

Full Name:  
Address1:  
Address2:  
City State Zip:  
Email:  
Case Manager Email:

THIS SECTION FOR APPLICANT:

Date Generated:

← Mail this form to the address at left.

Dear

Fold on this line

I am applying to the following waitlist, which I believe is open:

THIS SECTION FOR WAITLIST ADMINISTRATOR:

IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will pass it on to the applicant. Include this page so we know who the application is for!

We will also update our system, so the changed status of your waitlists will reach many thousands of applicants and their housing advocates. Also, you will boost your Fair Housing and ADA compliance exponentially!

[support@housingworks.net](mailto:support@housingworks.net)  
HousingWorks  
P.O. Box 231104  
Boston, MA 02123  
617-536-8561 fax

- ☐ This waitlist is closed. The only waitlists open at present are:
- \_\_\_\_\_
- \_\_\_\_\_
- ☐ This is not the right application. We have enclosed the correct application.
- ☐ You do not appear to qualify for this property, because: \_\_\_\_\_
- Name of Waitlist Administrator *optional* \_\_\_\_\_
- Phone of Waitlist Administrator *optional*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ X \_\_\_\_\_

Date Time Received. Application will be stamped to show when it was received:

**DO NOT LEAVE ANY QUESTION UNANSWERED!**

- ☐ HEAD OF HOUSEHOLD'S FIRST NAME
- ☐ HEAD OF HOUSEHOLD'S COMPLETE MIDDLE NAME
- ☐ HEAD OF HOUSEHOLD'S LAST NAME (EX: BAEZ GONZALEZ) ☐ SUFFIX
- ☐ YOUR MOTHER'S LAST NAME WHEN SHE WAS A CHILD

ANSWER THIS: ☐ Yes ☐ No Does the HoH have a Social Security Number? *If "Yes" you must provide the full SSN!*

- ☐ HEAD OF HOUSEHOLD'S SOCIAL SECURITY NUMBER ☐ HEAD OF HOUSEHOLD'S DATE OF BIRTH ☐ GENDER

- ☐ ETHNICITY ☐ RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial

- ☐ REQUESTED ACCOMMODATIONS Fill in the circle for anything you need:
- |   |  |  |
|---|--|--|
| <input type="radio"/> Fully Accessible Wheelchair Unit      | <input type="radio"/> Blind Accessible Unit            | <input type="radio"/> Need an Interpreter      |
| <input type="radio"/> No-Steps unit (elevator to any floor) | <input type="radio"/> Deaf Accessible Unit             | <input type="radio"/> Domestic Violence Victim |
| <input type="radio"/> First-Floor unit only                 | <input type="radio"/> Unit for Environmental Allergies | <input type="radio"/> Personal Care Attendant  |

- ☐ HoH's CAREER STAGE ☐ ANY VETERANS in HH? ☐ Yes ☐ No
- ☐ Employed ☐ Unemployed ☐ Retired ☐ FT Student ☐ PT Student

- ☐ PERMANENT MOBILE RENTAL ASSISTANCE, if any
- ☐ I do not have mobile rental assistance ☐ Mobile Section 8 voucher ☐ MRVP ☐ AHVP ☐ VASH or similar

- ☐ CRIMINAL RECORD AND SEX OFFENDER
- Head of Household:** Any **Felony/Conviction?** ☐ Yes ☐ No Any **Misdemeanor Conviction?** ☐ Yes ☐ No
- Other Members:** Any **Felony Convictions?** ☐ Yes ☐ No Any **Misdemeanor Conviction?** ☐ Yes ☐ No
- Is anyone in HH subject to a **lifetime sex offender registration** in any state? ☐ Yes ☐ No

- ☐ ANY PETS? ☐ Yes ☐ No Describe: \_\_\_\_\_

- ☐ HOUSEHOLD SIZE AND COMPOSITION ☐ ANNUAL INCOME ☐ DOCUMENTED DISABILITY?
- \_\_\_\_\_ ← # Adults \_\_\_\_\_ ← # Children \_\_\_\_\_ ← Total # in Household ☐ Yes ☐ No

- ☐ CURRENT HOUSING STATUS ☐ Homeless ☐ Housing Loss in 14 days ☐ Homeless under other federal status
- ☐ Homeless because Fleeing domestic violence ☐ At risk of homelessness ☐ Stably Housed

