

Name: First MI Last:

Address1:

Address2:

City State Zip:

Email:

Case Manager Email:

THIS SECTION FOR APPLICANT:

Date completed:

← Applicant: Mail application to the address at left.

Applying for:

Fold on this line

THIS SECTION FOR WAITLIST ADMINISTRATOR:

Landlords: 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!

For Landlords Only!  
[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 mm/dd/yyyy ☐ GENDER M, F, T, etc.

- ☐ ETHNICITY: Hispanic/Latino, Non-Hispanic/Non-Latino, **Client Refused** ☐ RACE: Asian, Black or African American, White, American Indian or Alaskan Native, Pacific Islander or Native Hawaiian, Other or Multi-Racial, **Client Refused**

- ☐ I am not claiming any R.A. or Special Circumstances at the moment (else fill in any of the items below)

- ☐ Fully Accessible Wheelchair Unit ☐ Vision-Impaired Unit ☐ Need an Interpreter - Explain:  
☐ No-Steps unit (elevator to any floor) ☐ Hearing-Impaired Unit ☐ Domestic Violence Victim  
☐ First-Floor unit only ☐ Unit for Environmental Allergies ☐ 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

If yes, name the agency providing the voucher:

- ☐ 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 Details

- ☐ ANY PETS? ☐ Yes ☐ No Number of Pets: 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 check this box if backup address is the same as best mailing address below.

AddressLine 1

Apt # or "care of" name

City

State

Zip

- ☐ BEST MAILING ADDRESS

Address Line 1

Apt # or "care of" name

City

State

Zip

- ☐ PREFERRED # OF BEDROOMS? SPECIAL CIRCUMSTANCES? (*some programs may grant you a 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 \_\_\_\_\_



EQUAL HOUSING OPPORTUNITY



This box is for Office Use Only

Date of Receipt: \_\_\_\_\_  
Time of Receipt: \_\_\_\_\_  
Control Number: \_\_\_\_\_  
Bedrooms: \_\_\_\_\_  
Language: \_\_\_\_\_

# The Elms PBV Site Based Waiting List Application

## STANDARD APPLICATION FOR PROJECT BASED SECTION 8 VOUCHER PROGRAM

### AMESBURY HOUSING AUTHORITY

180 Main Street  
Amesbury, Massachusetts 01913

**Phone:** (978) 388-2022

**Fax:** (978) 388-4926

### (PLEASE PRINT)

**Incomplete applications will not be processed.** Please complete all information requested on the application. If a question is not applicable, please write N/A. **Make sure to sign the last page.** **If you need additional space to provide an answer, please attach an additional sheet(s).** Once completed please mail or hand carry to the Amesbury Housing Authority main office.

1. Name of Applicant: \_\_\_\_\_

Address of Current Residence: \_\_\_\_\_ Apt. No. \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2. **Type of Project Based Section 8 Housing You Are Applying For:**

**The Elms** (single room for homeless single individual with alcohol dependency. Supportive services are attached to the project):

Single Room Occupancy \_\_\_\_\_

3. Do you have any special needs due to a disability or need a reasonable accommodation s YES NO  
such as a first floor unit for medical reasons? Specify:

\_\_\_\_\_

4. Do you need a wheelchair accessible apartment? (Circle One) YES NO

5. Members of household to live in Unit, including Head of Household: (Attach additional sheet if necessary).

Name: First, Middle, Last	Relationship	Social Security Number*	Sex*	Date of Birth	Occupation or Student Status
	HEAD		M F		
			M F		
			M F		
			M F		
			M F		
			M F		
			M F		

6. Is a change in the household composition expected? (Circle One) YES NO  
 If yes, what type? \_\_\_\_\_ When? \_\_\_\_\_

**7. INCOME BEFORE DEDUCTIONS:**

Estimate the Gross Income anticipated for ALL household members from all sources for the next 12 months.

Please specify all sources.

Household Member Name		Name and Address of Employer or Source of Income	Gross Income For Next 12 months
	Salaries, Wages, Including Overtime/Tips		\$
	Net Income From Business or Profession		\$
	Trust Income, Interest & Dividends		\$
	Pensions & Annuities		\$
	Regular Unemployment or Disability Compensation		\$
	Regular Social Security Benefits and/or SSI		\$
	T.A.F.D.C., Public Assistance or EAEDC		\$
	Regular Alimony Support Payments, Gifts		\$
	Other Income		\$

**TOTAL GROSS INCOME \$** \_\_\_\_\_

8. **EXPENSES:**

Expense for Care of Children or Sick/Incapacitated Person <i>If necessary</i> for Employment	\$
Un-reimbursed Medical Expenses	\$
Alimony or Child Support Payment Health Insurance	\$
Other	

**TOTAL EXPENSES \$** \_\_\_\_\_

9. **ASSETS:** List below the assets of everyone to live in the unit. Include all bank accounts, stocks, bonds, trust agreements, real estate, etc. **DO NOT** include clothing, furniture or cars.

