

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

HoH's SOCIAL SECURITY NUMBER		GENDER	HoH's DATE OF BIRTH
○		○	

ETHNICITY Also provide your race at right!	RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial Do <b><u>NOT</u></b> write Spanish, Hispanic, Latino here – and do <b><u>NOT</u></b> write your country!
○	○

○ YOUR MOTHER'S MAIDEN NAME
-----------------------------

YOUR HOME TELEPHONE	SECOND TELEPHONE
○	
YOUR EMAIL ADDRESS	
○	

CURRENT ADDRESS <u>OR</u> LONG-TERM CONTACT ADDRESS
This is:
○
○

SECOND CONTACT ADDRESS
This is:
○
○

TOTAL HOUSEHOLD SIZE	# BEDROOMS	How much money does your family receive in a year?
○ # Adults # Children Total #	○	○ .0 0

INCOME SOURCES
○

MOBILE RENTAL ASSISTANCE, if any
○

REQUESTED ACCOMMODATIONS
○

SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE
○

# HAMPTON COURT APARTMENTS

20 Hampton Avenue  
Northampton, Massachusetts 01060  
(413) 585-0020

## **Residential Rental Application I**

FOR OFFICE USE ONLY: Date \_\_\_\_\_ Agent \_\_\_\_\_  
Property Address \_\_\_\_\_ Unit No. \_\_\_\_\_ Rent \$ \_\_\_\_\_

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information.

Date of Application \_\_\_\_\_ Desired Move-In Date \_\_\_\_\_

Type and Size of Unit Wanted (No. of Bedrooms, etc.) \_\_\_\_\_

How Did You Hear About Our Property? through the www.housingworks.net website

### **PERSONAL INFORMATION**

Applicant's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Driver's License No. & State \_\_\_\_\_

Full Names of All Other Residents	Relationship to You	Date of Birth

## RESIDENCE HISTORY

PRESENT ADDRESS: \_\_\_\_\_

Telephone \_\_\_\_\_ At Present Address/Date From: \_\_\_\_\_ To: Present

Present Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

At Previous Address / Date From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

## EMPLOYMENT INFORMATION

PRESENT STATUS: ☐ Employed Full-Time ☐ Part-Time ☐ Not Employed ☐ Retired ☐ Student

PRESENT EMPLOYER: (or most recent) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed/From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

PREVIOUS EMPLOYER:

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed/From: \_\_\_\_\_ To: \_\_\_\_\_

To: \_\_\_\_\_

IF STUDENT, LIST SCHOOL \_\_\_\_\_ School Telephone \_\_\_\_\_

Present Grade Level \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

## BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH \_\_\_\_\_ Telephone \_\_\_\_\_

Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

Loan Account No. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

BANK NAME & BRANCH \_\_\_\_\_ Telephone \_\_\_\_\_

Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

Loan Account No. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

OTHER REFERENCE \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

## CO-APPLICANT INFORMATION

Co-Applicant's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Driver's License No. & State \_\_\_\_\_  
CO-APPLICANT'S EMPLOYMENT: ☐ Employed Full-Time ☐ Part-Time ☐ Not Employed ☐ Retired ☐ Student  
CO-APPLICANT'S EMPLOYER: (or most recent) \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed /From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

## OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_  
Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color Tag No. /State \_\_\_\_\_  
Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color Tag No./State \_\_\_\_\_  
Other Car, Motorcycle, etc. \_\_\_\_\_  
HOW MANY PETS DO YOU OR OTHER OCCUPANTS OWN? \_\_\_\_\_  
Kind of Pet, Breed, Weight, and Age \_\_\_\_\_  
HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? ☐ Yes ☐ No  
Been evicted or asked to move out? ☐ Yes ☐ No Broken a Rental Agreement or Lease? ☐ Yes ☐ No  
Been sued for damage to rental property? ☐ Yes ☐ No Declared Bankruptcy? ☐ Yes ☐ No  
Comments/Explanation \_\_\_\_\_  
If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.  
Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

IN CASE OF PERSONAL EMERGENCY, NOTIFY \_\_\_\_\_  
Relationship \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING.

In considering this application from you, management will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT: DO NOT WRITE BELOW

THIS PAGE FOR MANAGEMENT USE ONLY

Date Application Received \_\_\_\_\_ Received By \_\_\_\_\_

**RECORD OF DEPOSITS/ADVANCE PAYMENTS:**

Date	Description	Amount

**REFERENCE VERIFICATION:**

Reference	Remarks	Spoke With	By
<input type="checkbox"/> Present Landlord			
<input type="checkbox"/> Previous Landlord			
<input type="checkbox"/> Employer			
<input type="checkbox"/> Previous Employer			
<input type="checkbox"/> Co-Res. Employer			
<input type="checkbox"/> Bank (I)			
<input type="checkbox"/> Bank (II)			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Other			
<input type="checkbox"/> Credit Bureau			

**DISPOSITION OF APPLICATION:**

☐ *Approved*   ☐ *Not Approved*   By \_\_\_\_\_ Date \_\_\_\_\_

IF NOT APPROVED, INDICATE REASON(S):   ☐ Unfavorable Credit Report   ☐ Unfavorable Employment Reference  
☐ Unfavorable Report From Landlord   ☐ Size or Number of Pets   ☐ Other (Specify): \_\_\_\_\_

Applicant Notified By (Name) \_\_\_\_\_ Date Notified \_\_\_\_\_

Notified Via: ☐ Letter or Form (Attach Copy)   ☐ Telephone   ☐ In-Person   ☐ Fax

Name of Person Notified \_\_\_\_\_ Notes \_\_\_\_\_

**MOVE-IN INFORMATION:**

**ITEMIZED CHARGES**

Unit Number/Address _____ _____ Lease Term From _____ To _____ Date of Expected Move-In _____ Notes _____ _____ _____	Rental Rate	\$
	Security Deposit	\$
		\$
		\$
		\$
		\$
		\$
		\$