

The name of the waitlist I'm applying for is: _____

Some waitlists are closed: *Before sending this application, check <http://www.housingworks.net/> to see what is open*

Office Only: Date/Time Stamp

You **must** answer every question on this application: respond to questions that are not applicable by writing "N/A".
Incomplete applications may be returned or discarded.

Your Name: _____

Long-Term Mailing Address (an address that may work for the next 3-5 years):

City/State/Zip: _____

Phones: _____

Email: _____

MAIL TO: (Allow 3 wks for response)

Do you have a **Social Security Number** (SSN)? ☐ Yes ☐ No If "Yes" you must provide the SSN below.

The **SSN** for the head of household is: _____

What is your **date of birth**? _____ What is your **gender**? _____

Race (white, black, asian, etc)? _____ **Also:** ☐ Hispanic or ☐ non-Hispanic?

What was your **mother's last name** when she was born? *Protects your privacy*) _____

How many people will be living in the unit? _____ people. What **unit size** are you seeking? _____ BR

Describe your **Income Sources** (Employment, SSI, TAFDC etc.) _____

What is your family's **ANNUAL** income? \$ _____ (do NOT write an hourly, weekly, or monthly amount!)

☐ YES ☐ NO Do you **have a rental voucher** or some other form of regular rental assistance?

Specify: ☐ Section 8 ☐ MRVP ☐ AHVP ☐ Flex Funds

☐ YES ☐ NO Do you need a **wheelchair accessible unit** (or a "no-steps" unit)?

☐ YES ☐ NO Do you need reasonable accommodations, either during the application period or tenancy?

☐ YES ☐ NO Are you or any member of your household subject to a lifetime registration requirement under a State Sex Offender Registration program?

Priority Status: We may or may not be able to take your priority need into consideration, but it is helpful for us to know what those priorities are: _____

Dear Prospective Resident:

Maloney Properties, Inc. is pleased to provide you with the information for renting a new home at The Lofts at Atlantic Wharf.

The following provides a description of the property, income and eligibility requirements, unit pricing, preference criteria and a sample timeline of the process following the lottery.

Location and Building Description

The Lofts at Atlantic Wharf is located on the corner of Atlantic Avenue and Congress St. in the Waterfront District and includes 86 new residences. It sits along the Fort Point Channel and is steps away from the Rose Kennedy Greenway. The Lofts at Atlantic Wharf is part of a mixed use development including offices, retail and the residence. The property is conveniently located within walking distance to the Financial District, Downtown Crossing, Boston Common, and the Seaport District. The Lofts at Atlantic Wharf is right where city living is at its best.

Building Amenities

- Exercise and fitness facility
- Club room lounge
- Large, on-site, underground parking garage
- On-site storage and bicycle room for residents
- On-site boat slips for Fort Point Channel
- Boston Society of Architects Art Galleries at Atlantic Wharf
- Located on the Rose Kennedy Greenway
- Waterfront park integrated into the property
- A pet-friendly building
- A non-smoking community

Unit Amenities:

- Slate gray ash hardwood flooring
- Glossy white kitchen cabinets, under cabinet lighting, and white tile backsplash
- Gray quartz stone counters with under mount sink
- Kitchen Aid stainless steel kitchen appliances, Energy Star Rated
- Carrara marble vanity tops in all bathrooms
- Oversized Pantelleria-style tile on bathroom
- Individual unit control of heating and cooling
- Energy-efficient, dimmable lighting
- Bosch washer and dryer



Applications for The Lofts at Atlantic Wharf will be available at 290 Congress St., Boston, MA 02210 inside the main public area in accordance with the schedule below:

Date	Time
Monday, August 15 th	12:00PM-4:00PM
Tuesday, August 16 th	3:00PM-7:00PM
Wednesday, August 17 th	12:00PM-4:00PM
Thursday, August 18 th	12:00PM-4:00PM
Friday, August 19 th	12:00PM-4:00PM
Saturday, August 20 th	12:00PM-4:00PM
Sunday, August 21 st	12:00PM-4:00PM

You may also request an application by email: atlanticwharf@maloneyproperties.com or by calling 781-943-0200 between August 15-21.

All completed applications must be mailed to Maloney Properties, Inc. attention: Brokerage Division, 27 Mica Lane, Wellesley, Massachusetts 02481-1707 postmarked no later than **August 29, 2011**. Maloney Properties, Inc. will email you a receipt within five business days to confirm that we have received your completed application. If you have not received confirmation within five business days you must contact our office at 617-209-5212 immediately.

