

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

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*

Chelmsford Housing Authority Project-Based Section 8 Waitlist Application

ELDERLY (age 62+) Waitlists

Development Name	Location	Number of Units by BR Size		
		Studio	1BR	2BR
Westford Village at Mystery Spring	67 Tadmuck Rd, Westford, MA	N/A	36	N/A
Shirley Meadows	27 Hospital Rd, Devens, MA	N/A	19	1
The CHOICE Center	19 Sheila Ave, N. Chelmsford, MA	N/A	22	2
Roberta McGuire Senior Residences	2 Balsam Circle, Westford, MA	7	N/A	N/A

FAMILY Waitlists

Development Name	Location	Number of Units by BR Size		
		1BR	2BR	3BR
Chelmsford Woods Residences	267 Littleton Rd, Chelmsford, MA	2	9	1
Littleton Road Apartments	235 Littleton Rd, Chelmsford, MA	3	N/A	N/A
The Elms-Harvard	105 Stow Rd, Harvard, MA	5	1	N/A

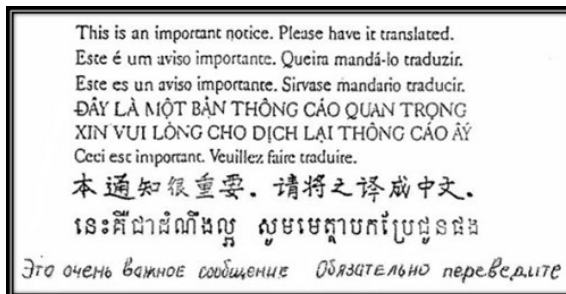
MAXIMUM INCOME LIMITS BY HOUSEHOLD SIZE (Chelmsford/Westford area)

Income Restriction	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$26,550	\$30,350	\$34,150	\$37,900	\$40,950	\$44,000	\$47,000	\$50,050
50% AMI	\$44,250	\$50,550	\$56,850	\$63,150	\$68,250	\$73,300	\$78,350	\$83,400

MAXIMUM INCOME LIMITS BY HOUSEHOLD SIZE (Harvard, MA area)

Income Restriction	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$27,510	\$31,440	\$35,370	\$39,300	\$42,450	\$45,600	\$48,750	\$51,900
50% AMI	\$45,850	\$52,400	\$58,950	\$65,500	\$70,750	\$76,000	\$81,250	\$86,500

The chart above shows the maximum income allowed for each household size in order to be eligible for the specified housing program. Some of the developments listed have a certain number of apartments where the household's income must be either below 30% AMI or 50% AMI. These income limits are subject to change annually during the first half of each year.



APPLICATION FOR SECTION 8 PROJECT BASED ASSISTANCE

Please submit the completed application to:

Chelmsford Housing Authority, Attn: Section 8, 10 Wilson St. Chelmsford MA 01824

Waiting List Selection (check off your property selection(s) and unit size):

	Property Name & Location	Age Restricted	Studio	1BR	2BR	3BR
	Westford Village at Mystery Spring, Westford	62+				
	Shirley Meadows, Devens	62+				
	The CHOICE Center, N. Chelmsford	62+				
	Roberta McGuire Senior Residences, Westford	62+				
	Chelmsford Woods Residences, Chelmsford	No				
	Littleton Road Apartments, Chelmsford	No				
	The Elms-Harvard, Harvard	No				

PLEASE PRINT CLEARLY

PART A: GENERAL INFORMATION

Head of Household Name:							
Current Address:							
City:		State:		Zip:			
Mailing Address: <i>(only if different from above)</i>							
City:		State:		Zip:			
Daytime Phone:				Evening Phone:			
Email:							

PART B: INFORMATION ABOUT MEMBERS OF THE HOUSEHOLD

List all adults and children (head/spouse/co-head regardless of age) who will be living in the home, beginning with the head of household. Each box must be completed for each member. No one except those listed on this form may live in the unit.

HOUSEHOLD MEMBERS

NAME	Relation to Head	US Citizen Y/N	Disabled Y/N	Gender Identity	Date of Birth	Social Security / Alien Registration Number
1.	Head					
2.						
3.						
4.						
5.						
6.						

ANSWER THE FOLLOWING QUESTIONS ABOUT ALL MEMBERS OF THE HOUSEHOLD:

1. Race and Ethnicity (*This question is Optional*):

Race: Check the appropriate race. (More than one category can be entered if applicable.)

