

## Information for completing the Online Preliminary Application

\*\*If you are interested in applying to our **SUBSIDIZED PROPERTY WAITLISTS** (households pay 30% of their income toward rent) visit the following link: [www.getahome.org/subsidized-apartment/](http://www.getahome.org/subsidized-apartment/) (please note, you will have to apply to each subsidized property separately).

### Welcome To Champlain Housing Trust - Rental Applications

We are excited for your interest. Please note that Champlain Housing Trust - Rental Applications is an Affordable Housing property and you must meet specific conditions to live here. Complete this application as fully as possible to both expedite your application and to confirm you meet the needed qualifications. It will help you enter the information if you have your bank statements, employment paystubs, etc. on hand.

Create Application

Already have an application? [Sign In](#)

Champlain Housing Trust - Rental Applications

The application is available online in 8 languages, more may be added in the future.

Choose the Language



Complete the information in each section:

#### Personal info -

Personal Info	<input checked="" type="radio"/>
Household	<input type="radio"/>
Agreements	<input type="radio"/>

### Personal Information

You must complete the following sections in order to access the remaining sections of the application.

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#### Personal Details

Incomplete

Enter Information

#### Residential History

Incomplete

Enter Information

#### Accommodations

Incomplete

Enter Information

#### General Questions

Optional

Enter Information

Five years of housing history (does not need to be all rental history) will be required when completing a full application, **just your current address is needed for a Preliminary application.** Move-in Date is the date you started living at your current address:

**\* Minimum Rental History Required by the Property - 60 months**

**CURRENT ADDRESS \***

Country \*

United States

Address Line 1 \*

88 King St

Note: Address Line 1 must start with a street number.

Address Line 2

City \*

Burlington

State \*

VT - Vermont

Zip Code \*

05401

Did You Rent Or Own?

Rent

Move-In Date \*

10/01/2022

Property Name

Manager / Contact

Email

Phone Number

Cancel

Save

Next, enter the number of people, household income and bedroom size.

**Household** - add the names and information for any other household members -

Personal Info

**Household**

Agreements

## Household

Please add all members of your household who will be living with you.

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CHT Test

Complete

You have indicated that **(1)** people will currently be living with you. Please enter their personal information.

Add Resident

Proceed

Champlain Housing Trust - Rental Applications

**Agreements** – all 3 sections must be viewed and digitally signed.

The screenshot shows a web interface for the Champlain Housing Trust - Rental Applications. On the left is a sidebar with three menu items: 'Personal Info' (checked), 'Household' (checked), and 'Agreements' (selected with a radio button). The main content area is titled 'Agreements' and includes a sub-header 'Review and accept the following agreements to continue processing your application.' Below this, there is a lock icon and the text 'SECURED WITH SSL'. A table lists three agreements: 'Application Agreement', 'Applicant Screening Release', and 'Tenant Selection Policy'. Each agreement has a status of 'Must be accepted' and a 'View' link. At the bottom right is a 'Submit Application' button. The footer text reads 'Champlain Housing Trust - Rental Applications'.

Agreement	Status	Action
Application Agreement	Must be accepted	<a href="#">View</a>
Applicant Screening Release	Must be accepted	<a href="#">View</a>
Tenant Selection Policy	Must be accepted	<a href="#">View</a>

View each document - scroll to read the document before clicking Start Signing.


The screenshot shows a document viewer window titled 'CHT Test'. The document is titled 'Champlain Housing Trust - Rental Applications' and 'Rental Application Agreement for Online Applicants'. It includes a 'Date submitted : 10/3/2024'. Below the title is a form with fields for 'Full Name : CHT Test', 'Mobile :', 'Email : moulton@realpage.com', 'Preferred Mode of Contact : E-mail', 'Applying for the apartment located at : 88 King Street, Burlington, VT, 05401', 'Advertising Source :', and 'Referred By : N/A'. A status bar at the bottom of the form indicates 'Page 1 of 3 | Signed 0 of 3'. Below the form is a 'Start Signing' button with a question mark icon.


This will bring you to an orange area that you need to select. Choose to Initial by click or by hand. You can also check the box the auto advance to the next signature. You'll click in the orange area before continuing.


The screenshot shows a digital signature selection screen. On the left is a sidebar with a list of menu items. The main content area is titled 'CHT Test' and includes the instruction 'Please select your method and click Initial to digitally sign this document.' Below this are two buttons: 'Initial by Click' (highlighted in orange) and 'Initial by Hand'. A 'Preview:' section shows the initials 'CT'. At the bottom, there is a checkbox labeled 'Automatically advance to the next signature' and two buttons: 'Cancel' and 'Initial'.