On your application, please select ONLY one type of apartment that you are applying for: Studio, 1 bedroom, 2 bedroom.

Preference/Requirements

Applicants for The Lofts at Atlantic Wharf must meet certain requirements in order to qualify to rent an affordable unit. Applicants will also be given preferences in the selection of the affordable units. The requirements and preferences are defined in order below.

1. Preference for Boston Residents.

A "Boston Resident" shall mean any individual whose principal residence, where he or she normally eats, sleeps and maintains his or her normal personal and household effects, is in the City of Boston.

Households must provide evidence of residency at time of application. Please see the application for details.

2. Preference for Household Size (applicable to the 2bedroom unit only)

Preference for at least 1 person per bedroom. Households shall mean all persons whose names appear on the lease, and also all persons who intend to occupy the housing unit as their primary residents. Legally married couples shall both be considered part of the household, even if separated. Children shall be considered part of the household if they



spend more than 50% of the year (183 days, including partial days) in the residence. The incomes of all household members will be included, unless household member is under 18 years of age. *All preferences and income will be verified through a third party.*

Maximum Income Limits, Minimum Income restrictions and Rents

Maximum Income per Household Size (HUD 2011 limits, provided by BRA)

For the five affordable units, the unit breakdown and rents are provided below. The rent is the maximum rent allowed under the BRA program guidelines, minus a utility allowance. Households will be responsible for electricity.

Unit Size	Unit #	Rent	Income Category	Household Size	Minimum Income	Maximum Income
2 Bedroom*	201	\$1,528	80%	1	\$45,840	\$54,050
				2	\$45,840	\$61,750
				3	\$45,840	\$69,500
				4	\$45,840	\$77,200
Studio*	613	\$1,155	80%	1	\$34,650	\$54,050
				2	\$34,650	\$61,750
				3	\$34,650	\$69,500
				4	\$34,650	\$77,200
(2) 1 Bedroom**	414 205	\$1,690	100%	1	\$54,050	\$67,550
				2	\$61,750	\$77,200
				3	\$69,500	\$86,850
				4	\$77,200	\$96,500
Studio**	611	\$1,454	100%	1	\$54,050	\$67,550
				2	\$61,750	\$77,200
				3	\$69,500	\$86,850
				4	\$77,200	\$96,500

* The owner has established the screening criteria of a minimum household income of 2.5 times the amount of the annual rent.

**Under the BRA program guidelines for this development, households in the 100% income category must earn at least the amount at 80%AMI appropriate to their household size.

Note: Minimum income restrictions do not apply to applicants with rent subsidies. However, the housing subsidy plus the tenant portion must be sufficient to cover the rental amount.



Timeline and Screening

If there are more applicants than units available, a lottery will be scheduled. Applications will be pooled by bedroom size selected and income category, and then ranked based on lottery number and preferences.

Households are contacted in rank order by unit type. Prospective tenants must adhere to the following schedule:

Approximately one to two weeks following the lottery, applicants are contacted to supply any additional information needed for the BRA application. At the same time, applicants will be required to complete a credit and background application.

Upon review of the BRA application and the credit and background check, if applicants pass those screening steps, applicants are then invited to the property to choose an apartment and provide deposits.

The application package is then submitted to the BRA for approval. This process takes approximately 4-6 weeks.

Move-ins

Move-ins will be scheduled immediately upon BRA approval and we anticipate move-ins will occur in October and November 2011.

Once again, thank you for considering The Lofts at Atlantic Wharf for your new home. We look forward to working with you.

Maloney Properties' staff is available to answer any questions during the process. Please feel free to contact Jonathan Diffenbach 617-209-5212 / jdiffenbach@maloneyproperties.com.

Thank you,

Jonathan Diffenbach

Jonathan Diffenbach
617-209-5212
atlanticwharf@maloneyproperties.com
Maloney Properties, Inc.
Brokerage Division



Boston Redevelopment Authority

Application for BRA Affordable Rental Units

Please make sure you have a copy of the **Certificate of BRA Income Certification**.
A completed copy of this form is required at time of application.

Development Name and address: Lofts at Atlantic Wharf - 530 Atlantic Ave, Boston, MA 02110

Anticipated move in date (Completed by Marketing agent/ Property Manager): October/November 2011

Unit number/income category:

Return applications to:

Maloney Properties - Attention: Brokerage Division 27 Mica Lane, Wellesley, MA, 02481.

