

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"/> <b>Fully Accessible Wheelchair</b> Unit      | <input type="radio"/> <b>Blind Accessible</b> Unit                     | <input type="radio"/> Need an <b>Interpreter</b>      |
| <input type="radio"/> <b>No-Steps unit</b> (elevator to any floor) | <input type="radio"/> <b>Deaf Accessible</b> Unit                      | <input type="radio"/> <b>Domestic Violence Victim</b> |
| <input type="radio"/> <b>First-Floor unit only</b>                 | <input type="radio"/> Unit designed for <b>Environmental Allergies</b> |   |

- ☐ 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 \_\_\_\_\_



**Date:** \_\_\_\_\_

Thank you for your interest in our affordable rental housing program. Prior to completing the enclosed *Resident Eligibility Application* (REA), please read our *Tenant Selection Policy*.

If assistance is needed reading, understanding or completing the REA or our Tenant Selection Policy, please call us at (978) 548-4626 during normal business hours to request a reasonable accommodation.

Completing an REA Application **does not** guarantee housing. This application is used only to determine the preliminary eligibility of a household to participate in our affordable housing program, *Citizens Inn Homes*. Applications must be submitted complete in order to receive consideration for housing.

If an REA is submitted incomplete, it will be rejected and returned to the current address indicated on the application. We will highlight the application areas where more information is required to assist us in making our eligibility determination.

**The following is required:**

1. A completed *Resident Eligibility Application*, signed and dated by each household member, age 18 years of age or older.
2. A completed *Tenant Selection Policy* acknowledgement form signed and dated by each household member, age 18 years of age or older.
3. A completed *Privacy Disclosure* acknowledgement form, signed and dated by each household member, age years of age or older.

**Completed REA applications may be submitted in person or mailed to the following address:**

Citizens Inn, Inc.  
Citizens Inn Homes Division  
Attn: Shani Deschamps  
40 Washington Street  
Peabody, MA 01960



**Privacy Act Notice Statement:** The U.S. Department of Housing and Urban Development (HUD) requires the collection of the information listed on this application to determine an applicant's initial eligibility to participate in the Inn Homes program. This information will be used to verify the accuracy of the information furnished. Citizens, Inc. is authorized to ask for this information under the National Affordable Housing Act of 1990.

Citizens Inn, Inc. strongly supports the goals of equal access to housing and will comply with Title VI of the Civil rights Act of 1964; Title VIII of the Civil Rights Act of 1968; Executive Order 11063; and the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Executive Order 11246 and with any State or Local law prohibiting discrimination in housing.

Citizens Inn, Inc. will not discriminate, deny any household the opportunity to apply for admission, or deny any applicant the opportunity to lease or rent a dwelling unit suitable to its needs if such is available; on account of age, race, color, disability, familial status, national origin, sex, sexual orientation, gender identity or gender-related characteristics or because the applicant intends to occupy the unit with minor children or because the applicant is a recipient of public assistance



## Resident Eligibility Application (REA)

### For Office Use Only:

Signed Acknowledgement of Tenant Selection Policy Received ☐ Yes ☐ No      Signed Privacy Disclosure Received ☐ Yes ☐ No  
 Signed & Dated Application Received Complete ☐ Yes ☐ No *If yes, please indicate the following:* Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Received \_\_\_\_  
 Application received incomplete and returned to present address indicated below ☐ yes ☐ No      Date Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Control Number \_\_\_\_\_

### I. Applicant/Head of Household Information

Applicant/Head of Household Name:	Date of Birth:	Telephone: (H) (W) (Cell)
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Current Address, City, State, Zip:

### II. Co-Applicant/Co-Head of Household Information

Co-Applicant/Co-Head of Household Name:	Date of Birth:	Telephone: (H) (W) (Cell)
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Current Address, City, State, Zip:

### II. Household Composition

List all household members who are expected to live in this apartment. Give the relationship of each family member to the head of the household, date of birth and gender.

Household Member	Full Name	Relationship to Head of Household	Date of Birth	Gender
Head of Household				
B				
C				
D				
E				
F				
G				

### III. Household Income

List the annual income for each adult household member 18 years of age or older.

