



5228 Whistling Duck Drive \* Memphis, TN 38109

Office: (901) 345-4067 \* Fax: (901) 345-4699

Dear Applicant:

Thank you for your interest in an apartment home here at Chapel Place Homes. Before we can accept and process your application we must determine program and property eligibility, in order to assist with this process, you must provide the following documents or contacts with your application:

- Each member eighteen (18) and older must sign the application.
- All application forms must be completely filled out, signed and dated. Please don't leave any questions blank, if the question doesn't apply, write N/A in the space, for non-applicable.
- You must disclose all household member social security numbers and provide a copy of each Social Security Card for each household member.
- All members eighteen (18) and older must provide a valid state issued photo ID, or Driver's License.
- All members regardless of age must provide a certified birth certificate for each member who will be living in the household.
- All applicants with minor children must provide a copy of any and all court documents for child custody and or support, and provide case number information to verify child support payments.
- Family Summary Completed by head of household disclosing all members that will reside in the household.
- Fill out and sign a Citizenship Declaration for each household member.
- Each member eighteen and older must sign the HUD form 9887.
- Each member eighteen and older must sign the HUD form 9887A Consent for Release of Information.
- Each member 18 and older must sign Consent for release of Credit and Criminal Background check.
- The Application Fee is \$40.00 per person (Money Orders Only), over the age of 18.
- Each Member eighteen 18 and older must provide contact information and sign a release form for all income and assets.
- If you receive Social Security, SSI, Veterans Benefits, Workman's Compensation, Unemployment, please bring in a current award letter (not more than 90 days old), court documents, and or the most recent six months of check stubs. Asset's, checking, savings, CD's IRA, 401K, Real Estate, please provide contact information or the last six months bank statements.
- Head and Co-head must provide information and or verification for all unearned income and asset's for all members under the age of eighteen (18).
- Landlord References for the past five (5) years.

If you have questions or need assistance with your application, please feel free to contact our office during normal business hours.

Thank you,

Chapel Place Homes