- ☐ BEST TELEPHONE NUMBER TO USE ☐ SECOND TELEPHONE

- ☐ EMAIL ADDRESS

- ☐ WHERE YOU LIVE OR BACKUP ADDRESS

AddressLine 1

Apt # or "care of" name

City

State

Zip

- ☐ BEST MAILING ADDRESS

Address Line 1

Apt # or "care of" name

City

State

Zip

- ☐ # BEDROOMS NEEDED? ☐ SPECIAL CIRCUMSTANCES? (*some programs may grant you priority status*)

- ☐ Disability ☐ Elder ☐ Local Resident ☐ Local Employee ☐ Local Student ☐ Homeless Vet. ☐ Fleeing Dom. Viol.
- ☐ Rent-burdened 40% ☐ Rent-burdened 50% ☐ HUD VAWA Certification ☐ Victim of Hate Crime.
- Displaced by: ☐ Urban Renewal ☐ Sanitary Code ☐ Natural Forces ☐ Other \_\_\_\_\_

PLEASE PRINT



Number of Bedrooms: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**City View Commons**  
26 Federal Court  
Springfield, MA 01105



Tel. (413) 737-7847 Fax (413) 788-9273



## RENTAL APPLICATION

Welcome to City View Commons!

In order to accept your application it must be filled out completely and be accompanied by:

1. Picture identifications for all members of your household 18 years and older.
2. Social Security cards OR Acceptable DHS/INS Documents indicating a Social Security number has been assigned for all members of your household. Applicants 62+ years old as of 1/31/10 are exempt from disclosing a Social Security Number.
3. Birth certificates for all members of your Household OR Acceptable DHS/INS Documents indicating eligible immigration status.
4. A copy of your mobile section 8 voucher (if applicable).
5. All members of the household 18 years or older must fill out a separate application.

Please note, the information provided on this application is only your current status and does not guarantee that your application will be approved and will be subject to further screening once an apartment becomes available.

Thank You!

City View Commons

The agent will provide help in reviewing this document. If necessary, persons in need of language assistance and/or a person with disabilities may ask for this application in large print type, or other alternate formats.

**Note:** Upon request to the Agent, you have the right to receive a Tenant Selection Plan Summary (with Program Description Insert) which summarizes the tenant application process, including eligibility and screening requirements, for occupancy in the Development.

## HEAD OF HOUSEHOLD

\_\_\_\_\_  
Last First M.I. D.O.B. S.S. #



### GENERAL INFORMATION

Please complete for those who will occupy the apartment (Applicant, co-applicant, children, other)

F/T Student (circle)

1. \_\_\_\_\_ Head of Household \_\_\_\_\_ Yes or No  
Last First M.I. D.O.B. (Circle) S.S. #

2. \_\_\_\_\_ Yes or No  
Last First M.I. D.O.B. Relationship S.S. #

3. \_\_\_\_\_ Yes or No  
Last First M.I. D.O.B. Relationship S.S. #

4. \_\_\_\_\_ Yes or No  
Last First M.I. D.O.B. Relationship S.S. #

5. \_\_\_\_\_ Yes or No  
Last First M.I. D.O.B. Relationship S.S. #

**Present Address** \_\_\_\_\_  
Street City State Zip Code From: To:

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Landlord (if Rents) \_\_\_\_\_  
Name Address Phone

Number of Bedrooms in current unit: \_\_\_\_\_ Do you ☐ Rent or ☐ Own (check one)

Amount of Current monthly rental or mortgage payment: \$ \_\_\_\_\_

If owned, do you receive monthly rental income from property? ☐ Yes ☐ No (check one)

Check Utilities Paid by you: ☐ Heat ☐ Electricity ☐ Gas ☐ Other (specify)

Approximate monthly costs of utilities paid by you (excluding phone and cable TV): \$ \_\_\_\_\_

No. of Autos \_\_\_\_\_ Reg. No. of Auto No. 1 \_\_\_\_\_ Reg. No. of Auto No 2 \_\_\_\_\_

In Case of Emergency Notify (Name): \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_ Phone : \_\_\_\_\_