Household Member	Weekly Employment Wages/Salary (before deductions)	Public Assistance (TAFDC/EAEDC)	SSI/SSDI Social Security Income	Unemployment	Child Support	Alimony	Regular Cash Gifts	Other Income
Head of Household	\$	\$	\$	\$	\$	\$	\$	\$
B								
C								
D								
E								
F								
G								
<b>TOTAL INCOME</b>								

#### IV. Household Assets

List any assets held by each adult household member age 18 years or older. Include any checking accounts, savings accounts, retirement funds, trust accounts, stocks, bonds, CD's, IRAs, and 401ks.

Type of Asset	Cash Value (Balance)	Annual Income

#### V. Household Background Information

Please check the appropriate box applicable to **any** household member, age 18 years of age or older.

- Has **any** household member, age 18 years of age or older ever been convicted of a felony? Yes ☐ No ☐
- Has **any** household member, age 18 years of age or older been charged with two or more misdemeanors in the last 5 years? Yes ☐ No ☐
- Has **any** household member, age 18 years of age or older ever filed Bankruptcy? Yes ☐ No ☐
- Has **any** household member, age 18 years of age or older ever been evicted from an apartment in which they resided? Yes ☐ No ☐
- Has **any** household member, age 18 years of age or older ever defaulted on the terms of a rental lease agreement? Yes ☐ No ☐

Do any members of the household, age 18 years of age or older receive rental assistance as a holder of a rental voucher/certificate issued by any local, government or state agency? Yes ☐ No ☐

If answered yes, please list the agency name and the monthly award amount you receive: \_\_\_\_\_

#### The following must be completed *and* submitted with your application:

- ✓ A completed *REA Application*, signed and dated by each household member, age 18 years or older.
- ✓ A signed and dated *Tenant Selection Policy* acknowledgement form.
- ✓ A signed and dated *Privacy Disclosure* acknowledgement form.

I/We understand that the above information is being collected to determine my/our eligibility for residency. I/We authorize the owner/manager to verify information provided on this application and my signature is our consent to obtain such verification. I/We certify that I/we have revealed all assets currently held or previously disposed of and that I/we have no other assets than those listed on this form (other than personal property). I/We further certify that the statements made in this application are true and complete to the best of my/our knowledge and belief and are aware that false statements are punishable under Federal law.

I/We understand that this application and all related inquiries will be used only for its relevance to determine my/our eligibility to participate in the Citizens Inn Homes program at Citizens Inn Housing, Inc.

#### SIGNATURE OF ALL PARTIES TO THIS APPLICATION, 18 YEARS OR OLDER:

\_\_\_\_\_  
Applicant Signature (HEAD) Date

\_\_\_\_\_  
Applicant Printed Name (HEAD)

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Printed Name



Citizens for Adequate Housing, Inc. in compliance with the Federal Fair Housing Act does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

**Privacy Act Notice Statement:** The U.S. Department of Housing and Urban Development (HUD) requires the collection of the information listed on this form to determine household applicant's eligibility or continued eligibility in the HOME Program. This information will be used to verify the accuracy of the information furnished. CAH, Inc. is authorized to ask for this information under the National Affordable Housing Act of 1990.



**I/we have received a copy of the *Tenant Selection Policy* published by *Citizens Inn Homes, Inc.***

**I/we understand all of the information included in this policy.**

\_\_\_\_\_  
Applicant/Head of Household (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant/Co-Head of Household (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Household Member (age 18 or older)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Sign, date and submit with completed REA Application**

*In accordance with applicable equal opportunity statutes and regulations, Citizens Inn does not discriminate against any person because of race, color, religion, sex, national origin, age, families with children or disability; excluding the income limits, size of households and other criteria established in our Tenant Selection Policy.*



Citizens Inn, Inc.  
40 Washington Street  
Peabody, MA 01960  
(978) 548-4626



## FEDERAL PRIVACY ACT STATEMENT ACKNOWLEDGEMENT

Citizens Inn, Inc. *Citizens Inn Homes* rental housing program is funded by the U.S. Department of Housing and Urban Development (HUD).

Citizens Inn has requested disclosure of the social security number of each household member, age 6 years or older. Citizens Inn has also requested private information on the *Rental Eligibility Application (REA)*, *Citizens Inn Homes Program Eligibility Release form*, *Resident Verification Application (RVA)*, and *CORI application*.

