



*Saint Joseph Community Land Trust (SJCLT) provides qualifying families living in motels or other substandard housing, with a grant of up to \$1,800.\* Those who apply must indicate what additional agencies, if any, have been contacted for housing support and the outcome.*

If you are living in a motel or substandard housing, please fill out the application below to see if you may qualify for SJCLT's Motel to Housing Program.

Check all that apply (Note: These are standard qualifying conditions; however, exceptions may be granted for good cause at the discretion of SJCLT)

- I/We have been a continuous resident of the Lake Tahoe Basin for at least 3 months and can provide verification of continuous income for the last 3 months.
- I/We are a household that includes at least one child from 3 to 18 years of age.
- I/We are currently living in a motel or other substandard housing.
- I/We have found safe and decent housing. A grant from SJCLT of up to \$1,800\*, to cover security deposit and one month of rent, is needed to make the move.

*The new housing unit shall be legally established with adequate parking, contain appropriate living space to accommodate all residents, contain a full kitchen, hot and cold running water, indoor bathing and toilet facilities, electricity and natural gas, oil, or electric heating (wood heating alone is not acceptable). Residences without sufficient winter insulation are not acceptable.*

- I/We have steady and reliable income and a reasonable household budget.
- I/We can provide references from prior landlords, property managers, or current employers
- I/We have not received any other loans or grants from SJCLT.
- I/We understand that if awarded a grant, SJCLT will make the payment directly to the property owner or property manager.

*\*Grants may exceed \$1800 on a case-by-case basis*

1. Date \_\_\_\_\_

2. Full Name \_\_\_\_\_

3. Phone Number \_\_\_\_\_

4. Name and Ages of those living in household:

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

5. Current Address:

\_\_\_\_\_

6. Have you lived at this address for the last 3 months? Yes  No  If your answer is 'No', please list all your past addresses for the last 3 months:

\_\_\_\_\_  
\_\_\_\_\_

7. What is your source of Income? Employment  SSDI/SSI  Unemployment

Other  \_\_\_\_\_

8. When are you paid? Weekly  Bi-Weekly  Monthly  Other

\_\_\_\_\_

9. Total monthly Income after taxes \$ \_\_\_\_\_

10. Name of Employer (if employed)

\_\_\_\_\_

11. Employer Email and Phone Numbers:

Email \_\_\_\_\_ Phone \_\_\_\_\_

12. Please attach references from prior Landlords, Property Managers, or Employers to your application

*\*Grants may exceed \$1800 on a case-by-case basis*

13. Have you found available & safe housing? Will a grant from SJCLT of up to \$1,800, to cover security deposit and 1st months' rent, enable you to move in? Yes  No

14. If you answered 'Yes' to the above question, what is the address?

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15. Name and Contact information for potential rental property owner/manager

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16. Total Monthly Rent \$ \_\_\_\_\_

17. Security Deposit Amount \$ \_\_\_\_\_

18. Have you received any prior loans from SJCLT? Yes  No

I Verify all information provided is accurate and understand that any false information will disqualify this application from consideration:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please fill out this application completely. Please provide documentation to verify current income and expenses along with a \$25 application fee.

The new housing unit shall be legally established with adequate parking, contain appropriate living space to accommodate all residents, contain a full kitchen, hot and cold running water, indoor bathing, and toilet facilities, electricity, and natural gas, oil, or electric heating. Wood burning heating is not acceptable by itself. Residences without sufficient winter insulation are not acceptable.

We are attaching a budget sheet that you need to fill out completely. We ask that you review your budget with one of our staff members to ensure you will have adequate income to sustain permanent housing in the future.

If you meet the criteria, a staff member from SJCLT will view the property to make sure it is in accordance with our policies.

A check will be written directly to the Landlord/Property manager for Security Deposit and/or first month's Rent.

If you have any questions, please call 775-580-7514 or email [charlotte@saintjosephclt.org](mailto:charlotte@saintjosephclt.org)

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