

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: 617-536-8561



| | |
|---|---------------------------------|
| ○ | Head of Household's FIRST Name |
| | Head of Household's MIDDLE Name |
| | Head of Household's LAST Name |

| | | | |
|------------------------------|--|--------|---------------------|
| HoH's SOCIAL SECURITY NUMBER | | GENDER | HoH's DATE OF BIRTH |
| ○ | | ○ | |

| | |
|---|---|
| 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! |
| ○ | ○ |

| |
|-----------------------------|
| ○ YOUR MOTHER'S MAIDEN NAME |
|-----------------------------|

| | |
|---------------------|------------------|
| YOUR HOME TELEPHONE | SECOND TELEPHONE |
| ○ | |
| YOUR EMAIL ADDRESS | |
| ○ | |

| |
|---|
| CURRENT ADDRESS <u>OR</u> LONG-TERM CONTACT ADDRESS |
| This is: |
| ○ |
| ○ |

| |
|------------------------|
| SECOND CONTACT ADDRESS |
| This is: |
| ○ |
| ○ |

| | | | | |
|----------------------|----------|------------|------------|--|
| TOTAL HOUSEHOLD SIZE | | | # BEDROOMS | How much money does your family receive in a year? |
| ○ | # Adults | # Children | Total # | ○ |
| | | | | .0 0 |

| |
|----------------|
| INCOME SOURCES |
| ○ |

| |
|----------------------------------|
| MOBILE RENTAL ASSISTANCE, if any |
| ○ |

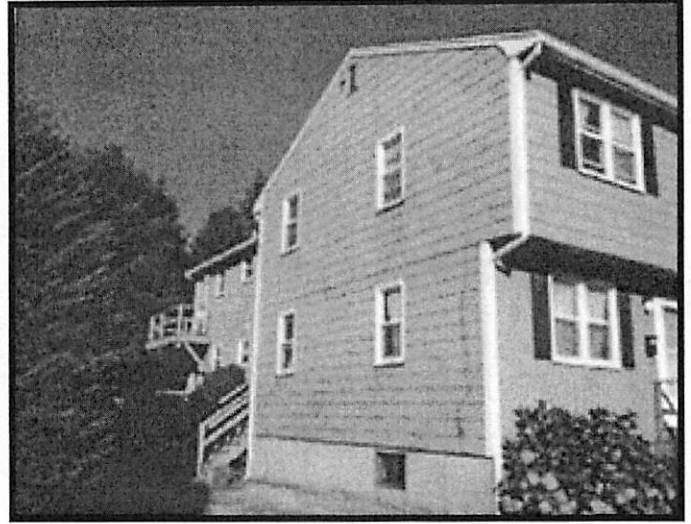
| |
|--------------------------|
| REQUESTED ACCOMMODATIONS |
| ○ |

| |
|--|
| SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE |
| ○ |

FOR RENT

2 Affordable Rental Units* in
Manchester, MA

Available July 1, 2016



\$1,500.00/month - Heat/Hot Water Included, Tenant pays Electric
Two units - 2 bedrooms, 1 bath
Refridgerator, stove, dishwasher
No Pets - No Smoking

**Applicants must have documented income below 80% of area median income. For two persons \$55,800, 3 persons \$62,750, 4 persons \$69,700.*

For information or to request an application, please email applications@harborlightcp.org or call 978-922-1305 x201.

Harborlight Community Partners is an equal housing opportunity organization that does not discriminate based on race, color, national origin, age, disability, gender, religion, sexual orientation or familial status.



WELCOME TO

HARBORLIGHT COMMUNITY PARTNERS

Instructions for: 22 Elm Street, Manchester, MA

Enclosed please find the Housing Application you requested. Please note the following:



One CORI Request Form and One Authorization to Release Information Form must be completed by each household member 18 years or older. (Please copy the form as needed.)* CORI will be performed after lottery entry and application is approved. It is not a condition to enter the lottery.



Applications must be completed in full. Incomplete applications will be returned to the applicant.



Mailing Address:
Harborlight Community Partners, P.O. Box 507, Beverly, MA 01915.
If you should move or change your phone number, notification of such change must be in writing

Notification must include the following:

- A - Applicant(s) Name(s) and Social Security Number
- B - Apartment Complex(s) of Application
- C - Approximate Month/Year the Original Application was Submitted
- D - Old Address and Phone Number
- E - New Address and Phone Number

2015 Income Limit: 1 person: \$48,800, 2 person: \$55,800, 3 person: \$62,750, 4 person: \$69,700

Monthly Rent Including Heat and Hot Water: \$1,500.00

We update our waiting lists on a yearly basis. Anyone who does not return a completed update application, within the specified timeframe, will be removed from the waiting list. Applicants will be notified of their status once they are close to the top of the list.

