

Full Name:

Address1:

Address2:

City State Zip:

Email:

Case Manager Email:

← **APPLICANT COMPLETE THIS SECTION**

Use Adobe Acrobat Reader and print this application to  
"Custom Scale - 100%".

Then, both addresses will appear in the windows of a #10  
double-window envelope, saving you time.

← **Mail this application to the address at left.**

**Do not fax!**

Date Generated:

Fold on this line —

**Dear**

I am applying to the following waitlist, which I believe is open – please fax HousingWorks if the list is closed.

**SECTION BELOW FOR WAITLIST ADMINISTRATORS ONLY:**

**LANDLORD: IF REJECTING THIS APPLICATION**, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. [Include this page so we know who the application is from!](#)

We will also update our system, so the changed status of your waitlists will reach 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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ X \_\_\_\_\_

← *Date Time Stamp – for Office Use Only*



**APPLICATION FOR HOUSING AND MEMBERSHIP  
BELMONT CHAMBERS COOPERATIVE, INC.  
43 SYMPHONY ROAD, BOSTON, MA 02115**

The information you provide in this application below, along with your credit history, CORI Report, deposit and employment verifications are considered confidential and steps are taken to protect your privacy. However, since public funds were/are used for financing, government officials and managers responsible for these funds may review this information to insure proper disbursement. Cooperative members have a right to review all cooperative documents, including applications.

However, in general, the application details are reviewed by the Membership Committee only, consisting of 4 cooperative members. They will make recommendations and/or review issues with the Board so final decisions can be made. The Board consists of 5 cooperative members. However, less than 9 people will likely see the information since Membership Committee Members and Board Members may overlap and a Board Member will only see an application by request.

In addition to the information below, to continue processing your application we will need to review your credit history and CORI Report. After we have reviewed your completed application below, we will ask our Management Company to contact you. We will tell you to expect a communication from The Mackin Group, 7 Harvard Street, Brookline, (617) 277-1166, fax: (617) 734-9303. They will ask for additional confidential information that will likely include your SS# and date of birth. This information and your credit and CORI report will remain in their office for a limited amount of time. No more than two members of the Membership Committee will visit their office to view the reports.

**Mail Application to: Joe Precopio, Co-Chair, Membership Committee, Belmont Chambers Cooperative, 43 Symphony Rd., #3A, Boston, MA 02115.**

Please attach addition sheet, if needed.

Size of unit requested (list order of preference):      Studio \_\_\_\_\_      1BD \_\_\_\_\_      2BD \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Work phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Indicate preferable method to contact you: \_\_\_\_\_

Other household applicants/members Including Children:

Name(s)	Relationship (age, if children)	Current Job/School
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What is your current apartment/living situation? Studio \_\_\_ 1 BD \_\_\_ 2 BD \_\_\_ 3 BD \_\_\_ Other (please explain) \_\_\_

What is your current rent? \_\_\_\_\_ How many people live with you? \_\_\_\_\_ Do you have a lease? \_\_\_\_\_

How many people are listed on your current lease? \_\_\_\_\_

Why do you want to move/own a home? \_\_\_\_\_

\_\_\_\_\_

Do you need to move? Please explain. \_\_\_\_\_

\_\_\_\_\_

Do you own any pets? Please describe. \_\_\_\_\_

\_\_\_\_\_

Please provide your current address and the addresses you have lived at for the past 5 years.

Dates

Address(include zip code)

Landlord (name/telephone/email)

Current \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please briefly explain why you moved from each previous address:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are you currently being or have you ever been displaced? Please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your current housing conditions?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any community, neighborhood, volunteer or other activities, which demonstrate your household's involvement in group or civic activities:

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Provide at least three personal references (not employers or family):

Name	Phone/Email	Relationship
1. _____		
2. _____		
3. _____		

Five-year employment history or equivalent of applicant:

Employer	Dates Worked	Position	Phone/Email	Salary (current only)
Current _____				
2. _____				
3. _____				
4. _____				
5. _____				

Five-year employment history or equivalent of second household member:

Employer	Dates Worked	Position	Phone/Email	Salary (current only)
Current _____				
2. _____				
3. _____				
4. _____				
5. _____				

Please list all other household income - including alimony, interest on CDs, stocks, bonds, money market, accounts, savings, etc.:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

TOTAL ANNUAL HOUSEHOLD INCOME: \_\_\_\_\_

How did you hear about Belmont Chambers? \_\_\_\_\_

Please indicate who or what organization referred you to this housing opportunity? \_\_\_\_\_

Please attach a separate sheet to answer each of the questions below. Use as much space as you like.

1. Do you know how cooperatives differ from other types of home ownership? What attracts you to limited-equity cooperatives? What are your reasons for applying to the Belmont Chambers Cooperative and what is your understanding of home ownership?

2. The Coop's success depends on a variety of skills provided by all its members. What skills can your household offer? Do you consider yourself a leader or a follower? How much time per month do you anticipate your household can contribute to the Cooperative? Examples would be helpful.

3. Coop members frequently work together to manage the building with assistance from our property management company. Please provide examples of your experience working in groups whether civic, social, professional, religious, community, etc.

4. Please include any other information you believe will be helpful.

**I CERTIFY ALL THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION TO BE TRUE AND ACCURATE. I UNDERSTAND THAT FAILURE TO REPORT COMPLETE AND ACCURATE INFORMATION CAN RESULT IN TERMINATION OF MY APPLICATION AND MEMBERSHIP. I GIVE BELMONT CHAMBERS. INC. PERMISSION TO REQUEST A CREDIT CHECK, CORI REPORT, AND TO VERIFY ALL INFORMATION INCLUDING BANK, LANDLORD, EMPLOYMENT, AND PERSONAL REFERENCES, DIRECTLY AND INDIRECTLY MADE AS PART OF THIS APPLICATION.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_