

Thank you for your interest in *Pawtucket Central Falls Development* apartments. We strive to provide quality, affordable housing choices throughout Pawtucket and the Central Falls communities of Rhode Island. We have built and own over 250 apartments in Pawtucket and Central Falls. Our apartment communities offer quality and affordable housing units to both residents and the community-at-large.

Please be sure to fill out this entire pre-application and submit all the required documents. If the pre-application is not complete and all documents requested are not submitted, the application will be considered incomplete and not be processed. If a question does not apply to your situation, then please mark N/A, do not just leave blank. When you calculate income, please fill in the MONTHLY amount that you receive BEFORE taxes are taken out (not weekly or bi-weekly).

**PLEASE RETURN YOUR COMPLETED, SIGNED APPLICATION AND
SUPPORTING DOCUMENTS TO THE ADDRESS BELOW:**

**PCF Development Management Office
185 Dexter Street, Suite 1, Box 14 Pawtucket, RI 02860**

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

**Taisha Walker
Regional Manager
Email: Walker@WDCHOC.org
P: 401-941-2900 F: 401-941-3570**

Dear Applicant:

Please bring documentation for all household members planning to occupy the apartment.

- ___ Birth Certificate/Passports
- ___ Social Security Cards
- ___ Photo ID for all household members 18 years and older
- ___ Alien Registration/ Permanent Resident Card, if Non-Citizen

All Asset Information (if applicable)

- ___ Current Bank Statement
- ___ Current Life Insurance Statement
- ___ Current 401K Statement
- ___ Child Support Debit Deposit: copy of KEY card along with printed balance receipt form.
- ___ ATM, or any other Prepay Debit Card with printed balance receipt.
- ___ EBT Debit Card: copy of actual card along with printed balance receipt from ATM.

All Income Information (if applicable)

- ___ 2 Full months of paystubs
 - 9 most recent paystubs, if you get paid weekly
 - 6 most recent paystubs, if you get paid bi-weekly
- ___ Current Award Letter if receiving Social Security/SSI/SSP, AFDC/FIP (letter not older than 30 days) with printed balance receipt from ATM along with copy of Direct Express Card.
- ___ Child Support/Alimony Information (ex. Court Order/ 13 Month Print Out)
- ___ Any other source of Income with name and address
- ___ Copy **of most recent 2 years** full tax returns (W2's and 1040's)
If self-employed bring **3 years** full tax returns (W2's and 1040's)

- ___ **Original BCI** for all applicants 18 years and older. This may be obtained at 4 Howard Avenue Cranston, RI 02910. **The original BCI must not be more than 30 days old.**

Please note if all documentation is not received with your application at the time of submission, your application will be deemed incomplete and will not be placed on the current waitlist.

Applicants with incomplete applications will be notified VIA U.S. Mail.

Any potential tenants over the age of 18 must provide a photo ID, all sources of income and/or student transcript.

If you have any questions regarding the application, please contact the office at 401-365-6880.

Thank you for your interest in PCF Development.

Management Use Only
Date Received: _____
Time Received: _____
Unit Size: _____
Unit Type: _____

**PCF Development Rentals
Pre-Application**

BRs needed: _____ Occupancy wanted by what date? _____

Name: _____ Date of Birth: _____ Last 4 digits of SSN: _____
 Address: _____ City/State/Zip: _____
 Phone: _____ Secondary Phone: _____ Email: _____
 Estimated total Household Income: _____

Employment Information:

Current Employer #1: _____
 Position: _____ Salary: _____
 Current Employer #2: _____
 Position: _____ Salary: _____

Residential History:

Current Landlord Information:
 Length of Residency: _____ Rent: _____
 Name: _____
 Address: _____
 Phone: _____ E-mail: _____

Assets:

Whose acct is this?	Asset Type	Bank	Balance

Previous Landlord Information:
 Length of Residency: _____ Rent: _____
 Name: _____
 Address: _____
 Phone: _____ E-mail: _____

Total No. of Household Members: _____

Have you or any member of your household ever been convicted of a felony? Yes _____ No _____
 If yes, please explain: _____

Has any landlord ever had to take legal action against you or any other household member for non-payment of rent and/or any other material non-compliance of your lease that resulted in your appearance in court?
 Yes _____ No _____ If yes, please explain: _____

Have you been denied housing in the last 5 years? Yes _____ No _____
 If yes, please explain: _____

Do you require an apartment modified for a wheelchair? Yes _____ No _____ If yes, please provide verification of need
 Do you require any special accommodation on the basis of a handicap or disability? Yes _____ No _____
 If yes, please state what special accommodations you require. _____
(Answering "no" does not preclude any subsequent request for accommodation to a disability). If yes, you must provide verification of need.

Are you or any member of your household subject to a registration requirement under a state sex offender registration program? Yes _____ No _____ If yes, please explain and indicate where. _____

Do you have any pets? Yes _____ No _____ If yes, please explain _____

Please note that this is a preliminary application and in no way insures occupancy. Additional information may be required to complete processing of your application. I hereby give PCF Development authorization to investigate pertinent information in this application in order to determine my eligibility for housing or as a guarantor. I understand that this may include but is not limited to income verifications, landlord references, credit check, and criminal background checks. A false statement or misrepresentation can result in our removing your application for consideration.

Applicant Signature: _____ Date: _____

