

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:

 **ATTN: WAITLIST ADMINISTRATOR** 

Is this waitlist closed? Anything else you want to tell the 900 Housing Advocates and the nearly 200,000 applicants using our system?

USE BLOCK PRINT to fill in the appropriate information below. Save paper and ink by faxing only this one page to HousingWorks – we will immediately update your information! See fax number below.

☐ **This particular waitlist is closed: At present, our only open waitlists are:**

☐ **This is not the correct application. The correct application is available in this way:**

Your position or title at this housing program: _____

Your signature: _____

HousingWorks Fax: 617-536-8561

If you direct applicants to try our free search to locate OTHER HOUSING OPTIONS, you reduce frivolous applications and eliminate possibly hundreds of phone calls:

www.HousingWorks.net



HOUSINGWORKS
For Everyone

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 ☐ GENDER

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

- ☐ REQUESTED ACCOMMODATIONS Fill in the circle for anything you need:
- | | | |
|--|--|---|
| <input type="radio"/> Fully Accessible Wheelchair Unit | <input type="radio"/> Blind Accessible Unit | <input type="radio"/> Need an Interpreter |
| <input type="radio"/> No-Steps unit (elevator to any floor) | <input type="radio"/> Deaf Accessible Unit | <input type="radio"/> Domestic Violence Victim |
| <input type="radio"/> First-Floor unit only | <input type="radio"/> Unit designed for Environmental Allergies | |

- ☐ 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

- ☐ 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 ADDRESS

- ☐ BEST MAILING ADDRESS

- ☐ # BEDROOMS NEEDED? ☐ SPECIAL CIRCUMSTANCES? (*some programs may grant you priority status*)
- ☐ Disability ☐ Elder ☐ Veteran ☐ Fleeing Domestic Violence ☐ Rent-burdened
☐ Displaced by ☐ Public Action ☐ Sanitary Code ☐ Natural Forces ☐ Other _____



community development partnership

Three Main Street Mercantile Unit # 7 Eastham, MA 02642
Tel: 508-240-7873, ext 17 *TDD #1-800-439-0183 Fax: 508-240-1511



A. For Office Use ONLY

Name: _____

Unit Size: 1B/1BH/2B/3B

App. Rec'd: _____ **Time:** _____

Income: Very Low/Low

Mgr. Signature



WELLFLEET APARTMENTS

HOUSING APPLICATION

PLEASE PRINT

This is an application for housing for **Wellfleet Apartments** located in Wellfleet, MA. Please complete this application and return to the address listed at the bottom of this page. Complete applications are placed on the wait list in order of date and time received. An applicant may be interviewed for an available unit only after CDP receives the complete tenant application.

A. GENERAL INFORMATION

Applicant Name(s): _____

Address: _____

Mailing Address (if different): _____

Telephone # _____ No. of Bedrooms in current unit _____

Do you own _____ or rent _____? Amount of current monthly rent \$ _____

Check utilities paid by you: Heat _____ Gas _____ Electricity _____ Other _____

Approximate amount in utilities paid by you (excluding phone & cable TV): \$ _____.

Bedroom Size Requested: ___ 1 BR ___ 2 BR ___ 3 BR ___ Handicap Accessible Unit

CDP and Wellfleet Apartments is an Equal Housing Opportunity Company, with projects in compliance with 504 and Fair Housing Regulations. CDP accommodates any applicants who need assistance in filling out this application.

Return completed application to:
Community Development Partnership
3 Main Street Unit #7
Eastham, MA 02642

The Fair Housing Act prohibits discrimination in the sale, rental or financing of housing on the basis of race, color, religion, sex, disability, familial status, or national origin. Federal law also prohibits discrimination on the basis of age. Complaints of discrimination may be forwarded to the Administrator, USDA Rural Development, Washington, DC 20250.

List ALL persons who will live in the apartment. (List Head of Household First)

	Name	Relationship	Birth-date	Age	Social Security #
1.	_____				
2.	_____				
3.	_____				
4.	_____				
5.	_____				

Is anyone in this household a full time student: Yes _____ No _____

Name(s) _____

B.INCOME: LIST ALL SOURCES OF INCOME AS REQUESTED BELOW

FAMILY MEMBER	SOURCE OF INCOME	MONTHLY AMOUNT
	a. Social Security	
	Social Security	
	b. Pension	
	Pension	
	Source of Pension(s) _____	
	c. Veterans Benefits	
	Claim # _____	
	d. SSI/SSDI Benefits	
	SSI/SSDI Benefits	
	e. Unemployment Comp	
	Unemployment Comp	
	f. AFDC/TAFDC/EADC	
	g. Wages -- Gross	
	Employer: _____	
	Position held: _____	
	How Long? _____	
	g. Wages -- Gross	
	Employer: _____	
	Position held: _____	
	How Long? _____	
	h. Full Time Student Income	
	(Only Full Time Students 18 and over)	
	h. Full Time Student Income	
	(Only Full Time Students 18 and over)	
	i. Alimony	
	j. Child Support	
	k. Interest Income	
	Interest Income	
	l. Other Income	
	Other Income	
	m. Long Term Care Insurance	

