETS	CASH VALUE	INCOME FROM ASSETS	NAME OF FINANCIAL INSTITUTE	ACCOUNT NUMBER
Checking Account				
Savings				
Certificate of Deposit				
Mutual Funds/ Stocks/Bonds				
401K/IRA/Other Retirement Account				
Real Estate				
Life Insurance				
Savings Bonds				
Other				
<b>TOTAL:</b>				

Have you disposed of any assets at less than fair market value within the last 24 months?  Yes  No

**OTHER:**

Have eviction charges ever been filed against you at a District Magistrate's office for nonpayment and/or late payment of rent to your landlord or for any other reason?  Yes  No

Have you or any other household member or person you wish to reside with you ever been convicted of a crime? (Omit only minor Traffic Violations; DUI is considered a crime.)  Yes  No

Have you or any other household member or person you wish to reside with you been released from jail in the past five (5) years?  Yes  No

Have you or any other household member or person you wish to reside with been victims of domestic violence?  Yes  No

Are there any special housing needs or reasonable accommodations that the household will require? For example, a unit for mobility impaired, unit for visually impaired, unit for hearing impaired, a live-in aide, etc. Please list.

If applicable, please circle the one that best describe your current housing situation: sleeping in places not meant for human habitation or emergency shelter, graduating from a transitional housing program for homeless, being discharge from an institution or foster care? Explain,



**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

I/We certify that if selected, the unit I/we occupy will be my/our only residence. I/We understand the above information is being collected to determine my/our eligibility. I/We authorize the owner/manager to verify all information provided on this application and to contact previous or current landlords or other sources of credit and verification information, which, may be released to appropriate federal, state, or local agencies. I/We certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under federal law.

**ALL ADULT HOUSEHOLD MEMBERS MUST SIGN BELOW:**

Head of Household Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Member: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with the data collection information required by the Department of Housing and Urban Development (HUD), please provide the following information for the head of household.

<b>RACE</b>	
<input type="checkbox"/> White	<input type="checkbox"/> American Indian/Alaska Native & White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian & White
<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American & White
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> American Indian/Alaska Native & Black/African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Other Multi-racial
<b>ETHNICITY</b>	<b>GENDER</b>
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Male
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Female

I decline to provide this information.

**Note:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements to any Department or Agency of the United States as to any matter within its jurisdiction.





**Applicant Screening Authorization Form**

Access Code: \_\_\_\_\_

**Applicant Information**

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>
<b>Date of Birth</b>	<b>Social Security Number</b>	
<b>Current Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip code</b>

**Co-Applicant Information**

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>
<b>Date of Birth</b>	<b>Social Security Number</b>	
<b>Current Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip code</b>

**Applicant Signature(s)**

By Signing below, , I/We authorize that the above information is correct and complete and hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including; credit reports, civil or criminal actions, rental history , employment/salary details, police and vehicle records, and any relevant information. If I rent the unit, I understand the information on this form maybe maintained in a tenant database for up to 7 (seven) years after I vacate the premises.

Applicant: X \_\_\_\_\_

Date: \_\_\_\_\_

Co-Applicant: X \_\_\_\_\_

Date: \_\_\_\_\_

National Tenant Network

Phone: (800) 422-8299 Fax: (888)885-7528

[www.ntlntnet.com](http://www.ntlntnet.com) E-mail: [philly@ntlntnet.com](mailto:philly@ntlntnet.com)



