

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

THIS SECTION FOR APPLICANT:

Date Generated:

← Mail this form to the address at left.

Dear

Fold on this line

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

THIS SECTION FOR WAITLIST ADMINISTRATOR:

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!

[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*

Date Time Received. Application will be stamped to show when it was received:

DO NOT LEAVE A SINGLE 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  
Male, Female, etc.

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

- ☐ REQUESTED ACCOMMODATIONS    Fill in the circle for anything you need:

☐ 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 for Environmental Allergies
- ☐ Personal Care Attendant

- ☐ HoH's CAREER STAGE

☐ Employed    ☐ Unemployed    ☐ Retired    ☐ FT Student    ☐ PT Student
- ☐ ANY VETERANS in HH?    ☐ Yes    ☐ No

- ☐ 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 MAILING ADDRESS)

Address Line 1

Apt # or "care of" name:

City

State

Zip

- ☐ PREFERRED MAILING ADDRESS

Address Line 1

Apt # or "care of" name:

City

State

Zip

- ☐ # BEDROOMS NEEDED?

☐ SPECIAL CIRCUMSTANCES? (*some programs may grant you 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: \_\_\_\_\_

Section 8

Project-Based Voucher Program

dhcd

Massachusetts

EQUAL HOUSING OPPORTUNITY

Pre-Application for housing assistance

Please complete and return to:

Metro Housing | Boston  
1411 Tremont Street  
Boston, MA 02120  
(617)859-0400

For agency use only:  
Date/Time Stamp/  
Control Number

Please print neatly in ink. All fields are required. Submit this form only. Incomplete, photocopied, e-mailed or faxed applications will not be accepted. If you are already on our tenant-based Section 8 waiting list your record will be updated using the information that you provide below. Due to the volume of applications received, we will not verify the receipt of mailed applications. We cannot be responsible for material that is illegible or missing as a result of transmitting by fax or e-mail or lost/delayed through the mail.

IMPORTANT!

One-third of all applicants are dropped from the waiting list due to unreported address changes. Do not let this happen to you. Report any change of address in writing to the agency listed above.

Head of Household Information

Social Security Number		Phone (include area code)		
First Name	Middle Name	Last Name		
Address		City/Town	State	Zip code
Shelter Name	Shelter Address	City/Town	State	Zip code

Family Information

Write in the approximate amount of your family's gross (before taxes) annual income. Include all sources for all family members.  
**Gross annual household income** \$ \_\_\_\_\_

List the Head of Household and all other members who will be living in the unit. Give the relationship of each family member to the head. For example: spouse/partner, son, daughter, aunt, grandmother, etc....

First Name	Last Name	Relation to Head	Birth Date	Age	Sex	Social Security Number
		Head of Household				

If you have more than eight family members, please check here ☐ and list them on a separate piece of paper.

For Agency Use Only. Number of Household Members   
Household Bedroom Size: ☐ Single ☐ 1BR ☐ 2BR ☐ 3BR ☐ 4BR ☐ 5BR

Check if the head of household or spouse is: 62 years old or older ☐ Disabled ☐

Check if anyone in the household requires a wheelchair accessible unit ☐

We collect data on race & ethnicity in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic. Your answers will not affect your application.

Race of head of household (You may choose more than one of the following)  
White ☐ Black/African American ☐ American Indian/Alaskan Native ☐ Asian ☐  
Native Hawaiian/Other Pacific Islander ☐

Ethnicity of head of household (Check only one)  
Hispanic ☐ Non-Hispanic ☐


What is your current housing situation? (Check only one box)

☐ I am homeless  
☐ I live in substandard housing  
☐ I have been involuntarily displaced by fire, flood, or other natural disaster  
☐ I pay more than 50% of my monthly income for rent and utilities  
☐ I live in a shelter  
☐ I am doubled up with friends or relatives  
☐ I live in public housing  
☐ I live in a transitional housing program  
☐ I live in subsidized housing  
☐ Other (describe)


























Location of Project-Based Apartments

From the list below, check the box next to the communities where you would like to live. Please do not choose a community unless you think you would really live there. Only check properties that have apartments appropriate for your household size. If you select a property from the list below that you are not eligible to occupy you will not be added to that waiting list. The housing agency will make the final determination of eligibility based on the family information that you are providing in this pre-application. If you need a larger apartment as a reasonable accommodation for a disability please contact the agency listed above for assistance in completing this form.

**Single Room Occupancy (SRO)** and **Enhanced Single Room Occupancy (ESRO)** units are *only* for one person. SRO units typically have shared bathrooms and may have not have a kitchen or have a shared kitchen. ESRO units have private bathrooms and may have kitchenettes. If you are a single person household and are not elderly or disabled you may only choose properties that have SRO and ESRO units. **Studio** apartments do not have a separate bedroom but have a full kitchen. **Elderly** apartments are for persons over 62 years of age. **Supportive Service** apartments provide certain services to tenants and you must have a documented need for the supportive services offered at these properties.

Properties that have **wheelchair accessible** apartments are marked with the  logo - contact us for more information on the available bedroom sizes of these apartments.

