

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

YOUR MOTHER'S MAIDEN NAME

HoH's SOCIAL SECURITY NUMBER

HoH's DATE OF BIRTH

GENDER

ETHNICITY

Also provide your race at right!

RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial

Do **NOT** write Spanish, Hispanic, Latino here – and do **NOT** write your country!

REQUESTED ACCOMMODATIONS ○ = ● Do you need a:

☐ Fully Accessible Wheelchair Unit☐ Blind Accessible Unit☐ Need an Interpreter☐ No-Steps unit (elevator to any floor)☐ Deaf Accessible Unit☐ Domestic Violence Victim☐ First-Floor unit only☐ unit designed for Environmental Allergies

HoH's CAREER STAGE

☐ Employed☐ Unemployed☐ Retired☐ FT Student☐ PT Student

MOBILE RENTAL ASSISTANCE

☐ I do not have mobile rental assistance☐ Mobile Section 8 voucher☐ MRVP☐ AHVP☐ VASH or similar

Head of Household -Any Felony/Conviction?

☐ Yes ☐ No

Any Misdemeanor Conviction?

☐ Yes ☐ NoOther Members: Any Felony Convictions?☐ Yes ☐ No

Any Misdemeanor Conviction?

☐ Yes ☐ NoIs anyone in HH subject to a lifetime sex offender registration in any state? ☐ Yes ☐ No

TOTAL HOUSEHOLD SIZE

How much money does your family receive in a year?☐

←# Adults

←# Children

←Total #

☐

.00

YOUR HOME TELEPHONE

SECOND TELEPHONE

YOUR EMAIL ADDRESS

BEST MAILING ADDRESS

This is:

SECOND MAILING ADDRESS

This is:

BEDROOMS NEEDED?

SPECIAL CIRCUMSTANCES? - *some programs may assign you a priority status*☐ Disability☐ Elder☐ Veteran☐ Fleeing Domestic Violence☐ Displaced by: _____☐ Rent-burdened☐ Other



This is an important document. If you require interpretation, please call the telephone number below or come to our offices.

Este es un documento importante. Si necesita interpretación, por favor llame al número de teléfono que aparece abajo o visite nuestras oficinas.

這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室

Isto é um documento importante. Se exige interpretação, por favor chama o número de telefone embaixo ou vem a nossos escritórios.

Это важный документ. Если Вам требуется перевод, пожалуйста, позвоните нам (телефонный номер ниже). Или придите в наш офис.

Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng hãy gọi cho số điện thoại bên dưới hoặc đến các văn phòng của chúng tôi.

នេះ គឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីលោកអ្នក ចាំបាច់ត្រូវចង់បានការបកប្រែ

សូមទូរស័ព្ទលេខខាងក្រោមនេះមកកាន់ ឬ

អញ្ជើញមកទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងផ្ទុំ។

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.

Tani waa dhokomentu muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayada.

هذه وثيقة مهمة، وإذا كنت في حاجة إلى ترجمة فورية، يرجى الاتصال على رقم الهاتف المذكور أدناه أو أن تتفضل بالمجيء إلى مكتبنا.

این یک سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفاً با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.

Telephone: 781-794-1000

RIGHT TO REASONABLE ACCOMMODATION

Peabody Properties, Inc. will consider a reasonable accommodation, upon request for qualified people with disabilities when an accommodation is necessary, not just desirable, to ensure equal access to the development, its amenities, services and programs. Reasonable accommodations may include changes to the building, grounds, or an individual unit; changes to policies, practices, and procedures; and mitigating circumstances.

FAIR HOUSING/EQUAL OPPORTUNITY INFORMATION

Peabody Properties, Inc. does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, sexual orientation, age, marital status, familial status, military/veteran history, disability, source of income, rental assistance, or other basis prohibited by federal, state, or local law in the access or admission to its programs or employment or its programs, activities, functions or services.



Enterprise Apartments Preliminary RENTAL Application Instructions

Please read this notice in full before completing in your application.

Additional information and applications are available by calling Peabody Properties at 978 922 2333

ELIGIBILITY CRITERIA

1. Your total household income and assets must be within the required limits:

Include as income: Income of all household members 18 years of age and older, include gross income from employment, including overtime, bonuses and commissions; pensions; annuities; dividends; interest on assets; social security; social security supplement; alimony and child support; veterans' benefits; unemployment and disability compensation; welfare assistance; regular gifts; etc.

Include as assets: The current value of all savings, checking and investment accounts (including retirement and educational accounts), real estate, investment property etc. (Do not include automobile(s) and other personal property.)

2. Your Lottery Application must include the following attachments:
 - Copies of three prior years of tax returns along with applicable W2 Form
 - Copies of 5 most recent pay stubs for all members of the household who are working
 - Copies of three most recent bank statements
 - Copies of any other materials necessary to verify income or asset – i.e. Social Security Award Letter, Pension Letter, 401K / Annuity statement etc.
3. Divestment of assets within one year of application for less than full value and fair cash value will be counted for imputation of income at full and fair value.
4. Your household size and composition must be appropriate for the unit size
5. You must be credit-worthy, have sufficient income to afford the rent. Generally, you should be paying no more than 40 percent of your gross income to rent or assets equal to at least two years of rent
6. You have not committed any fraud in connection with any federal or state housing assistance program and not owe rent or other amounts in connection with housing assistance.
7. You do not own a residential property and intend to reside in the development as your primary residence
8. **NOTE:** Individuals with a financial interest in the development and their families are not eligible to apply.

