



CORNERSTONE RESIDENTIAL GROUP

Safe. Structured. Stable.

Resident Intake Application

Confidential application for supportive housing placement

livewithcrg.com • (872) 215-1830 • info@livewithcrg.com

Welcome to Cornerstone

This intake application is the next step in becoming a Cornerstone resident. Please complete every section as fully and honestly as possible — the information you share helps us place you in the right home and connect you with the right support.

Before you begin

- Set aside about 20–30 minutes to complete this application.
- Have a valid photo ID and proof of income available.
- Print clearly in blue or black ink, or complete digitally.
- Return your completed application by email to info@livewithcrg.com or in person at your intake meeting.

Required documents

- Government-issued photo ID (driver's license, state ID, or passport)
- Social Security card or ITIN letter
- Proof of income (last 30 days of pay stubs, benefits letter, or bank statement)
- DD-214 (if veteran) — optional but helpful
- Referral letter from case manager or partner agency (if applicable)

ONE-TIME APPLICATION FEE — \$250

A non-refundable \$250 fee is due with your completed application. This fee covers your background and criminal history check, identity verification, reference outreach, application processing, and administrative review. Payment instructions will be provided at your intake meeting.

1 **APPLICANT INFORMATION****FULL LEGAL NAME**

PREFERRED NAME**DATE OF BIRTH**

SOCIAL SECURITY NUMBER**GOVERNMENT ID NUMBER**

NOTICE — USE OF SOCIAL SECURITY NUMBER

Your Social Security Number will be used solely to run a background check, verify your identity, and confirm eligibility for housing. It will not be shared with any third party outside of Cornerstone's screening process and is stored securely in your confidential file.

PHONE NUMBER**EMAIL ADDRESS**

CURRENT MAILING ADDRESS

CITY**STATE****ZIP**

Current Living Situation

- | | |
|---|--|
| ☐ Renting | ☐ Own home |
| ☐ Staying with family or friends | ☐ Shelter or transitional housing |
| ☐ Unsheltered | ☐ Hospital or treatment program |
| ☐ Reentering from incarceration | ☐ Other |

2 HOUSEHOLD & BACKGROUND**Veteran Status**

- ☐ Veteran
☐ Not a veteran

☐ Active duty

BRANCH (IF VETERAN)

DISCHARGE TYPE

Preferred Language

LANGUAGE

3 INCOME & EMPLOYMENT

All applicants must have verifiable income. Cornerstone works with a wide range of income sources — employment, benefits, retirement, and more.

Employment Status

- | | |
|--|---|
| ☐ Employed full-time | ☐ Employed part-time |
| ☐ Self-employed | ☐ Retired |
| ☐ Disability / SSI / SSDI | ☐ Unemployed |
| ☐ Other verifiable income | |

EMPLOYER / INCOME SOURCE**MONTHLY GROSS INCOME**

EMPLOYER PHONE**LENGTH OF EMPLOYMENT**

EMPLOYER ADDRESS

Additional Income Sources (SNAP, child support, VA benefits, etc.)**DESCRIBE SOURCES AND MONTHLY AMOUNTS**

4 HOUSING PREFERENCES

All Cornerstone homes are fully furnished. Please indicate your preferences below and we will match you with an available placement that fits your needs.

Room Type

- ☐ Shared room ☐ Private room
☐ No preference

DESIRED MOVE-IN DATE**PREFERRED AREA / CITY**

ADDITIONAL HOUSING NOTES (ACCESSIBILITY NEEDS, QUIET PREFERENCES, REQUESTED LOCATION, ETC.)

5 HEALTH, SAFETY & SUPPORT

Your answers are confidential and used only to place you safely and connect you with support.

Do you have any of the following support needs? (check all that apply)

- | | |
|---|--|
| ☐ Mobility assistance | ☐ Mental health support |
| ☐ Substance-use recovery support | ☐ Medication management |
| ☐ Case management | ☐ Employment services |
| ☐ Transportation assistance | ☐ None at this time |

6 BACKGROUND DISCLOSURE

Cornerstone considers each applicant individually. A background item alone does not disqualify you.

Have you been convicted of a felony in the last 7 years?

☐ No

☐ Yes

Are you currently on probation or parole?

☐ No

☐ Yes

Are you registered on any sex-offender registry?

☐ No

☐ Yes

IF YOU ANSWERED YES TO ANY QUESTION ABOVE, PLEASE BRIEFLY EXPLAIN

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REFERENCES

Please provide two references (case manager, employer, prior landlord, or personal).

Reference 1

NAME

RELATIONSHIP

PHONE

EMAIL

Reference 2

NAME

RELATIONSHIP

PHONE

EMAIL

8

EMERGENCY CONTACT

NAME

RELATIONSHIP

PHONE

ALTERNATE PHONE

ADDRESS

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ACKNOWLEDGEMENTS & SIGNATURE

- ☐ I certify that the information provided in this application is true and complete to the best of my knowledge.
- ☐ I authorize Cornerstone Residential Group to verify the information provided, including references, income, employment, and background history, and to run a criminal background and identity check using my Social Security Number.
- ☐ I understand that a non-refundable \$250 application fee is due with this application to cover background check processing, identity verification, and administrative review.
- ☐ I understand that completion of this application does not guarantee placement, that Cornerstone reviews each applicant individually, and if approved for housing I agree to read and abide by Cornerstone's House Rules and Resident Expectations.

APPLICANT SIGNATURE

DATE

PRINTED NAME

WITNESS (CORNERSTONE STAFF)

OFFICE USE ONLY

Received by: _____ Date: _____ File #: _____ Fee

Paid: ☐ Yes ☐ No

Status: ☐ Approved ☐ Waitlist ☐ Needs More Info ☐ Declined