**NOTE: Effective June 5, 2009, any projects listed below that are highlighted in yellow are temporarily closed to new applicants, until further notice.**

	Community	Property/Street	Number of Units by Bedroom Size								
			 Elderly Only	Supportive Services	SRO	ESRO	Studio	1 BR	2 BR	3 BR	4 BR
<input type="checkbox"/>	Allston	1201 Comm. Ave.			6						
<input type="checkbox"/>	Arlington	Capitol Square Apts.						2	6		
<input type="checkbox"/>	Arlington	Russell Terrace			2						
<input type="checkbox"/>	Arlington	Summer, Broadway, Bow and Webster							3	1	
<input type="checkbox"/>	Bedford	447 Concord Road							2	2	
<input type="checkbox"/>	Boston	1740 Washington St.			8						
<input type="checkbox"/>	Boston	Boston YWCA				15	3	2			
<input type="checkbox"/>	Cambridge*	Putnam Green						2	4	2	
<input type="checkbox"/>	Charlestown	Zelma Lacey		X	X		15	5			
<input type="checkbox"/>	Chelsea*	Highland Terrace						1	4	3	
<input type="checkbox"/>	Chelsea	Janus Highlands							2	5	1
<input type="checkbox"/>	Chelsea	TILL Building							3	2	
<input type="checkbox"/>	Chelsea*	Spencer Green 113 Spencer Ave						2	2	4	
<input type="checkbox"/>	Chelsea*	Spencer Row 205-221 Spencer Ave						1	4	3	
<input type="checkbox"/>	Chelsea*	Harbor Cove 63 Washington Ave.			X			3	16	5	
<input type="checkbox"/>	Dorchester*	Hearth at Olmstead Green (Kingbird Rd.)		preference				15			
<input type="checkbox"/>	Dorchester	1129 Dorchester Ave.						6	1	1	
<input type="checkbox"/>	Dorchester	14-24 Roach St.						3	5		
<input type="checkbox"/>	Dorchester	1285 -1291 Mass Ave							1	3	
<input type="checkbox"/>	Everett	19 Hancock St.			3						
<input type="checkbox"/>	Jamaica Pl.	82 Green St.			10						
<input type="checkbox"/>	Medford	4-6 Ashland St.			3						
<input type="checkbox"/>	Mission Hill	Doe House			4		1				
<input type="checkbox"/>	Newton	Pelham House		X			3				
<input type="checkbox"/>	Quincy	6 Fort St						1	6	1	
<input type="checkbox"/>	Quincy	The Moorings		X				30	9		
<input type="checkbox"/>	Quincy*	Granite St Housing							3	2	
<input type="checkbox"/>	Quincy	Winter Gardens						2	3	1	
<input type="checkbox"/>	Roxbury*	Grandfamilies House							5	3	
<input type="checkbox"/>	Roxbury*	Familias Unidas			X	6			1	1	
<input type="checkbox"/>	Roxbury	430-436 Dudley St.			3						
<input type="checkbox"/>	Roxbury	28 Mt. Pleasant St.			2						
<input type="checkbox"/>	Roxbury	25 Ruggles St.		X	X		35				
<input type="checkbox"/>	Roxbury	10 & 20 Amory Ave.							7	3	
<input type="checkbox"/>	Somerville*	75 Cross Street			X				2	6	
<input type="checkbox"/>	Somerville	109 Gilman St.								1	
<input type="checkbox"/>	Somerville	32 Kent St.						2	6		
<input type="checkbox"/>	Somerville*	St. Polycarp Apts.- Phase I						2	3	3	
<input type="checkbox"/>	Somerville*	St. Polycarp Apts.- Phase II						2	4	2	
<input type="checkbox"/>	Somerville*	St. Polycarp Apts.- Phase III						1	4	3	
<input type="checkbox"/>	Wakefield	48 Water St.			6						
<input type="checkbox"/>	Watertown*	1060 Belmont Street						2	5		
<input type="checkbox"/>	Watertown	Coolidge School Apts		X				4			
<input type="checkbox"/>	Watertown	Marshall Place Apts		X				8			

\*Applicants meeting a specific preference will be selected first. You will be mailed information on how to qualify for a preference.

This housing list is updated periodically. For information on the availability of new apartments or on apartments in other parts of the state call the number at the top of this form or visit the Housing Consumer Education Center website at [www.masshousinginfo.org](http://www.masshousinginfo.org)

**Certification of Applicant**

Please read this statement very carefully. By signing, you are agreeing to its terms.

I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that:

- ✓ any misrepresentation or false information will result in my application being cancelled or denied, or in termination of housing assistance;
- ✓ this is a pre-application for project-based rental assistance through DHCD and its regional administering agencies and is not an offer of housing;
- ✓ at the time I rise to the top of the waiting lists, I will be required to provide verification of the information I have provided here, in accordance with federal housing regulations and DHCD policy;
- ✓ it is my responsibility to notify any one of DHCD’s regional administering agencies in writing of any change of address and my application may be cancelled if I fail to do so;
- ✓ it is my responsibility to notify any one of DHCD’s regional administering agencies in writing of any change in family size or composition that might affect the number of bedrooms my family requires and my failure to do so may affect my place on the waiting list;
- ✓ my participation in the Section 8 housing program is subject to my being eligible and in compliance with HUD and DHCD regulations; and that I will be subject to a criminal history check.

I agree that DHCD can share my information with other state agencies for the purposes of determining program eligibility.

**Signature of head of household**

**Date**