
Welcome to the application process for Lynchburg Covenant Fellowship's housing programs. To begin the process, please complete this preapplication. Applications for housing with Lynchburg Covenant Fellowship, Inc. will be accepted **BY APPOINTMENT ONLY** on **Tuesdays** from 9AM to 11AM and 2PM to 4PM at 412 Madison Street, Lynchburg, VA 24504. **Please bring these forms with you to your appointment - do not return these forms to us.**

We will need **five** personal references (**with complete names, addresses and phone numbers**). Please also include 3-5 years of Rental and Residence History in exact order of where you lived. ***Once that is complete, please call us at 434-847-9059 to make an appointment to come into the office to complete the application paperwork.***

Please bring the following information with you when you apply. **The application process will not begin unless you have all the information listed below.** If you have questions concerning this process, please contact our office at 434.847.9059. By using the checklist below, you will ensure that you have all the information necessary to apply. Upon request, LCF will make all reasonable efforts to provide for reasonable accommodation for individuals with disabilities in order to allow them to participate in the application, recertification or the appeal process.

All COMPLETED applications will be processed according to date/time order received

- ORIGINAL Social Security Cards for all individuals who will be living in the household.** (If you have applied for cards for a newborn but haven't received them yet, please bring the temporary printout from the Social Security Administration. We must have the cards before you can move into an apartment. Applicants who were age 62 or older as of January 31, 2010, and whose initial determination of eligibility for HUD's rental assistance was begun before January 31, 2010, are not required to provide social security documentation.)
- ORIGINAL PAPER Birth Certificates for all individuals under 18 who will be living in the apartment.** Original Birth Certificates/records are required for all minors. We can also accept the Hospital Issued Birth Record.
- A State Issued Photo Identification Card for all adults.** We are unable to accept an expired photo ID. If you have requested a new photo ID from the DMV but have not received it yet, we will accept the letter that shows you have an appointment with them or that you have requested it.
- All addresses where you have lived, in exact order, for the past three to five years, along with the names, complete addresses, and telephone numbers of the Landlord for each address.** (If you stayed with a family member or friend who rented, we still need the information for their landlord whether the landlord was aware of your presence or not.) Please use the attached worksheet.
- The names, complete home addresses and telephone numbers of five Personal References (we are unable to accept mental health caseworkers or medical professionals), with no more than two family members, who have known you for at least one year on a personal level!** (Please do not list multiple persons who live in the same household.) Please use the attached worksheet. No case workers as personal references.
- Your current employer information (if any), including name, complete address, phone number and supervisor's name.**
- A copy of your Separation Agreement or Divorce Papers.** (If applicable)

One of our staff members will work with you to complete the application package and make you aware of any additional information or items required, and what to expect as the process proceeds. All COMPLETED applications will be processed in a date and time order as to when they were received.



We do **NOT** provide emergency housing.



PERSONAL REFERENCES

Please provide the following information for five (5) individuals that have personally known you for one (1) year or more. Do not give more than 2 family members, or two (2) people residing in the same household. We need **ALL** of the information listed, including a *full* address!

Applicant's Name: _____ **Dated:** _____

Reference #1 Name: _____ **Relationship:** _____

Address: _____ **Years Known:** _____

Home Phone #: _____ **Cell Phone #:** _____ **Best Time to Reach:** _____

Reference #2 Name: _____ **Relationship:** _____

Address: _____ **Years Known:** _____

Home Phone #: _____ **Cell Phone #:** _____ **Best Time to Reach:** _____

Reference #3 Name: _____ **Relationship:** _____

Address: _____ **Years Known:** _____

Home Phone #: _____ **Cell Phone #:** _____ **Best Time to Reach:** _____

Reference #4 Name: _____ **Relationship:** _____

Address: _____ **Years Known:** _____

Home Phone #: _____ **Cell Phone #:** _____ **Best Time to Reach:** _____

Reference #5 Name: _____ **Relationship:** _____

Address: _____ **Years Known:** _____

Home Phone #: _____ **Cell Phone #:** _____ **Best Time to Reach:** _____

RENTAL AND RESIDENCE HISTORY

Please provide the following information, from the most recent; regarding ALL places you have lived for the past three to five (3-5) years. If you have lived with another family member or friend, we will still need that person's landlord/rental information. Attach an additional sheet if necessary.

Current Residence: _____

Current Landlord's Name: _____ Phone #: _____

Address: _____ Do You Owe Money? _____ How Much? _____

How Long at This Address? _____ Rental Amount: _____ Is Notice Required? _____

Reason for Moving: _____

If Staying at Another's Residence, Whose Name is on Lease? _____

What is This Person's Relationship to You? _____

Is his/her Landlord Aware of Your Presence? _____ Is Any Notice Required? _____

Past Residence: _____

Current Landlord's Name: _____ Phone #: _____

Landlord's Office Address: _____

Move-In Date: _____ Move-Out Date: _____ Do You Owe Money? _____ How Much? _____

Reason for Moving: _____

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What is This Person's Relationship to You? _____

Rental Amount: _____ Was his/her Landlord Aware of Your Presence? _____

Past Residence: _____

Current Landlord's Name: _____ Phone #: _____

Landlord's Office Address: _____

Move-In Date: _____ Move-Out Date: _____ Do You Owe Money? _____ How Much? _____

Reason for Moving: _____

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