

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



← **APPLICANTS: MAIL TO THIS ADDRESS.
DO NOT FAX THIS APPLICATION!**

Fold on this line _____

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

Date Generated:

FOR WAITLIST ADMINISTRATORS ONLY
LANDLORD: Are any of your waitlists CLOSED or NEWLY OPEN?
If so, tear off this top page. Fill out below and fax this one page to us at 617-536-8561.
(Alternately, email it to support@housingworks.net)

The changed status of your waitlists will reach thousands of housing advocates and applicants.
You also boost your Fair Housing and ADA compliance exponentially because our site works for applicants with disabilities and limited English proficiency.

- ☐ **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 _____

BEVERLY HOUSING AUTHORITY
137 (REAR) BRIDGE STREET
BEVERLY MA 01915
(978) 922-3100

TYPE _____ F or E
BEDROOM SIZE _____
CONTROL _____
VERF/DOC REC'D _____

FEDERAL PUBLIC HOUSING ELDERLY APPLICATION

HEAD OF HOUSEHOLD: _____

MAIDEN NAME: _____

ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIP CODE: _____

TELEPHONE # _____ WORK # _____

1.) **RACE DESIGNATION:** Responding to this question is optional. If anyone in your household is a Minority, you may classify your household in that category.

WHITEBLACK AMERICAN INDIAN/ALASKAN NATIVE ASIAN/PACIFIC ISLANDER
ETHNICITY DESIGNATION: HISPANIC NON- HISPANIC

2.) **Are you or any member of your household disabled and need an accommodation?** YES NO
If yes, please specify any special needs: _____

Do you need a wheelchair accessible apartment? (circle one) YES NO

3.) **FAMILY COMPOSITION:** LIST ALL MEMBERS WHO LIVE IN HOUSEHOLD (INCLUDING HEAD)

PRINT CLEARLY Name; First Middle, Last	Relationship to Head	Sex	Date of Birth	Social Security Number
1.				
2.				
3.				
4.				
5.				
6.				

4.) **Is a change in family composition expected?** YES NO
If yes, what type of change? _____ When? _____

5.) **INCOME BEFORE DEDUCTIONS:** Estimate the gross income anticipated for all household members from all sources for the next twelve (12) months. Specify all sources.

Member #	Source of Income	Name & Address of Employer or Agency Providing Income	Gross	
			Monthly	Weekly
	Wages, O.T., Tips			
	Wages, O.T., Tips			
	Self-Employed Business Income			
	Social Security SSI & SSDI			
	Pension/ Annuity			
	Veterans Benefits			
	Retirement			
	Unemployment /Disability Compensation			
	Child support/ Alimony			
	AFDC, Public Assistance			
	Interest Dividends			
	Inheritance, Gifts			
	Trust Income / Other			

6.) **ASSETS:** List below the assets of everyone who will live in the unit. Include all (no matter how small) savings, checking, stocks, bonds, savings certificates, money markets, real estate, trusts, IRAs, Keoghs, inheritances, capital gains, lottery winnings, insurance settlements, life insurance, policies, etc.

Member #	Type of Asset	Financial Institution Name and Address	Current Value	Interest Rate

7.) **EXPENSES & ALLOWANCE INFORMATION:**

- A) Number of Dependents (this includes minors, full time students and handicapped/disabled family members BUT NEVER the Head, Spouse, or Foster Children) _____
- B) Is this a household in which the head or spouse is at least 62 years of age or handicapped/disabled? **YES** **NO**
- C) Total Child Care Expenses:
Expense to enable Family Member to work. *Member name* _____ \$ _____
- D) Total Handicap Assistance Expense. *Name(s) of household members enabled to work* _____
\$ _____
- E) Total Medical Expenses Not Reimbursed by others (Elderly, Handicapped/Disabled Households Only)
\$ _____

8.) **Have you sold or transferred any property in the last two years?** **YES** **NO**

If yes, what was the date of sale? _____
Amount of Sale? \$_____ Fair Market Value of House at that time? \$_____

9.) **Does anyone in your household own a car?** **YES** **NO**

Make of Care_____ Year _____ Plate # _____
Make of Care_____ Year _____ Plate # _____

10.) **LOCAL RESIDENT:** Household at time of application and at time of update for final eligibility, is living in Beverly. Local resident also includes a person who, at time of application and at the time of final eligibility, is employed or has been hired to work in the city of Beverly. This DOES NOT include people living temporarily with friends/relatives, or in a local homeless shelter unless their last primary residence was in Beverly.