Select Finish signing, then move on to View the next document and sign. Documents are emailed to you after signing or you can download and print for your records. Emails will be from [no-reply@esign.realpage.com](mailto:no-reply@esign.realpage.com).

**Select Submit Application.** When you see the following screens, your application has been successfully submitted and you are on the Pre-waitlist. You are not added to any waitlists yet.

 Hi, CHT | [Sign Out](#)

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Thank you for your interest in Champlain Housing Trust - Rental Applications.

**In order to be added to waitlists you must respond to the Waitlist Selection email.** Our applications office will review your application and will email you for required waitlist selections to accept the application.


If you have any questions, please contact the property at (802) 861-7350 or at [applications@champlainhousingtrust.org](mailto:applications@champlainhousingtrust.org).

[Sign Out](#)[Continue](#)

Champlain Housing Trust - Rental Applications

## Application Status

View your application progress


**CHT Test**

Head of household

**Pre-Waitlist**


**You're on the Pre-waitlist.**  
For any queries, please contact the management office at (802) 861-7350.

### Applicants

**CHT Test**

Head of Household

**Next Step**  
You're on the Pre-waitlist.

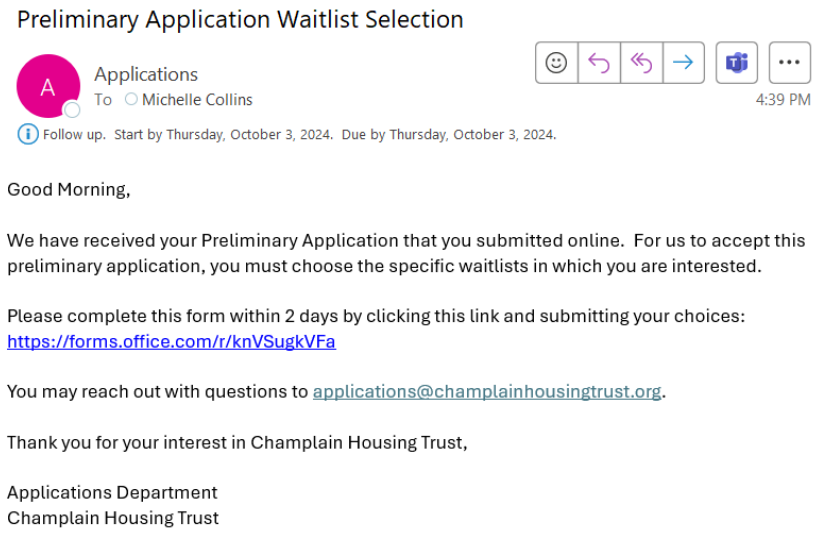
**John Test**

Adult co-head of household

**Next Step**  
You're on the Pre-waitlist.

**The next step must be completed before you can be added to any waitlists.** Within two weeks, depending on staffing, you will receive an email from Applications ([applications@champlainhousingtrust.org](mailto:applications@champlainhousingtrust.org)). These emails are sent in bulk and will not show an applicant's name or email address. Case managers who use a common email will need to track who has applied and when this email is received.

Sample email:



The link to the form will bring you to a form to complete and choose waitlists (not all waitlists are shown in this screenshot). Refer to the Property Waitlist Information document available on the CHT website under How to Apply for details and bedroom sizes available at each listed property:

The screenshot shows a web form titled "Rental Application Waitlist Selection" with the Champlain Housing Trust logo. The form has a dark green header. Below the header, there are two required text input fields: "1. Full name" and "2. Email". Below these fields, there is a section with the instruction "3. Please check the boxes next to the waitlists you would like to be on:" and a link to a PDF document: [https://www.getahome.org/wp-content/uploads/CHT\\_Waitlist\\_Info.pdf](https://www.getahome.org/wp-content/uploads/CHT_Waitlist_Info.pdf). There are five checkboxes, each followed by a property name and location: "Avenue Apartments Housing, Burlington", "King Street Housing, Burlington", "Laurentide, Burlington", "Zephyr Place, Williston", and "Winooski Properties, Winooski". At the bottom of the form, there is a green "Submit" button.



You will receive a confirmation email once our applications team has processed these choices. Thank your for your time and participation in the applications process.