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

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

2. Does any adult member, currently live or work in Chelmsford or Westford? ☐ Yes ☐ No (*If yes, provide proof*)
3. Are you homeless or at risk of being homeless or institutionalization¹? ☐ Yes ☐ No (*If yes, provide proof*)
4. Does anyone, other than an adult who will live in the home, share custody of any of the children listed?
☐ Yes ☐ No If yes, who? _____
5. Do you require a wheelchair accessible unit? ☐ Yes ☐ No (*If yes, you must provide a letter from a medical practitioner that someone in your household uses a wheelchair, walker or double canes*)
6. Do you require a first-floor unit if an elevator is not available? ☐ Yes ☐ No (*If yes, you must provide a letter from a medical practitioner that someone in your household requires a first-floor unit.*)
7. Has any household member ever been arrested for any crime? ☐ Yes ☐ No
If yes, how many times? _____. Please explain. (*Include when arrested, where arrested and the reason for the arrest. Attach a separate sheet if needed*)
-

¹ Homeless or At-Risk of Homelessness/Institutionalization is applicable only to the Westford Village at Mystery Spring property.

8. Are you, or any member of your household, subject to a lifetime registered sex offender registration requirement in any state? ☐ Yes ☐ No
9. Have you ever received, or are you currently receiving, rental housing assistance through another housing authority or agency? ☐ Yes ☐ No If yes, name of agency or housing authority:
-

PART C: INCOME & ASSETS OF FAMILY MEMBERS

(*Income includes money or contributions from any and all sources paid to or on behalf of a family member.*)

1. List the sources and amounts of all income (money) expected for the coming 12 months for all family members from any and all sources. (Earned and Unearned)

Family Member Name	Income Source/Employer Name	Amount \$	Frequency— (Circle one)
			Week Bi-Week Month Year
			Week Bi-Week Month Year
			Week Bi-Week Month Year
			Week Bi-Week Month Year
			Week Bi-Week Month Year
			Week Bi-Week Month Year
			Week Bi-Week Month Year

2. Do you or any family member own or have access to any of the following?

Savings Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checking Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Deposit	<input type="checkbox"/> Yes <input type="checkbox"/> No	Debit Card Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stocks	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bonds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Real Property (land)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trust Funds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pensions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Individual retirement accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inheritances	<input type="checkbox"/> Yes <input type="checkbox"/> No	Life insurance policies	<input type="checkbox"/> Yes <input type="checkbox"/> No

CashApp, Zelle, Venmo, PayPal (any other digital wallet or P2P apps) ☐ Yes ☐ No

If yes, please detail each asset checked. Use additional space on blank page if necessary.

Family Member Name	Type of Asset	Account Number	Value

PART D: APPLICANT CERTIFICATION

I hereby certify that all of the information I have provided on this application is true and complete.

I understand that it is my responsibility to inform the Chelmsford Housing Authority in writing of any change of address, income or household composition.

I understand that I cannot permit anyone to move into my unit without prior approval of the Chelmsford Housing Authority and my landlord.

I understand that I must respond promptly to all Chelmsford Housing Authority inquiries or my application may be cancelled.

I understand I must pay a security deposit for this apartment prior to occupancy.

I understand that my eligibility for housing will be based on applicable income limits and by the Chelmsford Housing Authority's selection criteria. The Chelmsford Housing Authority will screen each application for the Section 8 Program in accordance with HUD regulation 24 CFR 982 and 803 CMR 5.00 using the Criminal Records Information from the Criminal History Systems Board.

I understand that when my name comes to the top of the list, the Chelmsford Housing Authority will request additional information from me to determine eligibility.

I authorize the Chelmsford Housing Authority to make any inquiries from any parties and will submit proof upon request of the Authority for the sole purpose of verifying the truth of the statement contained herein.

I hereby certify that I do not/ will not maintain a separate subsidized rental unit in another location. I further certify that this will be my permanent residence.

I understand that any person who attempts to obtain housing assistance or rent reduction by making false statements, by impersonation, by failure to disclose or intentionally concealing information, or any act of assistance to such attempt is a crime under Federal and State law.

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AND SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED FOR NOT MORE THAN FIVE YEARS OR BOTH.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY. IF YOU HAVE FALSIFIED ANY PART OF THE APPLICATION, IT WILL BE DEEMED INELIGIBLE.

All adult applicants, 18 or older, must sign application.

Signature of Head of Household _____ Date _____

Other Adult _____ Date _____

Other Adult _____ Date _____

Other Adult _____ Date _____

Please note:

This application does not guarantee a unit. Incomplete applications will not be accepted and will be returned.