Harborlight Community Partners

PRELIMINARY RENTAL APPLICATION

MANAGEMENT WILL PROVIDE HELP IN REVIEWING THIS DOCUMENT. IF NECESSARY, PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE, OR OTHER ALTERNATE FORMATS. ALTERNATE LANGUAGE APPLICATIONS ARE ALSO AVAILABLE ON REQUEST.

DATE OF APPLICATION _____

PROPERTY NAME 22 Elm Street, Manchester, Ma

Return Completed Application To: Harborlight Community Partners
PO Box 507
Beverly, MA 01915
Phone: (978) 922-1305 Ext. 201
Fax: (978) 922-2874
applications@harborlightcp.org

APPLICATION FOR ADMISSION

Note: **Please fill in all sections completely.** Failure to do so will result in processing delays or rejection of your application. Should you need help in completing this application, please contact the Rental Office.

Applicant: _____ Home Tel: _____

Email Addresses: _____

Present Address: _____

Present Landlord Name: _____

Phone: _____

SIZE OF APARTMENT :

2BR []

FOR OFFICE USE OF ONLY:

_____ Market
_____ Basic
_____ Low

Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternate ways we need to communicate with you? If yes, please explain. Reasonable accommodations will be made for eligible tenants.

Present Housing Cost Per Month \$ _____ Including Utilities? [] Yes [] No
How long have you lived at present address? _____ Years

What are the reasons for moving? _____

Do you own any pets? _____

FAMILY COMPOSITION - List all those who will occupy the apartment - INCLUDE YOURSELF. (Any person not listed will not be allowed to move in.)

| FULL NAME OF EACH PERSON IN HOUSEHOLD | RELATIONSHIP TO HEAD OF HOUSEHOLD | DATE OF BIRTH | SEX | SOCIAL SECURITY NUMBER | FULL TIME STUDENT Yes or No |
|---|---|---------------------|-----|------------------------------|--------------------------------------|
| 1) | Head of Household | | | | |
| 2) | | | | | Yes or No |
| 3) | | | | | Yes or No |
| 4) | | | | | Yes or No |

The information regarding race, national origin and sex designation on this application is requested in order to assure Federal law prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age, and disability 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, ethnicity and sex of individual applicants on the basis of visual observation or surname.

Gender: Male # _____ Female # _____

Ethnicity: Hispanic/Latino # _____ Not Hispanic/Latino # _____

Race(s) (mark one or more):

- ☐ White ☐ Black/African American ☐ Asian
☐ American Indian or Alaskan Native ☐ Native Hawaiian or Other Pacific Islander

REFERENCES - Full name and address of Landlords at other places you have lived over the last five years. Please include both long term and temporary residences.

1) **Previous** Address _____

_____ How Long: _____

Name of **Previous** Landlord _____ Telephone: _____

Address _____

2) **Previous** Address _____

_____ How Long: _____

Name of **Previous** Landlord _____ Telephone: _____

Address _____

3) **Previous** Address _____

_____ How Long: _____

Name of **Previous** Landlord _____ Telephone: _____

Address _____

Have you ever been evicted from your home for any reason? If so, please give details:

Have you ever been arrested or convicted of any crime? If so, please give details:

Please indicate the income received and assets held by each member of your household. List each member by the corresponding number from Page 2.

EMPLOYMENT INCOME BY HOUSEHOLD MEMBER:

Member # _____

Name of Present Employer _____ Telephone _____

Address _____

Years Employed _____ Position _____ Current Wages \$ _____

[] weekly [] bi-weekly [] monthly [] hourly (# of hours per week ____ # weeks per year ____)

EMPLOYMENT INCOME *(continued)***Member #** _____

Name of Present Employer _____ Telephone _____

Address _____

Years Employed _____ Position _____ Current Wages \$ _____

☐ weekly ☐ bi-weekly ☐ monthly ☐ hourly (# of hours per week ____ # weeks per year ____)**Member #** _____

Name of Present Employer _____ Telephone _____

Address _____

Years Employed _____ Position _____ Current Wages \$ _____

☐ weekly ☐ bi-weekly ☐ monthly ☐ hourly (# of hours per week ____ # weeks per year ____)**Member #** _____

Name of Present Employer _____ Telephone _____

Address _____

Years Employed _____ Position _____ Current Wages \$ _____

☐ weekly ☐ bi-weekly ☐ monthly ☐ hourly (# of hours per week ____ # weeks per year ____)**OTHER SOURCES OF INCOME BY HOUSEHOLD MEMBER:**

