

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:

Housing Authority or Management Office Only

Is this waitlist closed? Any other questions or concerns? *Fill in the appropriate circle(s) below and fax this page to HousingWorks at the number below – and we will correct the problem. Hundreds of thousands of applicants check our free website to see what lists are open! Keeping us updated will save you many phone calls, reduces frivolous applications - and takes only 10 minutes a year.*

☐ **This particular waitlist is closed: The only open waitlists we have at present are:**

☐ **This is not the correct application. The correct application is available by/from:**

☐ **Any other info you wish to tell HousingWorks?**

Your position or title at this housing program: _____

Your signature: _____

HousingWorks Fax: 617-536-8561



Head of Household's FIRST NAME

Head of Household's MIDDLE NAME

Head of Household's LAST NAME

YOUR MOTHER'S MAIDEN NAME

HoH's SOCIAL SECURITY NUMBER

HoH's DATE OF BIRTH

GENDER

ETHNICITY

Also provide your race at right!

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

Do **NOT** write Spanish, Hispanic, Latino here – and do **NOT** write your country!

REQUESTED ACCOMMODATIONS ○ = ● Do you need a:

☐ Fully Accessible Wheelchair Unit☐ Blind Accessible Unit☐ Need an Interpreter☐ No-Steps unit (elevator to any floor)☐ Deaf Accessible Unit☐ Domestic Violence Victim☐ First-Floor unit only☐ unit designed for Environmental Allergies

HoH's CAREER STAGE

☐ Employed☐ Unemployed☐ Retired☐ FT Student☐ PT Student

MOBILE RENTAL ASSISTANCE

☐ I do not have mobile rental assistance☐ Mobile Section 8 voucher☐ MRVP☐ AHVP☐ VASH or similar

Head of Household -Any Felony/Conviction?

☐ Yes ☐ No

Any Misdemeanor Conviction?

☐ Yes ☐ No

Other Members: Any Felony Convictions?

☐ Yes ☐ No

Any Misdemeanor Conviction?

☐ Yes ☐ NoIs anyone in HH subject to a lifetime sex offender registration in any state? ☐ Yes ☐ No

TOTAL HOUSEHOLD SIZE

How much money does your family receive in a year?☐

←# Adults

←# Children

←Total #

☐

.00

YOUR HOME TELEPHONE

SECOND TELEPHONE

YOUR EMAIL ADDRESS

BEST MAILING ADDRESS

This is:

SECOND MAILING ADDRESS

This is:

BEDROOMS NEEDED?

SPECIAL CIRCUMSTANCES? - *some programs may assign you a priority status*☐ Disability☐ Elder☐ Veteran☐ Fleeing Domestic Violence☐ Displaced by: _____☐ Rent-burdened☐ Other

ASPEN SQUARE MANAGEMENT, INC., RENTAL APPLICATION

Apt # Leased _____

(Subject to Owner's Approval)

			Date	
Name of Applicant-(First, last, middle)		Maiden Name		SS#
Present Address		<input type="checkbox"/> Rent <input type="checkbox"/> Own	Home Phone	
Cell Phone	Email Address		Driver's License No	State of Issue
City	State	Zip	Apt. No.	How Long at Present Address?
Present Landlord/Apartment Name		City	State	Zip
Former Address		City	State	Zip
Former Landlord/Apartment Name		City	State	Zip
Current Occupation		Gross Salary		Length of Employment
Current Employer		Complete Address		Phone Number
Immediate Supervisor's Name and Title				Phone Number
Past Employer (if less than 6 months at current position)		Length of Employment	Gross Salary	Phone Number
Additional Income (describe source)				
IF APPLICABLE: Current College/University Attending		Projected Date of Graduation	Major/Minor	
In Case of Emergency Notify	Relation to Applicant	Complete Address		Phone number
Personal Reference (Name)	Complete Address			Home Phone Number
Occupation	Relation to Applicant	Work Phone Number		Years Known
Personal Reference (Name)	Complete Address			Home Phone Number
Occupation	Relation to Applicant	Work Phone Number		Years Known

1.	Has any civil judgment been entered against you for the collection of a debt in the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	5.	Have you ever been convicted of a sexual offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Do you have or intend to have water filled furniture in the rental unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	6.	Have you ever been evicted or refused to pay rent for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Do you have, or intend to have, any pets in the rental unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	7.	Have you ever been convicted for possession, use or sale of illegal substances? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you filed for bankruptcy in the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	8.	Have you ever been convicted of a felony in the past 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "yes" to any of the above questions, please explain below (use reverse side if necessary):

LIST ALL OTHER OCCUPANTS WHO WILL RESIDE IN APARTMENT: (All occupants 18 and over must file separate applications)

NAME	DATE OF BIRTH	SOC.SEC #	NAME	DATE OF BIRTH	SOC.SEC #
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____

ALL RENTS ARE DUE AND PAYABLE ON THE FIRST DAY OF EACH MONTH IN ADVANCE.

Pursuant to Fair Housing Laws, the management shall neither refuse to rent or lease an apartment to any person because of race, color, creed, religion, national origin, ancestry, handicaps or familial status of the applicant nor discriminate in the terms offered or the services rendered. Management is not responsible for loss by fire, theft, smoke or water. The undersigned warrants and represents that all statements herein are true and permits verification. Should it be determined prior to or at any time during a subsequent tenancy that information given was false, landlord reserves the right to terminate said tenancy immediately. The undersigned agrees to provide documentation necessary to substantiate present or prior earnings which are to be considered as a basis for payment of rent. The undersigned further agrees to execute upon presentation a lease in the usual form and on terms and conditions therein stated, which lease may be terminated by the Lessor if any statement herein made is not true. This application and deposit are taken subject to previous applications. I hereby give permission to photocopy my driver's license. I hereby give permission to obtain information on my credit, rental history, criminal history, income verification, and other references, now or in the future for the purpose of this application or for enforcing the provisions of any future lease with Aspen Square Management, which include, but are not limited to, the collection of rent and any other balances due.

_____ (the "Company") uses an electronic communication system to ensure important messages reach you quickly and efficiently. Periodically, you will receive notifications from our office via email, phone call/voicemail or text. If any of your information changes over time, please be sure to contact the office so we can always have the most current contact information in order to keep you informed of important information regarding your tenancy and the property.

By signing this form below, you authorize and give _____ (the "Company") permission to send you voice, text, e-mail or other mobile service commercial messages, advertisements and/or solicitations to the e-mails or numbers set forth above. Please be advised that you may be charged by your mobile/wireless carrier for receipt of these messages. The Company plans to communicate information to you via these messages. The Company will not sell or distribute your personal contact information. You can revoke this authorization or "opt out" of receiving future messages from the Company at any time by notifying the office in writing, texting the "opt out" code back to the specified text number indicated in the text message or by clicking on the automatic opt-out link at the bottom of any message that the company sends you.

Rental Agent _____

Prospective Resident _____