**PREVIOUS RESIDENCY INFORMATION FOR THE LAST 3 YEARS**

**FRMC accepts 1 -3 years of rental history. Less than 1 year rental history will require 3 Professional Letters of Reference.**

Previous Address – Street address, City, State & Zip

Landlord Name    Landlord Address – Street address, City, State & Zip    Landlord Phone    From: To:

Previous Address – Street address, City, State & Zip

Landlord Name    Landlord Address – Street address, City, State & Zip    Landlord Phone    From: To:

Previous Address – Street address, City, State & Zip

Landlord Name    Landlord Address – Street address, City, State & Zip    Landlord Phone    From: To:

**INCOME INFORMATION**

Currently employed by \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Annual Gross Salary \_\_\_\_\_ Other (Commission/Bonus) \_\_\_\_\_

Do you have more than one (1) employer?    ☐ Yes    ☐ No

If yes, currently employed by \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Annual Gross Salary \_\_\_\_\_ Other (Commission/Bonus) \_\_\_\_\_

**Other sources of Income (i.e. Social Security, SSI, Retirement Fund, veterans benefits or disability, workman's compensation, pension, alimony/child support, AFDC/TANF compensation, military pay, unemployment, investments, income from business, contributions from friends or relatives, etc)**

Type \_\_\_\_\_ Amount \_\_\_\_\_ Frequency \_\_\_\_\_  
(Weekly, monthly, yearly)

Type \_\_\_\_\_ Amount \_\_\_\_\_ Frequency \_\_\_\_\_  
(Weekly, monthly, yearly)

Type \_\_\_\_\_ Amount \_\_\_\_\_ Frequency \_\_\_\_\_  
(Weekly, monthly, yearly)

Type \_\_\_\_\_ Amount \_\_\_\_\_ Frequency \_\_\_\_\_  
(Weekly, monthly, yearly)

**ASSET INFORMATION**☐ Checking ☐ Savings ☐ CD

Bank Name Account Number Balance

☐ Checking ☐ Savings ☐ CD

Bank Name Account Number Balance

☐ Checking ☐ Savings ☐ CD

Bank Name Account Number Balance

☐ Checking ☐ Savings ☐ CD

Bank Name Account Number Balance

☐ Checking ☐ Savings ☐ CD

Bank Name Account Number Balance

☐ Checking ☐ Savings ☐ CD

Bank Name Account Number Balance

**INVESTMENT, REAL ESTATE, TRUSTS, LIFE INSURANCE, MUTUAL FUNDS, STOCKS/BOND, AND ANY OTHER INCOME:**

Owner's Name	Description/Acct#/Policy #	Value/Shares	Annual Income/ Interest/Dividends
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**EXPENSES**

Do you pay any of the following expenses without full reimbursement from an insurance company or government agency?

Medical Expenses _____	Child Care Expenses _____
Elderly Expenses _____	Handicap Expenses _____

If you have checked any of the above, you must provide current receipts at the time your application is fully processed in order to be eligible for any income allowances/deductions.

**PRIORITIES OR SPECIAL DEDUCTIONS/CONSIDERATIONS**

Please respond to these questions if you wish to be considered for priorities or special deductions/ considerations:

1. Have you been displaced from your home?  
Yes \_\_\_\_ No \_\_\_\_ If so, please explain. \_\_\_\_\_
2. Does your present apartment contain health code violations? Yes \_\_\_\_ No \_\_\_\_  
If so, please describe: \_\_\_\_\_
3. Is your present apartment too small for your family? Yes \_\_\_\_ No \_\_\_\_
4. Does your current housing cause any accessibility or other problems for any member of the household who has a disability? Yes \_\_\_\_ No \_\_\_\_ .  
If so, please describe: \_\_\_\_\_
5. Have you or any member of your household suffered actual or threats of physical violence by a spouse or other member of the household? If so, please provide details. \_\_\_\_\_

## Supplemental Applicant Questionnaire

Answer either Yes or No to each of the following questions:

**YES      NO**

_____	_____	Do you expect any additions to the household in the next twelve months? If yes, please list name and relationship Explanation: _____
_____	_____	Do you have full custody of your child(ren)? If no, explanation of custody arrangements: _____
_____	_____	Do you have a Section 8 Voucher?
_____	_____	Have you or a family member ever been evicted?
_____	_____	Have you ever been convicted of a felony? Explanation: _____
_____	_____	Are you or any member of your household required to register as a Sex Offender under Massachusetts or any other state Law? If yes, list the name of the persons and the registration requirements (i.e. place where registration needs to be filed, length of time for which registration is required). _____ _____
_____	_____	Have you or any member of your household lived in any other state other than Massachusetts? If yes, list the names of the states: _____ _____
_____	_____	Will all of the persons in the household be or have been full time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students?