List all other income such as **Welfare, Social Security, SSI, Pensions** *(including Veteran's Benefits)*, **Disability Compensation, Unemployment Compensation, Interest, Alimony, Child Support, Annuities, Dividends, Income from Rental Property, Military Pay, Scholarships, and/or Grants.**

| Household Member | Type of Income | Gross Earnings (Before Taxes) |
|------------------|----------------|----------------------------------|
| _____ | _____ | _____ per _____ |
| _____ | _____ | _____ per _____ |
| _____ | _____ | _____ per _____ |
| _____ | _____ | _____ per _____ |
| _____ | _____ | _____ per _____ |
| | | (week/month/year) |

INCOME FROM ASSETS:

Assets include **Checking Accounts, Savings Accounts, Term Certificates, Money Markets, Stocks, Bonds and Mutual Funds.**

Member # _____

Name of Financial Institution: _____

Address _____

Account # _____ Type of Account: _____ Current Balance \$ _____

Interest Rate: _____ If Stock, Number of Shares: _____ Dividends per Share: _____

Member # _____

Name of Financial Institution: _____

Address _____

Account # _____ Type of Account: _____ Current Balance \$ _____

Interest Rate: _____ If Stock, Number of Shares: _____ Dividends per Share: _____

Member # _____

Name of Financial Institution: _____

Address _____

Account # _____ Type of Account: _____ Current Balance \$ _____

Interest Rate: _____ If Stock, Number of Shares: _____ Dividends per Share: _____

Member # _____

Name of Financial Institution: _____

Address _____

Account # _____ Type of Account: _____ Current Balance \$ _____

Interest Rate: _____ If Stock, Number of Shares: _____ Dividends per Share: _____

Member # _____

Name of Financial Institution: _____

Address _____

Account # _____ Type of Account: _____ Current Balance \$ _____

Interest Rate: _____ If Stock, Number of Shares: _____ Dividends per Share: _____

OTHER ASSETS (*Real Estate, Cash Value of Life Insurance, Treasury Bills, etc.*)

| HOUSEHOLD MEMBER | TYPE OF ASSET | VALUE OF ASSET |
|------------------|---------------|----------------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

In Case of Emergency, whom should we contact?

Name: _____ Relationship: _____ Phone #: _____

Address:

Name: _____ Relationship: _____ Phone #: _____

Address:

PLEASE RESPOND TO THE FOLLOWING QUESTIONS IF YOU WISH TO BE CONSIDERED FOR PRIORITIES OR SPECIAL DEDUCTIONS/CONSIDERATIONS:

1. Have you been displaced from your home? If so, please explain:

2. Has your present home been condemned by the Board of Health due to Sanitary Code violations? If so, please describe:

3. Does your current housing cause any accessibility or other problems for any member of the household who has a disability? ☐ Yes ☐ No If so, please describe:

4. Have you or any member of your household suffered actual or threats of physical violence by a spouse or other member of the household? If so, please provide details:

APPLICATION VERIFICATION CONSENT FORM

INSTRUCTIONS:

Complete this form for each non-citizen member of the household who declared eligible immigration status on the Declaration Sheet. If this form is being completed on behalf of a child, it must be signed by the adult responsible for the child.

CONSENT:

I. _____ hereby consent to the following:
(print or type first name, middle initial, last name)

1. The use of the attached evidence to verify my eligible immigration status to enable me to receive financial assistance for housing; and
2. The release of such evidence of eligible immigration status by the project owner without responsibility for the further use or transmission of the evidence by the entity receiving it, to:
 - (a) HUD, as required by HUD; and
 - (b) The INS for purposes of verification of the immigration status of the individual.

NOTIFICATION TO APPLICANTS:

Evidence of eligible immigration status shall be released only to the INS for purposes of establishing eligibility for financial assistance, and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence of other information by the INS.

Signature

Date

Check here if an adult signed for a child. []

I/We hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. Inquiries may be made to verify the statements herein. All information is regarded as confidential in nature, and a consumer credit report and a Criminal Offenders Record Information (CORI) report may also be requested. I/We certify that I/We understand that false statements of information are punishable under applicable State or Federal Law.

I/We hereby certify that I/We have received a notice from the management agent describing the right to reasonable accommodations for persons with disabilities.

Signed under the pains and penalties of perjury.

Head of Household/Applicant

Date

Co-Applicant

Date

Harborlight Community Partners does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to its programs or employment, or in its programs, activities, functions or services.



