

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

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

<input type="radio"/>	YOUR MOTHER'S MAIDEN NAME
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YOUR HOME TELEPHONE	SECOND TELEPHONE
<input type="radio"/>	<input type="radio"/>
YOUR EMAIL ADDRESS	
<input type="radio"/>	

CURRENT ADDRESS <u>OR</u> LONG-TERM CONTACT ADDRESS
This is:
<input type="radio"/>
<input type="radio"/>

SECOND CONTACT ADDRESS
This is:
<input type="radio"/>
<input type="radio"/>

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

INCOME SOURCES
<input type="radio"/>

MOBILE RENTAL ASSISTANCE, if any
<input type="radio"/>

REQUESTED ACCOMMODATIONS
<input type="radio"/>

SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE
<input type="radio"/>

For Office Use Only:

Date & Time Completed Application Received:



Application for *Market-Rate* Apartments Only: *NOT SUBSIDIZED*

Please complete this application and return it to Westbrook Housing at the address listed below. After we receive your completed application, we will send you a letter explaining the next steps. If you have any questions, call our office Monday through Friday 8 a.m.–4 p.m. at 207-854-9779 and ask for a member of the Property Management department.

Please note: Smoking is forbidden in all Westbrook Housing properties.

A. HOW DID YOU HEAR ABOUT WESTBROOK HOUSING'S PROPERTIES?

Craigslist: _____

Radio: _____

Facebook/other: _____

Sign—Where?: _____

Publication Name: _____

Westbrook Housing website (www.westbrookhousing.org): _____

Word-of-mouth: _____

B. GENERAL INFORMATION

Applicant:

_____ Telephone # _____

Email: _____

Other Applicant:

_____ Telephone # _____

Email: _____

**Mailing
Address**

Street Apt.#

City/Town State Zip

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WESTBROOK HOUSING

30 LIZA HARMON DRIVE, WESTBROOK, MAINE 04092 ~ (P) 207.854.6856 (F) 207.854.0962

WWW.WESTBROOKHOUSING.ORG



CHOOSE A MARKET-RATE APARTMENT

Building	Age Limits & Facilities	Rent & Utilities	✓
783/789 Main Street 783/789 Main Street Westbrook ME 04092 <i>Renovated: 2005</i> <i>Manager: Joyce Goff</i> 207-854-6828	<ul style="list-style-type: none"> • All ages • One- & two-bedrooms • On-site storage & parking • Washer/dryer hookups 	<ul style="list-style-type: none"> • \$850-\$1030 • Utilities: heat & hot water included 	
Larrabee Heights 20 Liza Harmon Drive Westbrook ME 04092 <i>Built: 1988</i> <i>Manager: Patraic Hodgson</i> 207-854-6832	<ul style="list-style-type: none"> • 62+ years community • Two-bedrooms • Attached one-car garage • Washer/dryer hookups 	<ul style="list-style-type: none"> • Two-bedrooms: \$930 • Utilities: not included • Income maximum (for 2): \$49,500-\$64,400 	
Mill Brook Estates 300 East Bridge Street Westbrook ME 04092 <i>Built: 1991</i> <i>Manager: Joyce Goff</i> 207-854-6828	<ul style="list-style-type: none"> • 55+ years community • One-bedroom • On-site parking 	<ul style="list-style-type: none"> • One-bedroom: \$850 • Utilities: included 	

C. FAMILY/HOUSEHOLD COMPOSITION

List **ALL** persons who will live in the apartment beginning with the applicant's name. If you need more space, please use a separate sheet of paper.

<u>Name</u>	<u>M/F</u>	<u>Birthdate</u>	<u>Place of Birth</u>	<u>Social Security #</u>
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You: _____

2. _____

3. _____

4. _____

Accommodation?

If you or anyone in your family is a person with disabilities who requires a specific accommodation in order to fully utilize our programs and services, please explain below.

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D. INCOME

1. List all sources and amounts of **gross** (pre-tax) income from all adult applicants.

<u>Name</u>	<u>Source of Income</u>	<u>Gross Amounts</u>
_____	a. Social Security w/Medicare	Monthly \$_____ Yearly \$_____
_____	Social Security w/Medicare	Monthly \$_____ Yearly \$_____
_____	b. Pension	Monthly \$_____ Yearly \$_____
	Source of pension: _____	
_____	c. Veterans Benefits	Monthly \$_____ Yearly \$_____
_____	d. SSI Benefits	Monthly \$_____ Yearly \$_____
_____	e. Unemployment Compensation	Monthly \$_____ Yearly \$_____
_____	f. Wages	Monthly \$_____ Yearly \$_____
	Employer: _____	
_____	Wages	Monthly \$_____ Yearly \$_____
	Employer: _____	
_____	g. Interest/Dividend Income	Monthly \$_____ Yearly \$_____
_____	h. Other Income	Monthly \$_____ Yearly \$_____

2. What is your annual gross income: \$_____

3. Do you anticipate any changes in this income in the near future? **YES** **NO**
If yes, please explain: _____

4. Do you regularly receive monetary gifts or non-cash contributions (for example, food, clothing, someone pays your utilities?) **YES** **NO**

E. ASSETS

1. List all assets from all adult applicants. If you need more space, please use a separate sheet of paper.

Checking	# _____	Bank _____	Balance \$ _____	Interest Rate _____%
	# _____	Bank _____	Balance \$ _____	Interest Rate _____%
Savings	# _____	Bank _____	Balance \$ _____	Interest Rate _____%
	# _____	Bank _____	Balance \$ _____	Interest Rate _____%
CD's	# _____	Bank _____	Balance \$ _____	Interest Rate _____%
	# _____	Bank _____	Balance \$ _____	Interest Rate _____%

.