Household Member	Asset Type	Asset Value or Current Balance	Name of Financial Institution	Account Number
		\$		
		\$		
		\$		
		\$		

10. Have you sold, transferred or given away any real property or assets in the last two (2) years? YES NO

**IF YES:** Date of sale/transfer: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
Amount of the sale/transfer: \_\_\_\_\_  
Value of the sale/transfer: \_\_\_\_\_

11. Does anyone in your household own a car? (Circle One) YES NO

Make of Car \_\_\_\_\_ Year \_\_\_\_\_ Reg. Number \_\_\_\_\_  
Make of Car \_\_\_\_\_ Year \_\_\_\_\_ Reg. Number \_\_\_\_\_

12. **List Addresses for each Adult Household Member for the Last Five Years in Reverse Order. Please list primary lease holder (head of household) if someone other than yourself. Use additional sheet if necessary.**

(a.) Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ From: \_\_\_\_\_ To: **Present**

Name of Primary Leaseholder: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Landlord Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Did this landlord bring any court action against the leaseholder or you? (Circle One) YES NO

Did this landlord return your security deposit? (Circle One) YES NO N/A

(b.) Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Primary Leaseholder: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Landlord Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Did this landlord bring any court action against the leaseholder or you? (Circle One) YES NO

Did this landlord return your security deposit? (Circle One) YES NO N/A

(c.) Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Primary Leaseholder: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Landlord Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Did this landlord bring any court action against the leaseholder or you? (Circle One) YES NO

Did this landlord return your security deposit? (Circle One) YES NO N/A

13. **References:** List two references. These should not be relatives or household members.

(a.) Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

(b.) Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

14. Have you, or any member of your household ever received housing assistance from this or any other Housing Agency or Housing Authority? (Circle One) YES NO

If yes: Name of Head of Household at that time: \_\_\_\_\_

Relation to Present Applicant: \_\_\_\_\_ Date Moved Out: \_\_\_\_\_

Name of Housing Agency: \_\_\_\_\_

Date Moved Out: \_\_\_\_\_

Reason Moved Out: \_\_\_\_\_

When you moved out, were you in compliance with the lease and other program requirements?

(Circle One) YES NO

If NO, please explain: \_\_\_\_\_

15. Are you a Board Member, employee, or a member of the immediate family of any employee of a board member of the Amesbury Housing Authority? (If so, this will not necessarily disqualify your Application.)

(Circle One) YES NO

If yes, please explain: \_\_\_\_\_

16. Do you have any pets? (Circle One) YES NO If yes, how many? \_\_\_\_\_

If yes, Please describe: \_\_\_\_\_

17. **Emergency Reference:** Name of a relative or friend NOT planning to live with you. We will contact this person if we are not able to reach you in the case of an emergency.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

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

Telephone \_\_\_\_\_ Telephone 2, if any: \_\_\_\_\_

**18. Criminal Record:**

(a.) Have you or any member of your household who will live in the unit ever been convicted of a crime?

(Circle One) YES NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Do you or any member of your household who will live in the unit have any criminal matters pending?

(Circle One) YES NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S CERTIFICATION:**

**I understand that it is my responsibility to inform the Amesbury Housing Authority, in writing, of any change of preference status, address, income or household composition.** I authorize the Amesbury Housing Authority to make inquiries to verify the information I have provided in this application. I certify that the information I have given in this application is true and correct. I understand that any false statement or misrepresentation may result in the denial of my application.

**I understand that all adult household members will be required to sign a Declaration of U.S. Citizenship form and adults responsible for minor children under the age of 18 will also sign a Declaration of a U.S. Citizenship form. The Amesbury Housing Authority will verify that those not claiming U.S. citizenship are eligible non-citizens. I understand that the Amesbury Housing Authority will request Criminal Offender Record Information from the Criminal History Systems Board and 3<sup>rd</sup> party verification of all income and assets reported for all adult members of the household. I understand each adult family member is required by HUD to sign an Authorization for the Release of Information/Privacy Act Notice (HUD form 9886).**

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY;** I understand that a photocopy of this application and a photocopy of this signature is as valid as the original.