Important thing you can do next

Save my response

[Submit another response](#)

If you don't complete the form from the first email, you'll get a second email. **Your Preliminary Application will be canceled if the form isn't completed.**

### Preliminary Application Waitlist Selection



Applications  
To Michelle Collins



4:40 PM

[Follow up](#). Start by Thursday, October 3, 2024. Due by Thursday, October 3, 2024.

Good Morning,

This is a reminder that for us to accept your preliminary application that you submitted online, you must choose the specific waitlists in which you are interested.

Please complete this form within 2 days by clicking this link and submitting your choices:  
<https://forms.office.com/r/knVSugkVFf>

If this form is not submitted within 2 days, we will cancel your Preliminary Application. You will have to complete the online Preliminary Application again to move forward.

You may reach out with questions to [applications@champlainhousingtrust.org](mailto:applications@champlainhousingtrust.org).

Thank you for your interest in Champlain Housing Trust,

Applications Department  
Champlain Housing Trust

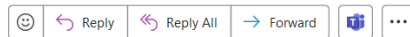
**After you select your waitlist choices, an email confirmation is not automatic and may take up to two weeks depending on staffing.**

Sample mail that the Preliminary application is accepted:

### Preliminary Application



Applications  
To Michelle Collins



Mon 10/7/2024 9:37 AM

[Follow up](#). Start by Monday, October 7, 2024. Due by Monday, October 7, 2024.



Test, CHT 10.07.24.pdf  
72 KB



1.EMAIL Language\_Insert\_Letter\_1\_side\_fillable.pdf  
206 KB



2.Vawa Notice and Certification 08-2019.pdf  
185 KB



4.HOUSING RESOURCES AND RECOMMENDATIONS GUIDE.pdf  
608 KB

Dear CHT,

Thank you for applying with Champlain Housing Trust. Please find your waitlist letter, the VAWA Notice of Rights & Certification, Housing Resources & Recommendations Guide and Translation Services Available.

Please do not respond directly to this message.

Thank you,

Property & Asset Management  
Champlain Housing Trust  
88 King Street  
Burlington, VT 05401

(802) 861-7350 Applications  
(802) 862-6244 Main  
(802) 864-0734 Fax  
[www.champlainhousingtrust.org](http://www.champlainhousingtrust.org)  
[www.getahome.org](http://www.getahome.org)

Sample Preliminary Application accepted letter:

Dear CHT,

We received your Preliminary Application on 10/03/2024 and you have been added to the waitlists you selected. Your application was not screened for credit, criminal, rental or eviction history.

Please refer to our Tenant Screening Standards on page 2 of the Tenant Selection Policy, found on our website at <https://www.getahome.org/apply-to-rent/>. You are welcome to address potential reasons for denial while your application is in preliminary status.

- **If you believe that negative credit history** (poor credit, past due accounts, or collections pending) of any adult in the household might prevent an approval, we invite you to complete Ready, Set, Rent! (RSR), offered by Champlain Housing Trust. RSR consists of one class AND one coaching appointment. You will learn about budgeting, building or rebuilding credit, and setting, then reaching, financial goals. Use this link to learn more about RSR with Champlain Housing Trust, and register for a class if interested. <https://www.getahome.org/ready-set-rent-rsr/>
- **If you or any adult in the household does not have formal rental history** of one or more years, we invite you to complete Tenant Skills, offered by Champlain Valley Office of Economic Opportunity (CVOEO.) This rental education class covers your rights and responsibilities as a renter and deals with common issues like security deposits or repairs. You may register online for Tenant Skills at <https://www.cvoeo.org/learn/renters-workshops>. If you have questions or need interpretation services, please call 802-660-3455 ext. 205 or email [classcoord@cvoeo.org](mailto:classcoord@cvoeo.org). Please send CHT your certificate of completion. CVOEO will not notify CHT of class completion.

We hold the Preliminary Application until you are near the top of one or more waitlists. Current overall wait times are over 15 months. At that time, we will request that you complete the Rental Application. When we receive this completed application, we will move forward with processing. This will include credit and criminal screening, and checking your listed rental references.

Applicants may qualify for some apartments but not others, because each apartment has a specified income range. Larger apartments may also have a minimum household size.

Please be sure to update the Applications Office at 802-861-7350, or [applications@getahome.org](mailto:applications@getahome.org) with any changes to your mailing address, email or phone, income, or household size.