**NOTE: A failure to respond fully to these questions may result in rejection or denial of this application.**

***If yes, answer the following questions:***

	YES	NO
Are any of the full-time student(s) married and filing a joint tax return?	_____	_____
Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	_____	_____
Are any full-time student(s) TANF or title IV Recipient?	_____	_____
Are any full-time student(s) a single parent living with his/her minor child who is not a Dependent on another's tax return?	_____	_____

**How did you hear about this housing development?**

☐ Newspaper  
 ☐ Internet  
 ☐ Website  
 ☐ Advertisement  
 ☐ Resident Referral  
 ☐ Housing Authority  
 ☐ Other: \_\_\_\_\_

## STATEMENT OF INCOME AND ASSETS

Do you receive or expect to receive income from: (Check either YES or NO to each question)

YES	NO	INCOME SOURCE
_____	_____	Employment
_____	_____	Social Security
_____	_____	SSI
_____	_____	Pension
_____	_____	Veterans Benefits or Disability
_____	_____	Unemployment
_____	_____	Workman's Comp.
_____	_____	AFDC/TANF Comp./Public Assistance
_____	_____	Do you receive Alimony
_____	_____	Are you entitled to receive Alimony
_____	_____	Do you receive Child Support
_____	_____	Are you entitled to receive Child Support
_____	_____	Military Pay
_____	_____	Net Income from Business
_____	_____	Contributions from Friends or Relatives
_____	_____	Are there other wage earners residing in the household
_____	_____	Any income from sources not mentioned above?

YES	NO	ASSET TYPE
_____	_____	Checking Accounts
_____	_____	Savings Accounts
_____	_____	Certificate of Deposit
_____	_____	Stocks or Bonds
_____	_____	IRA's or Other Retirement Funds
_____	_____	Mutual Funds
_____	_____	Trust Accounts
_____	_____	Life Insurance (whole or universal)
_____	_____	Personal Property Held as Investment
_____	_____	Real Estate
_____	_____	*For Sale
_____	_____	*Rented
_____	_____	Other Current Assets
_____	_____	Any other assets that you owned in the previous 2 years
_____	_____	Any income from Assets?

**Real Estate Property:** Do you own any property? ☐ Yes ☐ No

If yes, Type of property \_\_\_\_\_ Location of Property \_\_\_\_\_

Appraised Market Value \$ \_\_\_\_\_ Mortgage or outstanding loans balance due \$ \_\_\_\_\_

Amount of annual insurance premium \_\_\_\_\_ Amount of most recent tax bill \$ \_\_\_\_\_

Have you sold/dispensed of any property in the last 2 years? ☐ Yes ☐ No

If yes, Type of property \_\_\_\_\_ Market Value when sold/dispensed \$ \_\_\_\_\_

Amount sold/dispensed for \$ \_\_\_\_\_ Date of transaction \_\_\_\_\_

**Other Assets:** Have you disposed of any other assets in the last 2 years:

(Example: given away money to relative, set up irrevocable Trust Accounts)? ☐ Yes ☐ No

Do you have any other assets not listed above (excluding personal property)? ☐ Yes ☐ No



## EQUAL OPPORTUNITY / FAIR HOUSING INFORMATION

First Resource Companies does not discriminate on the basis of race, color, religion, national origin, gender, disability, familial status, marital status, sexual orientation, genetic information, veteran/military status, receipt of public assistance, ancestry, age, gender identity or other basis prohibited by federal, state, or local law in the access or admission to its programs or employment or its programs, activities, functions or services.

The following information will be required by the Federal Government to monitor this owner / management agent's compliance with Equal Housing Opportunity and Fair Housing Laws. The law provides that an applicant may not be discriminated against on the basis of the information supplied below whether or not the information is furnished. Note: HUD Race and Ethnicity Data Form(s) must be attached for subsidized sites.

