

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*

HEAD OF HOUSEHOLD’S (HoH) FIRST NAME ONLY, type or write in the row below:

HEAD OF HOUSEHOLD’S COMPLETE MIDDLE NAME:

HEAD OF HOUSEHOLD’S LAST NAME (EX: BAEZ GONZALEZ):

DOES THE HoH HAVE A SOCIAL SECURITY NUMBER or ITIN?

☐ Yes ☐ No

DATE OF BIRTH

GENDER

Enter the COMPLETE SSN or ITIN below:

Type birthyear first, using dashes YYYY-MM-DD

F M T-MTF T-FTM

ETHNICITY: (Hispanic or Non-Hispanic, Client Refused) RACE: (Asian, Black, White, Native American, Pacific Islander, Multi-racial, Client Refused – do not write Spanish)

REQUESTED ACCOMMODATIONS: Do you need any of these? ☐ = **X** ☐ I don’t need any of the accommodations listed below

- ☐ Fully Accessible Wheelchair Unit
- ☐ Bathroom modifications
- ☐ Vision Impaired Unit
- ☐ Need an Interpreter
- ☐ No-Steps unit (elevator to any floor)
- ☐ Hearing Impaired Unit
- ☐ Domestic Violence Victim
- ☐ First-Floor unit only
- ☐ Unit designed for Environmental Allergies
- ☐ Live-In Aide or PCA

HEAD OF HOUSEHOLD’S CAREER STAGE: ☐ Employed ☐ Unemployed ☐ Retired ☐ FT Student ☐ PT Student

ANY VETERANS IN YOUR HOUSEHOLD: ☐ Yes ☐ No

PERMANENT MOBILE RENTAL ASSISTANCE, if any - you must select one of these answers

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

CRIMINAL RECORD AND SEX OFFENDER INFORMATION

- Head of Household:

Any Felony/Conviction?

☐ Yes ☐ No

Any Misdemeanor Conviction?

☐ Yes ☐ No
- Other HH 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 Breed, Size, Weight,

HOUSEHOLD SIZE AND COMPOSITION:

ANNUAL INCOME

DOCUMENTED DISABILITY?

← # Adults ← # Children ← Total # in Household \$ .00 ☐ Yes ☐ No

CURRENT HOUSING STATUS: ☐ Homeless ☐ Housing Loss 14 days ☐ Fleeing Dom. Violence ☐ At risk of homelessness ☐ Stably Housed

HAVE YOU BEEN DISPLACED: ☐ No ☐ by Accessibility/health issues ☐ by Addiction behaviors ☐ by Cost of living ☐ by Pandemic ☐ by fire/flood/earthquake ☐ by Domestic Violence or Sexual Assault ☐ by Urban development, eminent domain ☐ by Condemnation of home, code violations ☐ by Threat to life or safety

PREFERRED TELEPHONE NUMBER:

SECOND TELEPHONE

PREFERRED METHOD OF CONTACT FOR VACANCY OFFERS AND UPDATES: ☐ Email ☐ Mail ☐ Cellphone

BEST EMAIL ADDRESS:

BEST MAILING ADDRESS (include apt #): ☐ where I currently live ☐ a shelter ☐ a P.O. Box ☐ a "care of" address ☐ a co-applicant’s address

Street or PO: Apt # or c/or Name:

City, State, and Zip Code:

City: State: Zip:

BACKUP ADDRESS

- ☐ same as above
- ☐ a shelter
- ☐ a P.O. Box
- ☐ a "care of" address
- ☐ a co-applicant’s address

Street or PO: Apt # or c/or Name:

City, State, and Zip Code:

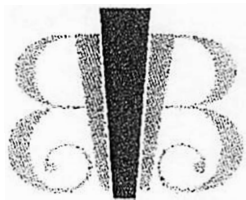
City: State: Zip:

# BEDROOMS NEEDED→

ARE YOU WISHING TO CLAIM ANY OF THESE PRIORITIES and PREFERENCES?

- ☐ Disability ☐ Elder ☐ Local Resident ☐ Local Employee ☐ Local Student ☐ Homeless Veteran
- ☐ Rent-burdened 40% ☐ Rent-burdened 50% ☐ Fleeing domestic violence ☐ HUD VAWA Certificate
- ☐ Victim of Hate Crime ☐ Community Based Housing
- Displaced by: ☐ Urban Renewal ☐ Sanitation Code ☐ Natural Forces ☐ Other: \_\_\_\_\_





BURBANK APARTMENTS

**Resident Information**

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

Phone Number: \_\_\_\_\_

Type: ☐ Home ☐ Mobile ☐ Work

Email: \_\_\_\_\_

Driver's License #/State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

SSN/ITIN: \_\_\_\_\_

**Employment Information**

Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Start Date: \_\_\_\_\_

Former Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Start Date: \_\_\_\_\_

Bank Statement(s) Balance(s)/Other Income: \_\_\_\_\_

Have you ever been convicted of a felony, sex-related crime, or misdemeanor assault? Yes ☐ No ☐

Have you ever been evicted? Yes ☐ No ☐

Applicant Signature: \_\_\_\_\_

Management Signature: \_\_\_\_\_

**RENTAL APPLICATION**

18 Haviland Street, #1

Boston, MA 02115

(617) 266-1805 (TTY/TRS Relay: #711)

<https://www.burbank-aps.com>

**FOR OFFICE USE ONLY**

Unit Information

Date/Time of Application: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Name(s) of Co-Resident(s): \_\_\_\_\_

**Residential History**

Current Address: \_\_\_\_\_

Dates of Occupancy: since: \_\_\_\_\_

Landlord Name/Phone: \_\_\_\_\_

Landlord Email: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Rent Amount: \_\_\_\_\_

Former Address: \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_

Landlord Name/Phone: \_\_\_\_\_

Landlord Email: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Rent Amount: \_\_\_\_\_

**Emergency Contact**

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

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you have any pets? Yes ☐ No ☐

If so, what type? \_\_\_\_\_



## **Rental Criteria**

Welcome to our community. In order to reside in our community, we require each applicant and each adult occupant to meet certain rental criteria. Before you complete a Rental Application, we encourage you to review these requirements to determine if you are eligible.

