

Don't staple the pages of this application together!

1. Some providers *scan* the application, and if you staple, that means removing staples from 1000 applications every week or month.
2. If you include a letter, don't staple that either: providers need to quickly get to your waitlist data and your cover page just gets in the way.

Use #10 double window envelopes. Fold on the line, and addresses will fit in the windows.

Dear

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

App Generated:

 **ATTN: WAITLIST ADMINISTRATOR** 

**Is this waitlist closed? Anything else you want to tell the 900 Housing Advocates and the nearly 200,000 applicants using our system?**

**USE BLOCK PRINT to fill in the appropriate information below.** Save paper and ink by faxing only this one page to HousingWorks – we will immediately update your information! See fax number below.

☐ **This particular waitlist is closed: At present, our only open waitlists are:**

\_\_\_\_\_

☐ **This is not the correct application. The correct application is available in this way:**

\_\_\_\_\_

Your position or title at this housing program: \_\_\_\_\_

Your signature: \_\_\_\_\_

**HousingWorks Fax: 617-536-8561**

*If you direct applicants to try our free search to locate OTHER HOUSING OPTIONS, you reduce frivolous applications and eliminate possibly hundreds of phone calls:*

**www.HousingWorks.net**



**HOUSINGWORKS**  
For Everyone

**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"/> <b>Fully Accessible Wheelchair</b> Unit      | <input type="radio"/> <b>Blind Accessible</b> Unit                     | <input type="radio"/> Need an <b>Interpreter</b>      |
| <input type="radio"/> <b>No-Steps unit</b> (elevator to any floor) | <input type="radio"/> <b>Deaf Accessible</b> Unit                      | <input type="radio"/> <b>Domestic Violence Victim</b> |
| <input type="radio"/> <b>First-Floor unit only</b>                 | <input type="radio"/> Unit designed for <b>Environmental Allergies</b> |   |

- ☐ 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

- ☐ BEST MAILING ADDRESS

- ☐ # BEDROOMS NEEDED? ☐ SPECIAL CIRCUMSTANCES? (*some programs may grant you priority status*)
- ☐ Disability ☐ Elder ☐ Veteran ☐ Fleeing Domestic Violence ☐ Rent-burdened  
☐ Displaced by ☐ Public Action ☐ Sanitary Code ☐ Natural Forces ☐ Other \_\_\_\_\_

# TAMMY BROOK APARTMENTS

155 King Avenue ■ Weymouth, MA 02188 ■ Tel: (781) 331-3717 ■ Fax: (781) 331-8204 ■ TTY: 711  
email: TammyBrook@BeaconCommunitiesLLC.com

Please print clearly. Please use black or blue ink ONLY. Applications with white out or applications completed in pencil will not be accepted. \* If something below does not apply to you, please write "N/A".

Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Bedroom Size Requested: ☐ 2 Bdrm ☐ 3 Bdrm

List ALL persons who will occupy the apartment. Please fill in all requested information.

	Name	Birthdate	SS#	Gender	Relationship	Annual Wage
Applicant						
Co-						
(3)						
(4)						

Will a pet be part of your family? ☐ Yes ☐ No

How did you hear about this *Beacon Community*? \_\_\_\_\_

Why have you selected/applied to live at a *Beacon Community*? \_\_\_\_\_

Do you or any members of your household require any reasonable accommodations to be made to your apartment (i.e., wheelchair access, apparatus for the hearing impaired, etc.)? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

**Present Housing:** Do you ☐ Own ☐ Rent ☐ Other

If "other", what is your relationship to the current landlord? \_\_\_\_\_

Name of **Present** Landlord: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tel. #: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

Dates of Residency: From \_\_\_\_\_ To Present Day Monthly rent: \$ \_\_\_\_\_ Utilities: \$ \_\_\_\_\_

If above listed residency is less than 5 (five) years, please complete the following:

Name of **Previous** Landlord: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tel. #: \_\_\_\_\_ Fax #: (    ) \_\_\_\_\_

Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_ Monthly rent: \$ \_\_\_\_\_ Utilities: \$ \_\_\_\_\_

Name of **Previous** Landlord: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tel. #: \_\_\_\_\_ Fax #: (    ) \_\_\_\_\_

Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_ Monthly rent: \$ \_\_\_\_\_ Utilities: \$ \_\_\_\_\_