APPLICATION PROCESS

1. You must fill out the application completely and return/postmarked no later than noon on October 21, 2013 to: Peabody Properties, Inc. **c/o Enterprise Lottery**, 536 Granite Street, Braintree, MA 02184
2. If unsigned or incomplete, your Preliminary Application will be rejected.
3. Information provided on this Lottery Application will be treated as confidential.
4. All information provided will be verified. If you have intentionally falsified information, your application will be rejected.
5. Your household can file only one application, and no household member can appear on more than one application.
6. Preliminary Applications will be reviewed as quickly as possible. You will be notified by mail of receipt of your application, your application number, and your eligibility for the rental housing lottery
7. The lottery consists of a blind selection, from a container, of coupons bearing applicant identification numbers. The order in which your coupon is drawn, plus your preference category, if any, determines your ranking for a particular unit type.
8. Priority for the accessible units will be for families which require physical accommodations.
9. If your Lottery Rank Application indicates that you have a high likelihood of being offered a unit, you will be required to attend an interview and complete a Rental application.
10. If you are disabled and require an accessible unit, an extra bedroom for equipment or for a Personal Care Attendant, a reasonable modification of the housing, or a reasonable accommodation of rules, policies, practices or services, please include a letter from your primary health care provider explaining such special requirements.

It is unlawful to discriminate against any person because of race, color, religion, familial status, age, sex, sexual orientation, handicap, veteran's status, national origin or ancestry.





FOR INCLUSION IN THE LOTTERY
COMPLETED APPLICATION MUST BE RECEIVED
NO LATER THAN NOON ON October 21, 2013
Application may be mailed to:
Peabody Properties, Inc
Enterprise Lottery
536 Granite Street
Braintree, MA 02184

MANAGEMENT USE ONLY:

Date/Time Rcd _____

Application # _____

Lottery # _____

Affordable Rental Preliminary Lottery Application

Please see Application Instruction sheet

Applying for : 1 BR ☐ 2 BR ☐

HANDICAPPED ADAPTED: If you or a member of your household need or prefer a unit with special design features, please check appropriate box: ☐ Mobility ☐ Vision ☐ Hearing ☐ Other/Please specify _____

Note: Individuals with a financial interest in the development and their families are not eligible to apply

Applicant's Name: _____ SS# _____

Address: _____ City: _____ Zip: _____

Home #: _____ Work #: _____ Cell #: _____ Email: _____

Co-Applicant's Name: _____ Soc. Sec. # _____ Address (if different) _____

City: _____ State: _____ Zip: _____ Home #: _____ Work # _____

Income Verification (including investment income. Income must be reported for all household members over 18.) Total gross income: Includes income from all sources such as employment, investments, social security, child support and alimony, etc.

	Household Members	Relationship	Date of Birth	Gross Annual Income	Source of Income	Value of Assets	Full Time Student Yes / No
1	Self						
2							
3							
4							

HOME OWNERSHIP: Do you currently own your own home?

Yes ☐ No ☐

RENTAL ASSISTANCE: Do you have any rental assistance ie. Section 8 Mobile Voucher, MRVP (Mass Rental Voucher Program)

Yes ☐ No ☐

EQUAL OPPORTUNITY / FAIR HOUSING INFORMATION

The following information will be required by the Federal Government to monitor this owner / management agent's compliance with Equal Housing Opportunity and Fair Housing Laws. The law provides that an applicant may not be discriminated against on the basis of the information supplied below whether or not the information is furnished.

RACE OR NATIONAL ORIGIN (Your response to this section is voluntary.)

☐ White / Non-Minority

☐ Native American or Alaskan Native

☐ Black / African American

☐ Hispanic / Latino

☐ Asian or Pacific Islander

☐ Other

I understand and grant permission for all of the above information to be verified by the owner / agent. I further understand and grant permission to authorize a credit bureau service to make any consumer report and investigative consumer report, whereby information is obtained through public records, personal or telephonic interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry may include information as to my character, credit worthiness, credit standing, and credit capacity. I understand that I have the right to make a written request within a reasonable period of time to receive information about the nature and scope of any such report that is made.

PLEASE READ EACH ITEM BELOW CAREFULLY BEFORE YOU SIGN.

1. I hereby certify that the information provided in this Lottery Rank application is correct to the best of my knowledge.
2. I understand that this is a Lottery Rank application and the information provided does not guarantee housing. Additional information and verifications will be necessary to complete the standard application process.
3. I understand that I may submit only one application per household and that duplicate household applications will disqualify my household from the lottery.

Applicant's Signature _____

Date _____

Co-Applicant Signature _____

Date _____