Deadline for application: Postmarked no later than August 29, 2011

For questions regarding this application, please contact: 617-209-5212/ atlanticwharf@maloneyproperties.com

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone:(_____) _____ Work Phone:(_____) _____

Cell Phone:(_____) _____ Employer: _____

Email address: _____ @ _____

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone:(_____) _____ Work Phone:(_____) _____

Cell Phone:(_____) _____ Employer: _____

Email address: _____ @ _____

(Please note: the use of the singular "I" or "my" shall include the plural in the case of more than one prospective tenant.)



NAME A.	AGE B.	TENANT OR OCCUPANT C.	RELATIONSHIP TO TENANT D.	ESTIMATED CURRENT ANNUALIZED GROSS INCOME E.

Do you currently receive or do you have a Section 8 mobile voucher or certificate? (Agent does not discriminate based on source of income. This question is asked for the sole purpose of determining ability to pay rent.)

☐ Yes ☐ No

If yes please provide copy of current voucher from appropriate Housing Authority

HOUSEHOLD ASSETS:

Please complete the chart below and attach supporting documentation (no more than 60 days old) for all assets held by each household member over the age of 18. Assets include but are not limited to the following: Checking or savings accounts, CDs, money market accounts, Treasury bills, stocks, bonds, securities, trust funds, gifts, pensions, IRAs, Keoghs, other retirement accounts, real estate, rental property, other real estate holdings, all property held as an investment, and safe deposit box contents (include the value). All accounts must include complete statements with all pages and list dividend and interest information if applicable.

Asset Limitation:

- (A) For a household at or below the 80% of the area median income category, the combined total assets of the household cannot exceed \$75,000. For a household above 80% of the area median income category, the combined total assets of the entire household cannot exceed \$100,000. Government-approved college savings accounts and qualified retirement accounts, such as IRAs, Keogh plans, pension plans, and similar that have been established at least six (6) months prior to applying for an affordable unit, are exempt from consideration as part of the household's total assets unless they are being liquidated.
- (B) Applicants applying for affordable rental units can exceed the set forth asset limitations if all of the household members are over 65 years of age. In this instance, a household can have combined assets, **including all retirement funds of \$250,000.**
- (C) **If a household has disposed of an asset for less than the fair market value during the two years preceeding the filing of an application for affordable housing, then the BRA will count the asset as belonging to the applicant and will use its fair market value as part of the asset calculation.**

Please also note that the information provided above only serves to determine for which units an applicant may qualify. **Once a tenant is selected, formal income verification will be done by the developer or its agent in conjunction with the BRA.**

Account Holder's Name	Balance	Type Of Account or Asset	Account Number	Date Account Opened

******Disclosure: If it is determined that all of an applicant's assets were not disclosed at the time of application, an applicant can be denied approval.**

******Households that are determined to be ineligible cannot restructure their finances and reapply. There will be a two year waiting period to reapply for an affordable unit in the same income category after an applicant is deemed ineligible for being over the income/asset limit.**

******An applicant or household currently residing in an affordable unit who is not in compliance with the covenant for affordable unit requirements or income/asset limit for such affordable unit may not be eligible as an applicant for a different affordable Unit. The Authority reserves the right to deny approval of such applicant or household.**

PREFERENCE INFORMATION:

The following are the preferences attached to this project. Lottery participants who qualify for these preferences will be ranked higher than those that do not.

“Handicap Household” shall mean applicant with a disabled household member who is in need of an accessible unit.

Adaptable units are available to persons with mobility, hearing, or vision impairments that substantially limit one or more major life activities. This shall include but not be limited to those who have the inability to walk, difficulty walking, hearing difficulties, lack of coordination, and difficulty interpreting and reacting to sensory data.

Do you or a member of your household need an accessible unit?

- ☐ Yes
☐ No

If yes, you will be required to provide supporting documentation.

“Boston Resident” shall mean any individual whose permanent principal residence, where he or she normally eats, sleeps and maintains his or her normal personal and household effects, is in the City of Boston.

Are you seeking preference as a resident of the City of Boston?

- ☐ Yes
☐ No

If yes, attach proof of residency – copy of two (2) utility bills 1 from each utility company in your name dated within the last 60 days; e.g., (1)electric, (1) oil, (1) gas, or (1) telephone.

If utility bills cannot be provided the following documentation must be provided: current signed lease **AND** proof of voter registration from City of Boston Election Department or proof of automobile insurance (showing the address where the car is garaged).

Household Size: Households with at least one person per bedroom occupying the unit have preference over household with fewer than one person per bedroom.

