

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: 617-536-8516**



<input type="radio"/>	Head of Household's FIRST Name
<input type="radio"/>	Head of Household's MIDDLE Name
<input type="radio"/>	Head of Household's LAST Name

<input type="radio"/>	HoH's SOCIAL SECURITY NUMBER	<input type="radio"/>	GENDER	<input type="radio"/>	HoH's DATE OF BIRTH
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<input type="radio"/>	ETHNICITY Also provide your race at right!	<input type="radio"/>	RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial Do <b>NOT</b> write Spanish, Hispanic, Latino here – and do <b>NOT</b> write your country!
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<input type="radio"/>	YOUR MOTHER'S MAIDEN NAME
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<input type="radio"/>	YOUR HOME TELEPHONE	<input type="radio"/>	SECOND TELEPHONE
<input type="radio"/>	YOUR EMAIL ADDRESS		

CURRENT ADDRESS OR LONG-TERM CONTACT ADDRESS

This is:

<input type="radio"/>	
<input type="radio"/>	

SECOND CONTACT ADDRESS

This is:

<input type="radio"/>	
<input type="radio"/>	

<input type="radio"/>	TOTAL HOUSEHOLD SIZE			<input type="radio"/>	# BEDROOMS	<input type="radio"/>	How much money does your family receive in a year?	<input type="radio"/>	.0	<input type="radio"/>	0
	# Adults	# Children	Total #								

<input type="radio"/>	INCOME SOURCES
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<input type="radio"/>	MOBILE RENTAL ASSISTANCE, if any
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<input type="radio"/>	REQUESTED ACCOMMODATIONS
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<input type="radio"/>	SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE
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# APPLICATION FOR HOUSING Low-Income Tax Credit Property

For Office Use Only:

Date/Time Received \_\_\_\_\_

PLEASE PRINT CLEARLY

This is an application for housing at:	<b>Project:</b> Chestnut-Grove-Marlboro Street Apartments <b>Addresses:</b> 12-14 Grove Street, 155 Chestnut Street, 199-201 Chestnut Street, 45 Fourth Street, 31-33 Marlboro Street, and 15-21 Third Street in Chelsea, MA.
Please complete this application and return to:	<b>Name:</b> Chestnut-Grove-Marlboro Street Apartments <b>Address:</b> c/o The Mackin Group, Inc. Seven Harvard Street Brookline, MA 02445

Applications are placed in order of date and time received. An applicant may be interviewed only after the receipt of this tenant application.

### A. GENERAL INFORMATION

Applicant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  

Street
Apt. #
City
State
Zip
Street

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

No. Of BR's in current unit: \_\_\_\_\_ Do you  RENT or  OWN? (check one)

Amount of current monthly rental or mortgage payment: \$ \_\_\_\_\_

If owned, do you receive monthly rental income from property?  YES  NO (check one)

Check utilities paid by you:  Heat  Electricity  Gas  Other (Specify)

Approximate monthly cost of utilities paid by you (excluding phone and cable TV): \$ \_\_\_\_\_

**FOR NEW MOVE-INS ONLY:**

Bedroom Size Requested:

One (1) Bedroom	
Two (2) Bedroom	
Three (3) Bedroom	
Handicap Bedroom	

### B. HOUSEHOLD COMPOSITION

List all persons who will live in the apartment. List the head of the household first.

	Name	Relationship to head	Birthdate	Age	Social Security #	Student? Y/N
1		HEAD				
2						
3						
4						
5						
6						
7						
8						

Do you anticipate any additions to the household in the next twelve months?  YES  NO

**If yes, explain:**

Will all of the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students?  YES  NO

**IF YES, ANSWER THE FOLLOWING QUESTIONS:**

Are any full-time student(s) married and filing a joint tax return?  YES  NO

Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?  YES  NO

Are any full-time student(s) a TANF or title IV recipient?  YES  NO

Are any full-time student(s) a single parent living with his/her minor child who is not a Dependant on another's tax return?  YES  NO

### C. INCOME

List ALL sources of income as requested below. If a section doesn't apply, cross it out or write N/A.

Household Member Name	Source of Income	Gross Monthly Amount
	Social Security	\$
	SSI Benefits	\$

	Pension (list source)	\$
	Pension (list source)	\$
	Veteran's Benefits (list claim #)	\$
	Veteran's Benefits (list claim #)	\$
	Unemployment Compensation	\$
	Unemployment Compensation	\$
	AFDC	\$
	Title IV/TANF	\$
	Full-Time Student Income (18 & Over Only)	\$
	Full-Time Student Income (18 & Over Only)	\$

Household Member Name	Source of Income	Monthly Amount
	Employer:	\$
	Position Held:	
	How long employed:	
	Address:	
	Telephone:	
	Employer:	\$
	Position Held:	
	How long employed:	
	Address:	
	Telephone:	
	Employer:	\$
	Position Held:	
	How long employed:	
	Address:	
	Telephone:	
	<b>Alimony</b>	
	Are you <i>entitled</i> to receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you are <i>entitled</i> to receive.	\$
	Do you receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you receive.	\$
	<b>Child Support</b>	
	Are you <i>entitled</i> to receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you are <i>entitled</i> to receive.	\$
	Do you receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you receive.	\$

	<b>Other Income:</b>	\$
	<b>Other Income:</b>	\$

<b>TOTAL GROSS ANNUAL INCOME</b> (Based on the monthly amounts listed above x 12)	\$
<b>TOTAL GROSS ANNUAL INCOME FROM LAST YEAR</b>	\$
Do you anticipate any changes in this income in the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If yes, explain:**

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**D. ASSETS**

If your assets are too numerous to list here, please request an additional form.  
If a section doesn't apply, cross out or write N/A.