Trust Account # _____ Bank _____ Balance \$ _____ Interest Rate _____%

Stocks Company _____ # of Shares _____ Value \$ _____

Company _____ # of Shares _____ Value \$ _____

Savings Bonds Serial # _____ Date Issued _____ Value \$ _____

Serial # _____ Date Issued _____ Value \$ _____

Mutual Funds/IRA/401K/Keogh: _____

Whole Life/Universal Life Insurance Policy: _____ Cash Value \$ _____

2. Do you own any property? **YES** **NO**

If yes, type of property: _____

Market Value \$ _____ Mortgage Balance Due \$ _____

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F. REFFERALS

Current Landlord: Name _____
Address _____
Telephone _____
Date you moved in: _____

Previous Landlord(s)
(last five years): Name _____
Address _____
Telephone _____
Dates you lived here: _____

G. OTHER REQUIRED INFORMATION

1. Please provide the name of a character reference (not a relative) whom you have known for five years or more: _____
2. Parking is provided for one vehicle. Special arrangements are necessary for more than one vehicle.
Type/Year/Make/Model _____ Plate# _____
3. Westbrook Housing permits one small pet per apartment: one cat, one dog (up to 20 pounds), or one small caged animal. **Please note: We require a pet security deposit of \$300, which can be paid in \$20 installments after an initial payment of \$50.**
What type of pet do you own: _____
4. Do you owe money to this housing authority or any other housing authority? **YES** **NO**
If yes, name of agency: _____

H. DISCLOSURES

Criminal Disclosure

1. Have you or anyone in your household been convicted of a criminal activity? **YES** **NO**
If yes, explain: _____

2. Are you or anyone in your household using or manufacturing an illegal substance? **YES** **NO**
3. Are you or anyone in your household required to report as a Life-Time Registered Sex-Offender?
YES **NO**
If yes, explain: _____

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Bed-Bug Disclosure

Have any premises that you have lived in during the last 12 months been infested with bed bugs? **YES** **NO**

If so, for each infested property, please state the address of the premises and the name and telephone number of the landlord: _____

Race, Ethnicity, and Gender

The information solicited on this application is requested by Westbrook Housing in order to assure the Federal Government, acting through HUD, 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/national origin and sex of the individual applicants on the basis of visual observation or surname.

<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Asian
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White (<i>non-Hispanic</i>)

Sex: _____

Completed by: _____ **Employee's Initials:** _____

I do hereby attest that I have answered all the questions on this form truthfully, and understand it is an illegal act to make false statements in order to obtain Federal Housing Assistance, punishable by Federal Law.

I further certify that the above information is true to the best of my knowledge. I understand that under Federal Law if I commit fraud by submitting false or incomplete information, I may be evicted from my apartment, required to repay all over-paid rental assistance I received, fined up to \$10,000, imprisoned up to 5 years, and/or prohibited from receiving future assistance.

I understand that this application does not obligate me to the Manager/Owner in any way. I further understand that the information herein is to be treated as Confidential.

I hereby authorize Westbrook Housing to process this application with any bank, loan/finance company, credit bureau, employer, or any other source as may be required by you to obtain the necessary information to complete my application.

Signature Applicant: _____ **Date** _____

Signature Other Adult: _____ **Date** _____

Signature Power of Attorney: _____ **Date** _____

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I. POLICE/CREDIT AUTHORIZATION FORM/INTERNAL REVENUE SERVICE RELEASE

You must sign this page or we cannot accept your application. Also, please keep us informed in writing of any address or name change. Otherwise, we could drop your name from our waiting list.

Applicant:

Last First Initial

Maiden Name: _____

Date of Birth Social Security #

Former Married Name(s): _____

Other Adult Applicant:

Last First Initial

Maiden Name: _____

Date of Birth Social Security #

Former Married Name(s): _____

Current Address:

Street

City State Zip

Years there Telephone #

Landlord Name

Street

City State Zip

Previous Address:

Street

City State Zip

Years resided Telephone #

Landlord Name

Street

City State Zip

Employer: _____

Address: _____

Telephone: _____

Employer: _____

Address: _____

Telephone: _____

WARNING

SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OF MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES GOVERNMENT AS TO ANY MATTER WITHIN ITS JURISDICTION. I FURTHER AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF WESTBROOK TO VERIFY INCOME, AND CREDIT REFERENCES AS DEEMED NECESSARY BY THE HOUSING AUTHORITY. I ALSO AUTHORIZE THE HOUSING AUTHORITY TO CHECK AND REVIEW POLICE REPORTS AND CRIMINAL RECORDS TOGETHER WITH THE RECORDS OF FEDERAL AND STATE GOVERNMENTAL AGENCIES TO DETERMINE THE APPLICANT'S AND TENANT'S SUITABILITY FOR HOUSING. WE ALSO AUTHORIZE THE HOUSING AUTHORITY TO OBTAIN CREDIT REPORTS AND TO VERIFY PREVIOUS LANDLORD REFERENCES TO DETERMINE SUITABILITY FOR HOUSING AND RENT PAYMENT HISTORY. WE ALSO AUTHORIZE THE HOUSING AUTHORITY TO OBTAIN OTHER SOURCES OF INFORMATION DETERMINED NECESSARY TO VERIFY THE ACCURACY OF THE FOREGOING. PURSUANT TO TITLE 30-A M. R. S. A. § 4706(3), THE DISCLOSURE OF THE FOREGOING INFORMATION AND DATA CONSTITUTES A WAIVER OF THE CONFIDENTIALITY PROVISIONS OF THE MAINE HOUSING AUTHORITIES ACT.

Signature of Adult Applicant Date

Signature of Other Adult Applicant Date

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Contact Notes *(Office Use Only)*

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