My household size is _____

Bedroom Size Information: For which bedroom size are you applying? Choose one only.

- ☐ Studio
- ☐ 1 bedroom
- ☐ 2 bedroom
- ☐ 3 bedroom

Before you sign this form, please make sure you have attached the following documents:

- ☐ Copies of utility bills (if applicable)
- ☐ Copies of the **two** most recent consecutive **pay stubs** for each household members 18 years or older
- ☐ Copies of current **supporting documentation** for all **assets** held by each household member over the age of 18 (e.g., bank statements, mutual fund statements, retirement/ 401(k) statements etc.)
- ☐ Copies of **two years** most recent **federal** income tax returns (including all attachments, amendments, W-2 forms, and any income reported on form 1099) for each household member 18 years or older
- ☐ Copies of **two years** most recent **state** income tax returns (including all attachments and amendments) for each household member 18 years or older
- ☐ A year –to-date profit and loss statement for every member of the household 18 years old or older who is self-employed
- ☐ Signed Acknowledgement of BRA Income Certification

Marketing Agents/ Property Manager's Signature:

Marketing Agent's Signature

Date

Please read each item below carefully before you sign.

1. I hereby certify that the information provided in this preliminary application is correct to the best of my knowledge.
2. I understand that this is a preliminary application and the information provided **does not** guarantee housing. Additional information and verifications will be necessary to complete the income certification process, which will take place if the marketing agent offers me a unit that I find acceptable.
3. I understand that any material change in the income or assets of my household that occurs after the submission of this application may make me ineligible for affordable housing.
4. Co-signers and Guarantors **are not** permitted unless they are co-tenants who will reside in the unit.
5. I understand that approval from any source other than the BRA **does not guarantee** BRA income certification approval.
6. I understand that I may submit only one application per household and that submitting duplicate applications will disqualify my household from the lottery.

Applicant's Signature

Date

Applicant's Signature

Date

Race: (OPTIONAL)

Information will be used to determine effectiveness of affirmative outreach and compliance with fair housing programs. Response is **strictly voluntary** and will not affect your application.

☐ American Indian/Alaskan Native

☐ Asian or Pacific Islander

☐ Black (not of Hispanic origin)

☐ Hispanic

☐ White (not of Hispanic origin)

☐ _____

The information provided in this document is intended for **confidential purposes** used only for internal verification and confirmation and is exempt from public disclosure to the fullest extent permitted by law.

CERTIFICATE
Acknowledgement of BRA Income Certification

(Please note, the use of the singular “I” or “my” below, shall include the plural in the case of more than one prospective tenant.)

I understand that the Unit I propose to lease at _____ is restricted by the Boston Redevelopment Authority (the “BRA”).

I further understand that these restrictions include an income-eligibility requirement. I shall submit an Affidavit of Eligibility to the BRA with all necessary back-up information to verify my household income, so that the BRA can certify whether my household is eligible to lease the Unit.

I understand that the combined total assets of my entire household cannot exceed \$75,000 (for a household at or below the 80% HUD income category) or \$100,000 (for a household above the 80% HUD income category). I understand that assets include but are not limited to the following: The value of my present home(s), checking or savings accounts, CDs, money market accounts, treasury bills, stocks, bonds, securities, trust funds, gifts, cash on hand over \$500, real estate, rental property, other real estate holdings, personal property as an investment, and the value of safe deposit contents. I further understand that government-approved college savings accounts and qualified retirement accounts, such as IRAs, Keogh plans, pension plans, and similar, are exempt from consideration as part of the household’s total assets unless they are being liquidated, but that documentation of them must still be submitted.

If the BRA determines that my household is eligible, the BRA shall prepare a letter of approval and provide it to the Property Manager. This approval shall be good for 60 days. I understand that if more than 60 days elapse between the approval of my household and my occupancy of the Unit, my household income will need to be re-certified by the BRA. If my household is still income-eligible, the BRA shall issue a new approval letter.

I understand that if my household income is determined to exceed the income limits for this Unit at certification or re-certification, I will not be eligible to lease this unit. I also understand that if I am substantially below the income limit for the category of unit I would like to lease, the BRA reserves the right to request additional documentation to determine my ability to lease the unit.

I understand that Co-signers and Guarantors of leases are not permitted.

I understand that the BRA determination of my household income is based on information provided by me, as verified by the BRA, and that such determination is administrative in nature and therefore final when made.

Lessee

Lessee

Date:_____