In accordance with the *Federal Privacy Act of 1974*, as amended, we are required to tell you that Citizens Inn will use the information you provide on the above named forms to verify whether the information you provided to assist us in determining the eligibility of your household is accurate, truthful and complete. In accordance with the law, it is not mandatory for you to supply us with this information. However if you fail to provide us with this information, we will not be able to determine the eligibility of your household.

Citizens Inn will only use the information you provide for the stated purpose above.

**SIGNATURE:** I/we have read and understand the *Federal Privacy Act Statement Acknowledgement*.

\_\_\_\_\_  
Applicant/Tenant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-applicant/Tenant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of other *Adult Household Members*, 18 or older

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



*Citizens Inn Homes* Program  
Citizens Inn, Inc.  
40 Washington Street  
Peabody, MA 01960





## **TENANT SELECTION POLICY**

*Policy Adopted 6/26/10*

Citizens Inn Homes has prepared a Tenant Selection Policy in accordance with the HUD/HOME program regulations. This policy is consistently applied to all applicants applying for housing.

In accordance with Fair Housing Laws, Citizens Inn does not discriminate against any person because of race, color, religion, sex, national origin, age, families with children or disability; excluding the income limits, size of households and other criteria established in this document.

### ***I. About Us***

Citizens Inn owns 5 multi-family properties, providing fourteen affordable rental units to families with incomes that are less than the area median income. Of these sixteen units, twelve are included in our Inn Homes program, funded under the HUD/Home program. The Central Street property contains two units and of these units the first floor unit is a two bedroom and the second floor unit is a three bedroom. Per an agreement with North Shore Home Consortium and HUD, these two units are restricted to families whose annual income is 50% or less of the area median income: The Fulton Street property contains four units and of these units, unit 1F is a one bedroom, unit 1R is a one bedroom, unit 2 is a three bedroom and unit 3 is two bedroom. Per an agreement with North Shore Home Consortium and HUD, these four units are restricted to families whose annual incomes are 80% or less of the area median income and to families whose income is 50% or less than the area median income (AMI). The Lowe Street property contains 3 two-bedroom units. Per an agreement with North Shore Home Consortium and HUD, these three units are restricted to persons with very low income less than 50% AMI. The Elm Street property contains two units. Per an agreement with North Shore Home Consortium and HUD, these three units are restricted to persons with very low income less than 50% AMI. The Northend Street property contains three units. Per an agreement with North Shore Home Consortium and HUD, these three units are restricted to persons with very low income less than 50% AMI

### ***II. How to Begin the Application Process***

Applicants interested in applying for program participation should contact us at (978) 548-4626 to request a Resident Eligibility Application (REA) packet and a copy of our Tenant Selection Policy. We will promptly fulfill such requests by sending a packet via mail, email or packets may be picked up at our Peabody office located at 40 Washington Street during normal business hours (Monday – Friday, 9:00 a.m. – 5:00 p.m.). Applicants who need help completing the application are encouraged to contact us to make arrangements for assistance.

All REA's must be completed in full to receive consideration for housing. If an REA is submitted incomplete, it will be rejected and returned to the current address indicated on the application. We will highlight the application areas where more information is required. Citizens Inn will accept resubmitted applications at any time.

Completed REA's will be used to determine preliminary income eligibility of the household. We will date and time stamp completed REA's upon receipt. Once the REA is reviewed, applicants will either be deemed eligible or ineligible because they do not meet the income eligibility criteria. We will mail ineligible households a statement indicating one of two things, either their household income exceeds the HUD limits, or they did not report household income or any resources sufficient enough to meet their financial obligations to pay the monthly rent.



If after reviewing the REA, the household is determined income eligible and a unit size meeting their household requirements is available, we will make an apartment offer. If the offer is accepted, we will provide the household with a Resident Verification Application. The RVA must be completed and returned within 7 days. Once we receive the completed Resident Verification Application, we will begin to review and process third party verifications of household income and assets and process CORI's to obtain criminal history for each household adult. The outcome of these verifications and criminal history checks will be the final determining factor as to whether the applicant household can move into the unit or has been rejected for tenancy.

### ***III. Housing Waitlist Procedure***

Citizens Inn will maintain an ongoing waiting list of income approved household applicants based on completed REA's. Household applicants will be notified chronologically when a unit becomes available appropriate to their household size. Households are required to contact Citizens Inn immediately if any changes take place to their income, assets, household composition, criminal history or any other information reported on the REA that may change their eligibility status or placement on the waitlist. Applicants will remain on the waitlist indefinitely unless they make a request for removal

### ***IV. Minimum Qualification Guidelines***

a. Households must meet income limits.