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

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Warning:** 18 U.S.C. 1001 provides among other things that whoever knowingly and willfully makes or uses a document or writing containing false, fictitious or fraudulent statement or entry in any matter within the jurisdiction of a department or agency of the United States shall be fined not more than \$10,000 or imprisoned for not more than five years or both.



This is an important notice. Please have it translated.  
Este é um aviso importante. Queira mandá-lo traduzir.  
Este es un aviso importante. Sirvase mandarlo traducir.  
ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG  
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY  
Ceci est important. Veuillez faire traduire.  
本通知很重要。请将之译成中文。  
នេះគឺជាដំណឹងល្អ សូមមេត្តាបកប្រែជូនផង



**EQUAL OPPORTUNITY HOUSING/EQUAL OPPORTUNITY EMPLOYER**



**AMESBURY HOUSING AUTHORITY**  
**Occupancy Department/Tenant Selection**



***Federal Privacy Act Statement/Fair Information Practices Act Statement of Rights***

Re: \_\_\_\_\_ SSN/Client ID: \_\_\_\_\_  
**Applicant/Tenant Name**

**FEDERAL PRIVACY ACT STATEMENT**

The U.S. Department of Housing and Urban Development (HUD) will collect and verify information you gave to the AMESBURY HOUSING AUTHORITY (AHA) at application and re-examination. HUD will collect the information on Form HUD-50058. the data it will collect includes name, sex, birth date, Social Security number (SSN), income (by source), assets, certain deductible expenses, and the rental payment.

The Privacy Act of 1974, as amended, requires us to tell you about this. We also are required to tell you what HUD will do with the information.

HUD may use the information to manage and monitor HUD-assisted housing programs. It also may verify whether the information is accurate and complete by doing a computer match.

HUD may give the information to Federal, State, and local agencies when it will be used for civil, criminal or regulatory investigations and prosecutions. HUD also may make summaries of resident data available to the public. Other than these uses, HUD will not release the information outside HUD, except as permitted or required by law.

The Housing and Community Development Act of 1987, 42 U.S.C. 3543, requires applicants and residents to give the AHA the SSN(s) of household members at least six (6) years old. If you are an applicant and you have been issued or use a SSN(s) and you do not give them to the AHA, the AHA is required to deny or withdraw your housing assistance.

The U.S. Housing Act of 1937, as amended, 42 U.S.C. 1437 et. seq., and the Housing Community Development Act of 1981, P.L. 97-35, 85 stat., 348, 408 require applicants and residents to provide the other information (listed in the first paragraph) to the AHA. If you are an applicant and you fail to give the AHA this information, the AHA may have to reject your application or delay acting on it. If you are receiving housing assistance and you do not give the AHA this information, the AHA may have to evict you or withdraw your housing assistance.

**FAIR INFORMATION PRACTICES ACT STATEMENT OF RIGHTS**

The Amesbury Housing Authority (AHA) collects information about applicants and tenants to determine eligibility, amount of rent, and correct apartment size. The information collected is used to manage the housing programs, to protect the public's financial interest and to verify the accuracy of information submitted. When permitted by law; it may be released to government agencies, local public housing authorities, other regional non-profit housing agencies, and to civil or criminal investigators and prosecutors. Otherwise, the information will be kept confidential and only used by AHA staff in the course of their duties.

The Fair Information Practices Act established requirements governing AHA's use and disclosure of the information it collects. Applications and tenants may give or withhold their permission when requested by AHA to provide information (subject to the exceptions above); however, failure to permit AHA to obtain the required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an applicant or tenant, you have the following rights in regard to the information collected about you:

1. No information may be used for any purpose other than those described above without your consent.
2. No information may be voluntarily disclosed to any person other than those described above without your consent. If we receive a legal order to release the information, we will notify you.
3. You or your authorized representative has a right to inspect and copy any information collected about you.
4. You may ask questions and receive answers from the AHA about how we collect and use your information.

You may object to the collection, maintenance, dissemination, use, accuracy, completeness or type of information we hold about you. If you object, we will investigate your objection and will either correct the problem or make your objection part of the file. If you are dissatisfied, you may refer to the AHA's Section 8 Housing Choice Voucher Program Administrative Plan.

I/We have read this Statement and have also received a copy for my/our reference.

\_\_\_\_\_  
**Signature, Head of Household**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature, Head of Household**

\_\_\_\_\_  
**Date**