

**MONTPELIER HOUSING AUTHORITY  
155 MAIN STREET  
MONTPELIER, VERMONT 05602  
802-229-9232**

**PHONE INTERVIEW APPLICATION**

Dear Applicant:

Thank you for your interest in being considered to be placed on the wait list for Pioneer Apartments, Prospect Place, 58 Barre St and Lane Shop Apartments which are managed by Montpelier Housing Authority. I've enclosed an information sheet. The list below is information that will be needed to complete a phone interview. We can use the Common Rental Application for Housing in Vermont from your email as a resource.

- 1) **Source and amount for all income received.** Copy of SS award letter. You need to write on the bottom of the copy "This is a photocopy of my original social security card." Then bring the photocopy to a Notary Public and sign and date the photocopy in front of the Notary Public. They will sign and date the photocopy to certify that you were the individual who signed the document.
- 2) **Please provide the name and address for all sources of assets.** Assets are bank accounts, retirement accounts, life insurance, real estate, etc. If you have real estate, and you have a mortgage, please also bring the name and address of the mortgage holder as well as the local Town Clerk's name and mailing address.
- 3) **Provide the full name and mailing address for two credit references.** They can be anyone that you have had a loan with, including personal loans with other people. Car insurance companies, utility companies including fuel, telephone (not cell phone) and television are good sources.
- 4) **Provide the full name and mailing address for two character references.** They can be anyone that has visited you but are not related.
- 5) **Make a list of where you have lived over the past five years.** If you have had a landlord or stayed with others, we require their full name and their mailing address. If you do not recall who they are, you can contact the Town Clerk where you lived, provide the Town Clerk with the address and time period where you lived, and they can give you the owners name and address.

Please call to schedule an interview to complete the application. I will then mail all forms for your signature and you will return necessary paperwork directly to me. The date Montpelier Housing Authority receives completed paperwork, is the date we will consider your application date.

Please be aware, we do not have any units available at this time. Therefore, if you are approved your name will be placed on a wait list

Sincerely,