TOTAL GROSS ANNUAL INCOME (Base this on the monthly amounts listed above and multiply x 12) \$ _____

Do you anticipate any changes in this income in the next 12 months? Yes _____ No _____

If Yes, please explain:

C. ASSETS (for checking, **average 6 month daily balance**—call your bank and ask)

TYPE OF ASSET	ACCOUNT NUMBER	BANK	BALANCE
Checking Account(s)			
Savings Account(s)			
Trust Accounts			
Certificates			
Credit Union			
Savings Bonds			
Maturity Date		Value	
Maturity Date		Value	
Whole Life Insurance			
Policy #		Face Value	
		Cash Value of Life Insurance Policy	

Real Property: Do you own any property? Yes _____ No _____

If Yes, type of property _____

Location _____

Appraised Market Value \$ _____

Mortgage or Outstanding Loans Balance Due \$ _____

Amount of Annual Insurance Premium \$ _____

Amount of Most Recent Tax Bill \$ _____

Have you Sold/Disposed of Any Property in the Last 2 Years? Yes _____ No _____

If Yes, type of property _____

Market Value When Sold/Disposed of \$ _____

Amount Sold/Disposed of for \$ _____

Date of Transaction _____

1. Have you disposed of any other Assets in the last 2 years (example: Given away money to relatives, set up Irrevocable Trust Accounts)? Yes _____ No _____

If Yes, Describe Asset _____

Date of Disposition _____

Amount Disposed \$ _____

2. Do you have any other Assets not listed above(excluding personal property)?

Yes _____ No _____

If Yes, list _____

D. MEDICAL/CHILDCARE/DISABLED ASSISTANCE EXPENSES

Medical Costs: Complete this part ONLY if Head of Household or Spouse is 62 or Older, Disabled or Handicapped.

1. Medicare Premiums Monthly Amount \$ _____
Monthly Amount \$ _____
2. Medical Insurance Coverage-Name & Address of Insurance Company

Monthly Amount \$ _____
3. Anticipated Medical/Drug/Prescription/Non Prescription costs NOT covered by Insurance NOR reimbursed: Monthly Amount \$ _____
4. Medical bills or outstanding costs you are making Monthly Payments for:
Balance due \$ _____ Monthly Payments \$ _____
Payable to _____
5. Medical related travel costs – Monthly cost \$ _____
6. Projected costs NOT covered by Insurance NOR reimbursed for the next 12 months
\$ _____
7. Any other Medical expenses: List type and Amounts:
Type: _____ Amount: \$ _____
Type: _____ Amount: \$ _____

Childcare Costs: Complete ONLY for children 12 and younger:

1. Name(s) of Children cared for

Age _____
Age _____
Age _____
Age _____
2. Name & Address of person OR Agency caring for children _____

3. Weekly cost for Childcare Due to Employment \$ _____
4. Weekly Cost for Childcare Due to Education \$ _____

Disabled Assistance Expenses: Attendant care and/or apparatus expense that enables disabled applicants or others in the household to work. Complete ONLY if Disabled Expenses allow someone in the household to work.

List Type of Expenses, Weekly Amount, Paid to whom:

E. PROGRAM INFORMATION

1. Are you Applying for status as an “Elderly Household,” where the tenant or co-tenant is 62 or older, handicapped or disabled as defined by Rural Development? Yes ___ No ___
If “Yes” you will be eligible for a \$400 deduction and Medical Expense deductions (eligibility must be verified.)
2. Would you or anyone in your household benefit from a wheelchair or other handicapped accessible unit: Yes _____ No _____
If so, would you like to request an adapted unit? Yes _____ No _____

3. Are you currently living in Subsidized Housing? Yes _____ No _____
4. Have you ever resided in Housing financed and/or Subsidized by the Government?
Yes _____ No _____ If Yes, Name & Address _____
5. Have you ever been evicted from Public Housing or any other Federal Housing Program?
Yes _____ No _____
6. Have you ever been evicted from any other housing? Yes _____ No _____
7. Have you ever been convicted of a felony? Yes _____ No _____
8. Are you currently using illegal drugs? Yes _____ No _____
9. Have you ever been convicted of sale, distribution, or possession of illegal drugs?
Yes _____ No _____
10. Are you now or will you become a part time or full time student prior to move-in?
Yes _____ No _____
11. How did you hear about this housing? _____
12. Will you take an Apartment when one is available? Yes _____ No _____
13. Briefly describe your reasons for applying _____

14. Are you a smoker? Yes _____ No _____

F. REFERENCE INFORMATION

Current Landlord: Name _____
Address _____
Home Phone _____ Business Phone _____

Previous Rental Information:

Prior Landlord _____
Address _____
Home Phone _____ Business Phone _____

Prior Landlord _____
Address _____
Home Phone _____ Business Phone _____

G. CREDIT REFERENCES

- | | |
|----------------------|----------------------|
| 1. Name _____ | 2. Name _____ |
| Address _____ | Address _____ |
| City/State/Zip _____ | City/State/Zip _____ |
| Phone _____ | Phone _____ |

H. PERSONAL NON-RELATED REFERENCES

1. Name _____ Address _____
Phone _____

2. Name _____ Address _____
Phone _____

3. Name _____ Address _____
Phone _____

In Case of Emergency Notify _____
Address _____
Phone _____

I. OTHER REQUIRED INFORMATION

VEHICLES: List any cars, trucks or other vehicles owned. (Parking will be provided for one vehicle. Arrangements with management will be necessary for more than one vehicle.)

Type of vehicle _____ Year/Make _____ Color _____
License Plate # _____ Driver's License # _____

Type of vehicle _____ Year/Make _____ Color _____
License Plate # _____ Driver's License # _____

PETS: Do you own any pets? Yes _____ No _____

If Yes, describe _____

J. CERTIFICATION/AUTHORIZATION

CERTIFICATION

I/We hereby certify that I/we do/will not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our primary residence. I/We understand I/we must pay a security deposit for this apartment. I/We understand that my/our eligibility for housing will be based on Rural Development or Section 8 income limits and by CDP selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/we understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy.

SIGNATURE:

TENANT

CO-TENANT

Dated _____

Dated _____

AUTHORIZATION

I/We do hereby authorize CDP and its staff or authorized representative to contact any agencies, local police departments, offices, groups or organizations to obtain and verify any information or materials which are deemed necessary to complete my/our application for housing in programs administrated/managed by CDP. I/We further authorize CDP to verify all information listed on this application.

SIGNATURE:

TENANT

CO-TENANT

Dated _____

Dated _____

**FOR RURAL DEVELOPMENT 515 PROGRAM
APPLICANTS ONLY**

FAMILY HOUSEHOLD COMPOSITION

“The information solicited on this application is requested by the apartment owner in order to assure the Federal Government, acting through Rural Development, that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, marital status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of the individual applicants on the basis of visual observation or surname.”

I do not wish to furnish this information _____

Ethnicity:

Gender:

Race/National Origin:

“ In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).”

**Orleans Housing Authority
Criminal Offender Record Information (CORI)
Acknowledgement Form**

The Orleans Housing Authority is registered under the provisions of M.G.L. c. 6, 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the Massachusetts Department of Criminal Justice Information Services (DCJIS). I hereby acknowledge and provide permission to the Orleans Housing Authority to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Orleans Housing Authority with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER AND LICENSING PURPOSES ONLY: the Orleans Housing Authority may conduct subsequent CORI related checks within one year of the date of this form was signed by me provided, however that the Orleans Housing Authority must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on the following acknowledgement form is true and accurate.

Signature

Date

SUBJECT INFORMATION:

Last Name	First Name	Middle Name	Suffix
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Maiden Name (or other name(s) by which you have been known)

Date of Birth

Place of Birth

Last Six Digits of Your Social Security Number _____ - _____

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Drives License of ID Number: _____ Sate of Issue: _____

Mother's Full Maiden Name

Father's Full Name

Current and Former Addresses:

Street Number & Name	City/Town	State	Zip Code
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Street Number & Name	City/Town	State	Zip Code
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The above information was verified by reviewing the following form(s) of government issues identification:

Verified By: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee

Self-Affidavit

Applicant/Resident Name: _____ **Unit#:** _____

Initial Certification _____ **Date of Expected Move-In:** _____

Recertification (Annual or Interim) _____ **Effective Date:** _____

You have applied to live in an apartment that is governed by the Low Income Housing Tax Credit Program OR a Program of the U.S. Department of Housing and Urban Development (HUD). Federal regulations require us to certify all of your income, asset and eligibility information as part of determining your household's eligibility or level of benefits. Program requirements state we must verify each income and asset source as well as other claims of eligibility. We must determine this prior to granting your eligibility or level of benefits and, if such eligibility or level of benefits is granted, each subsequent year you remain in the unit.

I, _____, understand that I will be
(name of applicant/resident)

residing in an apartment designated as a HOME Unit and, consistent with the HOME conflict of interest provisions at 24 CFR 92.356, certify:

**** am not a CDP staff, officer, or Board member. ****

I hereby state that the information given above is a true and complete to the best of knowledge.

Signature of Applicant/Resident

Date

Signature of Witness

Date

PENALTIES FOR MISUSING THIS FORM

*"Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6),(7) and (8).** Violation of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6), (7) and (8).**"*