- Do you currently rent in Beverly? **YES** **NO** If yes, rent amount\$ _____ a month.
 - VERIFICATION REQUIREMENT: Copy of Lease or Utility bill.
- Are you currently employed in Beverly? **YES** **NO** If yes, where? _____
 - VERIFICATION REQUIREMENT: Pay Stub with company address or written proof of a job offer.

11.) **REFERENCES:** You must list two (2) personal references who are not related or household members.

1. Name: _____
Address: _____
City, State, Zip _____
Phone # _____
2. Name: _____
Address: _____
City, State, Zip _____
Phone # _____

12.) ADDRESS HISTORY: List addresses for the last five (5) years **starting with your current address.**

1.

Street: _____ City: _____ Zip _____

Lived there from: _____ to present

Name of Landlord: _____

Address of Landlord: Street: _____ City: _____

State: _____ Zip Code _____ Phone _____

2.

Street: _____ City: _____ Zip _____

Lived there from: _____ to _____

Name of Landlord: _____

Address of Landlord: Street: _____ City: _____

State: _____ Zip Code _____ Phone _____

3.

Street: _____ City: _____ Zip _____

Lived there from: _____ to _____

Name of Landlord: _____

Address of Landlord: Street: _____ City: _____

State: _____ Zip Code _____ Phone _____

4.

Street: _____ City: _____ Zip _____

Lived there from: _____ to _____

Name of Landlord: _____

Address of Landlord: Street: _____ City: _____

State: _____ Zip Code _____ Phone _____

13.) Have you or any member of your household, ever received housing assistance from any other housing agency or group?

YES NO

If yes: Name of Head of Household at the time _____

Name of Housing Agency: _____

Type of Housing _____

Date Moved Out: _____

Did you leave as a tenant in good standing? YES NO

If no, please explain: _____

14.) Do you have pets? YES NO If yes, specify: _____

This question is informational only and in no way constitutes permission to have a pet in Public Housing. Please refer to our Pet Policy posted in the main office for more information regarding the types of pets allowed.

15.) EMERGENCY REFERENCE: List below the name of a relative or friend not planning to live with you.
We will attempt to contact this person if we are unable to reach you or in case of an emergency.

Name: _____ Relationship: _____

Full Address _____

Phone #: _____

Email: _____

16.) **CRIMINAL RECORD:** Have you or any member of your household who will live in the unit ever been convicted of a misdemeanor or a felony? YES NO

If yes, please explain: _____

PLEASE NOTE: The Beverly Housing Authority will request criminal history from the Criminal History System Board for all applicants 17 years of age and older.

17.) Please list all states outside of Massachusetts that you or any household member have lived. List the member, States and time frames: _____

18.) Are you or any household member registered or required to register with any State or Federal Sex Offender Registry?
Circle One: YES NO

If yes, list member, state and date: _____

ALL QUESTIONS MUST BE ANSWERED IN ORDER TO PROCESS YOUR APPLICATION PROPERLY
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED.

I understand that this application is not a unit offer. I understand that the Housing Authority will make no more than one offer of an appropriate unit. If I do not accept the offer, I will lose any preference status for three (3) years and my application will be removed from the waiting list. Based upon this application, I understand I should not make any plans to move or end my present tenancy until I have received a written unit offer from the Housing Authority. I hereby warrant and represent that I shall use the housing for which I am applying as my Primary Residence. As used herein, the term "Primary Residence" means a principal home (domicile) occupied not less than nine months of the year. I **understand it is my responsibility to inform the BHA in writing of any change of address, income, or household size.** I authorize the BHA to make inquiries to verify the information I have provided in this application. I certify that the information I have given is true and correct. I understand that any false statement or misrepresentation may result in the cancellation of my application.

Applicant Signature

Date

Co-Applicant Signature

Date