Before applying for your new apartment please note to financially qualify you must be able to provide proof of the household's yearly gross income at a minimum of three (3) times the yearly rental amount. If your application is declined there will be a delay of the funds being credited back to your bank or credit card account of six (6) business days. If you have any questions regarding your qualifying income please contact the leasing office before applying.

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

All applicants and each adult occupant must complete a separate Rental Application. First Realty Management utilizes a credit scoring system that incorporates a statistical model comparing information on an applicant's credit profile, such as bill-paying history, the number and type of accounts, late payments, collection actions, outstanding debt, reported rental history, and the age of accounts, to the credit performance of consumers with similar profiles. (A credit scoring model only uses information on the applicant that pertains to credit. It does not use certain characteristics such as – race, color, religion, sex, national origin, handicap, or familial status in its calculation.) The scoring system awards points for each factor and considers income, monthly rent, and overall credit history to evaluate how creditworthy an applicant is.

Items A through G apply to the applicant(s) responsible for paying the rent under the Lease Agreement.

**A. OCCUPANCY GUIDELINES** – All residents and all occupants must be listed on the Lease Agreement. The property adheres to all local zoning bylaws and ordinances, which limits the number of residents based on the square footage of the rental apartment. Unless otherwise specified or approved by management, a household generally consists of no more than two (2) occupants per bedroom.

In the event the number of occupants exceeds the maximum number for that floor plan due to the birth, adoption, custody or guardianship change of a minor child, residents will be permitted to stay in the existing apartment through the end of their lease term or 90 days, whichever is longer. At the end of the lease (or above time period, if the lease would expire before that time, or if the residents are month-to-month), residents must transfer to an appropriate (larger) floor plan subject to availability of the alternate floor plan and resident's compliance with the existing Lease Agreement, or vacate the apartment subject to the terms and conditions of the Lease Agreement and supporting addenda.

**B. CRIMINAL HISTORY** – A criminal background check will be performed on all adult applicants via an online screening process. Results of the criminal background check will be evaluated in accordance with the Resident Selection Plan and the Criminal Background Policy. The ability to verify this information is limited to the information made available to First Realty Management by the resident and reporting service used.

**C. LEASE GUARANTORS** – Guarantors must sign a Lease Guaranty (if applicable) and meet all rental criteria for Guarantors. This includes the

requirement of a gross income at a minimum of four (4) times the yearly rental amount.

**D. ANIMALS** – Pets are not permitted in the community unless approved in writing by First Realty Management. If a pet is allowed, the resident must sign a pet addendum which requires the pet owner to adhere to our pet policy. First Realty Management will authorize a support animal for a disabled person. Breed restrictions may apply. See management for pet approval.

**E. FALSE INFORMATION** – Any falsification of information on the application will automatically disqualify the application and all deposits will be forfeited.

**F. CANCELLATION OF APPLICATION** – If the applicant finds it necessary to cancel the application, the hold deposit will be refunded provided the applicant gives written notification of cancellation within forty-eight (48) or seventy-two (72) hours, whichever timeline applies to the property, after submitting an application, regardless of approval status. If your application is canceled within the allowed time period there will be a delay of the funds being credited back to your credit card or bank account of six (6) business days.

**G. APPLICATION APPROVAL PROCESS** – The approval process will begin when we have received completed applications from all applicants and occupants. The approval process will result in one of three (3) outcomes: (1) accepted, (2) conditional acceptance, or (3) denied. Additional information and/or deposits may be required if a conditional acceptance is recommended.

This company and this community comply with all applicable fair housing laws including those that prohibit discrimination on the basis of race, color, religion, sex, national origin, handicap, or familial status. Applicant(s) and guarantor(s) must give their consent to allow First Realty Management, itself or through its designated agents and its employees, to obtain a consumer report and criminal record information on each applicant or guarantor and to obtain and verify credit and employment information for the purpose of determining whether to lease an apartment to the applicant(s). The owner of First Realty Management and its agents and employees may obtain additional consumer reports and criminal record reports on each applicant or guarantor in the future to update or review the applicant(s)' account or for collection purposes. Upon request by an applicant, First Realty Management will tell applicant(s) or guarantor(s) whether consumer reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports.

## **Acknowledgment**

Applicant authorizes First Realty Management to verify all information on the application, including, but not limited to; source of income, current and prior landlord history, consumer credit report, and criminal background check.

Applicant declares that all statements contained in the application are accurate. Applicant acknowledges that they had an opportunity to review our rental selection criteria, which include reasons their application may be denied, such as criminal history, credit history, current income, and rental history. Applicant understands that if they do not meet our rental selection criteria or if they fail to answer any question or give false information, we may reject the application, retain the hold deposit as liquidated damages for our time and expense, and terminate your right of occupancy.

The applicant agrees to execute, upon presentation, a Lease Agreement for the subject apartment, a copy of which the applicant has received or has had the opportunity to examine.

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Signed

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Date