**Current Employment – Applicant**

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: (    ) \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Verification Contact Person: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

**Current Employment - Co-Applicant**

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: (    ) \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Verification Contact Person: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

**Other Income**

**Monthly Amount**

Social Security : \_\_\_\_\_ \$ \_\_\_\_\_

Suppl. Soc. Income (SSI): \_\_\_\_\_ \$ \_\_\_\_\_

Veteran's Assistance: \_\_\_\_\_ \$ \_\_\_\_\_

Pensions: \_\_\_\_\_ \$ \_\_\_\_\_

Other Income: \_\_\_\_\_ \$ \_\_\_\_\_

**Bank References**

<u>Name</u>	<u>Bank Address</u>	<u>Type of Account</u>	<u>Account No.</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Credit References**

<u>Name</u>	<u>Type of Account</u>	<u>Account No.</u>
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_____	_____	_____
_____	_____	_____

### Assets

Stocks \_\_\_\_\_ Bonds \_\_\_\_\_  
Real Estate \_\_\_\_\_ 401(k)/Retirement Fund \_\_\_\_\_  
Other \_\_\_\_\_

### **DEMOGRAPHIC INFORMATION (Optional)**

These are optional questions, but are important for fair housing purposes.

Please indicate appropriate category.

If you choose not to answer, please write N/A in the space provided. Thank you.

#### **Race of Head of Household # \_\_\_\_\_**

- |                                      |                     |              |
|--------------------------------------|---------------------|--------------|
| 1. American Indian or Alaskan Native | 3. African American | 5. Caucasian |
| 2. Asian or Pacific Islander         | 4. Hispanic         | 6. Other     |

### **In Case of Emergency, Please Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Work Telephone: \_\_\_\_\_

**I understand that this is a preliminary application. I also understand that additional information may be requested at a later date to complete the processing.**

In consideration for being permitted to apply for this apartment, I Applicant, do represent all information in this application to be true and that the owner/manager/employee/agent may rely on this information when investigating and accepting this Rental Application. Applicant hereby authorizes the owner/manager/agent to make independent investigations to determine my credit, financial standing, criminal background, including sex offender registration history, and character standing. Applicant authorizes any person, or background checking agency having any information on him/her to release any and all information to the owner/manager/employee or their agents or background checking agencies. Applicant hereby releases, remises and forever discharges, from any action whatsoever, in law and equity, and all owners, managers and employees or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold harmless from any suit or reprisal whatsoever.

Beacon Residential Management Limited Partnership, Agent for this community, does not discriminate on the basis of race, color, religion, sex, national origin, familial status, physical or mental disability, ancestry, marital status, sexual orientation, age (except minors) or lawful source of income in the access or admission to its programs or employment, or in its programs, activities, functions or services.

The above statements are made under the penalties of perjury and all must be verified.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leasing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**AUTHORIZATION TO RELEASE INFORMATION**

RE: Applicant:

Community Name: ***Tammy Brook Apartments***  
167B King Avenue  
Address: Weymouth, MA 02188  
(781) 331-3717

As managing agents for Tammy Brook Apartments, we are required to verify the eligibility of all members of families applying for admission and verify this information periodically for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this family. A signed authorization for your release appears below. Please complete the attached form and return it to the address below at your earliest convenience. Thank you for your assistance.

---

Property Manager

---

Print Name

---

Date

---

***Release by Applicants/Residents***

I hereby authorize you to furnish all requested information.

---

Signature

---

Date

---

Print Name

---

Signature

---

Date

---

Print Name

---

Signature

---

Date

---

Print Name

**ADDENDUM TO THE RENTAL APPLICATION**

Beacon Residential Management prohibits the admission to its communities of persons with a lifetime registration requirement under a state sex offender registration program.

- Do you have a registration requirement under a state sex offender registration program? \_\_\_\_\_
- If so, in what state? \_\_\_\_\_
- Is the registration requirement a lifetime requirement?      ☐ Yes      ☐ No

**CERTIFICATION**

I/We certify that all information on this addendum is true to the best of my/our knowledge and I/we understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign this Addendum to the Rental Application.

SIGNATURE(S):

(Signature of Applicant)	Date
(Signature of Co-Applicant)	Date
(Signature of Co-Applicant)	Date
(Signature of Management Representative)	Date