Eligibility for participation in our Inn Homes program is determined by total anticipated annual gross income and family size for the next 12 months. Total household income may not exceed the income limits. The income limits we use are property-based and may not exceed either 50% or 80% of the area median income. The following income levels for Peabody MA are published by HUD (US Department of Housing and Urban Development):

<b>Household Size</b>	<b>80% of AMI/Low</b>	<b>50% of AMI/VL</b>
One Person	\$45,100	\$32,150
Two Persons	\$51,550	\$36,750
Three Persons	\$58,000	\$41,350
Four Persons	\$64,400	\$45,900
Five Persons	\$69,600	\$49,600
Six Persons	\$74,750	\$56,950

b. Households must have verifiable resources to pay the required rent each month during tenancy.

Applicants must have the financial resources to prove they can meet the financial obligations to pay rent to Citizens Inn each month during tenancy.

c. Good Credit requirement.

Credit reports from established credit bureaus will be obtained and information for the last 5 years will be considered. If applicant's credit history reveals two or more instances of payments over ninety (90) days late, this is considered an unacceptable credit history and grounds for rejection. A lack of credit history will not be grounds for rejection of applications.

d. Applicants must provide a valid Social Security card.

Valid U.S. Social Security numbers are required for all household members age 6 years or older.

e. Applicants must provide a valid government issued photo identification from each adult household member, age 18 years or older.

f. Applicants must be able to pre-pay first month's rent and a security deposit of one month's rent.

g. Applicants cannot contain anyone who has been convicted of a felony or repeated misdemeanors within the last 5 years.

- j. Adult applicants, age 18 years or older must sign a separate Home Program Eligibility Release form authorizing Citizens Inn, and its agents to perform third party verifications for all items reported on the REA application.
- k. Applicants must submit a completed Rental Eligibility Application.
- l. Applicants must submit a completed Resident Verification Application
- m. Applicants must be willing and able to enter into a one-year lease agreement.

## ***V. Application Rejection***

If an REA or RVA are rejected, we will notify the head of household in writing with a statement indicating our reasons for rejection. Applicant households will have the right to respond to us in writing or request a meeting to dispute the rejection within 14 days. Citizens Inn will include any documents obtained which support these findings to assist the applicant with their response.

Citizens Inn may reject any and all applications for one of more of the following reasons:

- 1. Applicant household is unable to meet one or more of the Minimum Qualification Guidelines listed above.
- 2. Applicant household submits false or unsubstantiated information about himself or herself or any household member, or misrepresent the size and configuration of the household.
- 3. Applicant household has a poor landlord reference including:
  - a. Indication of habitual late payment of rents due.
  - b. Violation of previous lease or rental agreements.
  - c. Proven indication of conflict with landlord, management and/or other residents.
- 4. Applicant household has poor credit history indicated 2 or more payments 90 days late.
- 5. Applicant household member has a previous bankruptcy within 5 years.
- 6. Applicant household consists of a person that has been convicted of a felony or convicted of repeated misdemeanors within the last 5 years.
- 7. Applicant household did not report an anticipated income over the next 12 months or other resources sufficient enough to pay the required rent needed to reside in one of our units.
- 8. Applicant household member has a negative credit history.
- 9. Applicant households submitted an incomplete REA.
- 10. Applicant households submitted an incomplete RVA.
- 11. Citizens Inn does not own a property consisting of an appropriate size unit required by the applicant household.
- 12. Applicant Household is unwilling or unable to enter into a one year lease agreement.



## Tenant Selection Policy Acknowledgement of Receipt

I/we have received a copy of the *Tenant Selection Policy* published by Citizens Inn, Inc.

I/we understand all of the information included in the Tenant Selection Policy.

_____ Applicant/Head of Household	(print)	_____ Signature	_____ Date
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_____ Co-Applicant/Co-Head of Household	(print)	_____ Signature	_____ Date
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\*\* This form must be signed and returned with the households completed application

*In accordance with applicable equal opportunity statutes and regulations, Citizens Inn does not discriminate against any person because of race, color, religion, sex, national origin, age, families with children or disability; excluding the income limits, size of households and other criteria established in our Tenant Selection Policy.*