### ETHNIC CATEGORIES

☐ Hispanic or Latino ☐ Not-Hispanic or Latino

### RACE CATEGORIES

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other  
☐ I do not wish to furnish this information

I hereby certify that the information provided in this application is true and complete to the best of my knowledge and hereby acknowledge the understanding that this application constitutes my request for consideration as a tenant in the above development. It does not constitute a lease or a promise by the owner or management agent that an apartment will be made available to me. I understand that additional information may be requested to complete processing of my application.

I understand and grant permission for all the above information to be verified by the owner / agent. I further understand and grant permission to authorize a credit bureau service to make any consumer report and investigative consumer report, whereby information is obtained through public records, personal or telephonic interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry may include information as to my character, credit worthiness, credit standing, and credit capacity. I understand that I have the right to make a written request within a reasonable period of time to receive information about the nature and scope of any such report that is made.

I understand that a false statement or misrepresentation of any information on this application will affect approval for residence; and, in the event that I take occupancy, it shall be considered material non-compliance with the lease and a basis for termination of tenancy.

Finally, I understand and grant permission that information regarding my tenancy can and will be made available to a consumer credit agency, criminal checks, and / or other inquiring about my tenancy with the apartment complex during and after my tenancy period.

### RIGHT TO REASONABLE ACCOMMODATION

First Resource Companies will consider a reasonable accommodation, upon request for qualified people with disabilities when an accommodation is necessary, not just desirable, to ensure equal access to the development, its amenities, services and programs. Reasonable accommodations may include changes to the building, grounds or an individual unit and changes to policies, practices, and procedures.

\_\_\_\_\_ Please check here if you would like to make a request for a reasonable accommodation. Management will then provide you with a Request for a Reasonable Accommodation Form and will process such a request in accordance with Management's Reasonable Accommodation Policies and Procedures.

## SIGNATURE CLAUSE

I understand that management is relying on this information to prove my household's eligibility for the Affordable Housing Program. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I authorize my consent to have management verify the necessary information and expedite this process in anyway possible. I understand that my occupancy is contingent on meeting management's resident selection criteria and the Affordable Housing Program requirements. Upon request, you also have the right to receive a Tenant Selection Plan Summary and a Property Description Insert.

I hereby certify that I Will Not maintain a separate subsidized rental unit in another location. I further certify that this will be my permanent residence. I understand I must pay a security deposit for this apartment prior to occupancy. I understand that my eligibility for housing will be based on applicable income limits and managements selection criteria. I certify that all information in this application is true to the best of my knowledge and I understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy.

I understand that as a part of the application process, First Resource Management Companies will check many sources of information, which include Retail Credit Reports, Sex Offender Registry, Rental History, Arrest, Eviction, Student Status and Naturalization Records. Signing below gives us permission for this. I understand that to obtain or attempt to obtain Housing Assistance by committing fraud is a criminal offense under Federal and State Laws.

I/We hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. **Inquires may be made to verify the statements herein.** All information is regarded as confidential in nature, and a consumer credit report and a Criminal Offenders Record Information (CORI) report or other criminal background check may also be requested. I/We understand that false statements or information are punishable under applicable State or Federal Law. I/We hereby certify that we have received a notice from Management Agent describing the right to reasonable accommodations for persons with disabilities.

We request the following information to accept your application:

1. **Picture ID for all adult members of the household 18 years or older.**
2. **Social Security Cards OR Acceptable DHS/INS Documents for all household members. Applicants 62+ years old as Of 1/31/10 are exempt from disclosing a Social Security Number.**
3. **Birth Certificates for all members of the household.**
4. **A copy of your mobile section 8 voucher (if applicable).**
5. **All members of the household 18 years or older must fill out a separate application.**

I understand that the information provided on this application is only my current status and does not guarantee that my application will be approved and will be subject to further screening once an apartment becomes available.

Signed under the pains and penalties of perjury.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Signature Date

**INCOMPLETE APPLICATIONS WILL BE REJECTED.**

**The information on this application is up to date or any changes have been made as of:**

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

\_\_\_\_\_  
Date