Harborlight Community Partners
PO Box 507
Beverly, MA 01915
(978) 922-1305 ext. 202

GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION

NAME: _____

ADDRESS: _____

I, the above-named individual, have authorized Harborlight Community Partners to verify the accuracy of the information which I have provided to them, from the following sources (*specify*):

- | | |
|------------------------------------|--|
| • Child Care Expenses | • Veteran's Benefits |
| • Criminal Activity (CORI) | • Federal, State, or Local Benefits |
| • Courts | • Banks, Credit Unions |
| • Family Composition | • IRA's, CDs, 401k, 403b |
| • Law Enforcement Agency | • Interest, Dividends |
| • Credit Bureau | • Financial Institutions, Brokerages |
| • Employment | • Mutual Funds |
| • Self Employment | • Alimony, Child Support |
| • Unemployment Compensation | • Other Income - Regular Gifts or Allowances from Another Person |
| • Pensions | • Commissions, Tips, Bonus |
| • Annuities | • Landlords, Rental History |
| • Social Security | • Identity & Marital Status |
| • Supplemental Security Income | • Handicapped Assistance Expenses |
| • State Welfare Agencies | • Medical Insurance Premiums |
| • State Employment Security Agency | • Un-reimbursed Medical Expenses |
| • Workman's Compensation | • School & College Tuition Fees |
| • Health & Accident Insurance | |

I HEREBY GIVE YOU MY PERMISSION TO RELEASE THIS INFORMATION TO: Harborlight Community Partners subject to the condition that it be kept confidential. I would appreciate your prompt attention in supplying the information requested on the attached page to Harborlight Community Partners within five (5) days of receipt of this request.

I understand that a photocopy of this authorization is as valid as the original.

Thank you for your assistance and cooperation.

Signed under the pains and penalties of perjury.

| | | | |
|--------------------|-------|--------------------|-------|
| _____ | _____ | _____ | _____ |
| Head of Household | Date | Spouse | Date |
| | | | |
| _____ | _____ | _____ | _____ |
| Other Adult Member | Date | Other Adult Member | Date |

APPLICANT DECLARATION SHEET

INSTRUCTIONS: Complete this form, including each member of the household.

HEAD OF HOUSEHOLD ONLY

Full Name: _____

Sex: _____

Date of Birth: _____

Social Security No.: _____

Alien Registration No.: _____

Admission No.: _____

if applicable, (11-digit # found on INS Form I-94
Departure Record)

Nationality: _____

(Enter the foreign nation or country to which you
owe allegiance. This is normally, but not always the
country of birth.)

Save Verification No.: _____

(to be entered by owner if and when received)

ENTIRE HOUSEHOLD

Are you or any member of your household:

- | | | |
|---|------------------------------|-----------------------------|
| a) A citizen or national of the United States? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) A non-citizen with eligible immigration statue? * | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) A non-citizen not claiming eligible immigration status? ** | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

* Please be advised that if you answered yes to item b), you will be required to send verification of your eligible immigration status for each member of your household.

** Please be advised that if you answered yes to item c), for any member of your household, you may not be eligible for residency in federally subsidized housing, or you may be eligible for prorated assistance only.

Signature of Head of Household

Date



CRIMINAL OFFENDER RECORD INFORMATION

CORI

Harborlight Community Partners is registered under the provisions of M.G.L. c.6, S172 to receive CORI for the purposes 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 DCJIS. I hereby acknowledge and provide permission to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from date of my signature. I may withdraw this authorization at any time by providing written notice of my intent to withdraw consent to a CORI check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgement Form is true and accurate.

Applicant Signature

Date

SUBJECT INFORMATION: (An asterisk denotes (*) a required field)

*LAST NAME

*FIRST NAME

MIDDLE NAME

SUFFIX

MAIDEN NAME (or other name(s) by which you have been known)

*DATE OF BIRTH

PLACE OF BIRTH

*SOCIAL SECURITY NUMBER

SEX: _____ HEIGHT: _____ ft. _____ in. EYE COLOR: _____ RACE: _____

MOTHER'S FULL MAIDEN NAME

FATHER'S FULL NAME

CURRENT AND FORMER ADDRESSES

DRIVERS LICENSE OR STATE ID: _____ STATE OF ISSUE: _____

THE INFORMATION ABOVE WAS VERIFIED USING THE FOLLOWING GOVERNMENT ISSUED IDENTIFICATION: _____

VERIFIED BY: _____
NAME OF VERIFYING EMPLOYEE (PRINT NAME)

SIGNATURE OF VERIFYING EMPLOYEE

AUTHORIZATION TO RELEASE INFORMATION

Applicant/Tenant: _____ **Unit #** _____

Property Name: _____

Address: _____

As managing agents for this Low Income Housing Project, Federal Regulations require we verify the program eligibility of all members of families applying for admission and verify this information annually for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this family. A signed authorization for your release appears below. Please complete the attached form and return it to the address below at your earliest convenience. Thank you for your assistance.

Authorized Signature

Property Manager
 Title

Printed Name _____ Date _____

Release by Applicant/Tenant

I hereby authorize you to furnish all requested information.

Signature _____ Date _____

Print Name _____