Checking Accounts	#	Bank	Balance \$
	#	Bank	Balance \$
	#	Bank	Balance \$

Savings Account	#	Bank	Balance \$
	#	Bank	Balance \$
	#	Bank	Balance \$

Trust Account	#	Bank	Balance \$
	#	Bank	Balance \$

Certificates	#	Bank	Balance \$
	#	Bank	Balance \$

Credit Union	#	Bank	Balance \$
	#	Bank	Balance \$

Savings Bonds	#	Bank	Balance \$
	#	Bank	Balance \$

Life Insurance Policy	#	Cash Value \$
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Life Insurance Policy	#	Cash Value \$
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Mutual Funds	Name:	#Shares:	Dividend \$	Value \$
	Name:	#Shares:	Dividend \$	Value \$

Stocks	Name:	#Shares:	Dividend \$	Value \$
	Name:	#Shares:	Dividend \$	Value \$

Bonds	Name:	#Shares:	Dividend \$	Value \$
	Name:	#Shares:	Dividend \$	Value \$

Investment Property	Appraised Value \$
---------------------	--------------------

Investment Property	Appraised Value \$
---------------------	--------------------

<b>Real Estate Property:</b> Do you own any property?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, type of property:</b>	
Location of property:	
Appraised Market Value	\$
Mortgage or outstanding loan balance due	\$
Amount of annual insurance premium	\$
Amount of most recent tax bill	\$

Have you sold/dispensed of any property in the last 2 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, Type of property:</b>	
Market value when sold/dispensed	\$
Amount sold/dispensed for	\$
Date of transaction:	

Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, describe the asset:</b>	
Date of disposition:	
Amount disposed:	\$

Do you have any other assets not listed above (excluding personal property)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, please list:</b>	

**E. ADDITIONAL INFORMATION**

Are you or any member of your family currently using an illegal substance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you or any member of your family ever been convicted of a felony?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, describe:</b>	
Have you or any member of your family ever been evicted from any housing?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, describe:</b>	
Have you ever filed for bankruptcy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, describe:</b>	
Will you take an apartment when one is available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Briefly describe your reasons for applying:</b>	

Do you have a Section 8 Voucher?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, housing authority (For example, CHA, MBHP, etc.):	
Case worker's name:	

**F. REFERENCE INFORMATION**

Current Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How long?	

Prior Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How long?	

Credit Reference #1:	
Address:	
Account #:	Phone #:

Credit Reference #2:	
Address:	
Account #:	Phone #:

Credit Reference #3:	
Address:	
Account #:	Phone #:

Personal Reference #1:	
Address:	
Account #:	Phone #:

Personal Reference #2:	
Address:	
Account #:	Phone #:

Personal Reference #3:	
Address:	
Account #:	Phone #:

<b>In case of an emergency, please notify:</b>	
Address:	
Relationship:	Telephone #:

<b>G. VEHICLE AND PET INFORMATION</b>	
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:	License Plate #:
Year/Make:	Color:
Type of vehicle:	License Plate #:
Year/Make:	Color:
Do you own pets? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>	
If yes, describe:	

### 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 permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's 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. All adult applicants, 18 or older, must sign application.

### SIGNATURES:

Signature of Applicant/tenant	Date
Signature of Co-Applicant/Co-tenant	Date
Signature of Co-Applicant/Co-tenant	Date
Signature of Co-Applicant/Co-tenant	Date

**FOR FmHA 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 the Farmers Home Administration, 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 evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/origin and sex of individual applicants on the basis of visual observation or surname."

Race: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_ Sex: \_\_\_\_\_

## AUTHORIZATION

**Release:** I/We hereby apply for the apartment listed above. With my/our signature(s) below I/we hereby authorize and request all credit reporting agencies, employers, credit and personal references to release all pertinent information about me/us. A photocopy of this shall be as valid as the original. I understand that the credit report (rental history, arrest and/or conviction records, and retail credit history) will be done through the facilities of First Advantage Safe Rent Phone, 1-800-462-3033.

**RELEASE:** In consideration for being permitted to apply for this apartment, I, Applicant, do represent all information in this application to be true and accurate and that owner/manager/employee/agent may rely on this information when investigating and accepting this application. Applicant hereby authorizes the owner/manager/employee/agent to make independent investigations to determine my credit, financial and character standing. Applicant authorizes any person, or credit checking agency having any information on him/her to release any and all such information to the owner/manager/employee or their agents or credit checking agencies. Applicant hereby releases, remises, and forever discharges, from any action whatsoever, in law and equity, all owners, managers, and employees, or agents, both of Landlord and their credit checking agencies in connection of processing, investigating, or credit checking this application, and will hold them harmless from any suit or reprisal whatsoever. I understand that the credit report (rental history, arrest and/or conviction records, and retail credit history) will be done through the facilities of First Advantage Safe Rent, Phone 1-800-462-3033.

Signatures:

\_\_\_\_\_  
Signature of Applicant/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant/Co-Tenant

\_\_\_\_\_  
Date

## AUTHORIZATION

I/We do hereby authorize CGM Limited Partnership and The Mackin Group, Inc. 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 administered /managed by The Mackin Group, Inc. I/We further authorize to verify information listed on this application.

Signatures:

\_\_\_\_\_  
Signature of Applicant/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant/Co-Tenant

\_\_\_\_\_  
Date