

Prosperity House Application Process

... offering a future with hope

REFERRAL INFORMATION:

Applicant's name: _____ Age: _____

Applicant's phone #: home: _____ cell: _____ work: _____

Number of adults in the household: _____ Number of children: _____

Number of children attending school: _____

If this is a family referral, list below the names and ages of all persons applying for housing space:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Agency or Organization making the referral: _____

Date: _____ Contact Name: _____

Contact phone: _____ Contact e-mail: _____

Briefly describe your relationship with the applicant, including any services you are providing:

REQUIRED DOCUMENTATION

- Verification of homelessness
- Picture ID for applicant and each of the family members
- Proof of age: birth certificate - *or* - permanent resident card - *or* - driver's license - *or* - DMV identification card
- Three months of bank statements - *or* - three months of pay stubs from most recent employer - *or* - previous year's federal income tax form 1040

COMPLETED APPLICATION

The applicant should come to the interview prepared to answer questions about the following:

- Their employment history
- Sources of income
- Special health concerns
- Service and support needs
- Education and training
- Personal goals

CONTACT INFORMATION

Names and contact information for any agencies or organizations providing services to the applicant and signed confidential release forms for each service provider **including your agency or organization.**

RETURNING INFORMATION

Before making the referral, please make sure you have reviewed the eligibility and program requirements with the applicant. In addition, please make it clear to the applicant that submitting a referral is the first step in the

application process and is not a guarantee housing will be offered or available.

Please indicate below the documentation sent:

- Verification of homelessness
- Picture IDs of applicant and all family members
- Three months of bank statements - *or* - three months of pay stubs from most recent employer - *or* - previous year's federal income tax form 1040
- Names and contact information for each service provider
- Signed confidential release forms for each of the applicant's service providers including the referring agency or organization
- Completed application
- Proof of age
- Proof of citizenship - *or* - permanent resident status
- Authorization to conduct a criminal background check

MAILING INFORMATION

Prosperity House
ATTN: Housing Coordinator/Application
8859 Sudley Road, Suite 101
Manassas, VA 20110

Fax #: 703-392-5082

Please direct any questions regarding the application process to the Prosperity House Housing Coordinator, William Coppa. You may reach him by calling 703-392-5080 or by e-mailing him at w.coppa@comcast.net