

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.

THIS SECTION IS 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*

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

Enter the last four digits of your SSN or ITIN

DATE OF BIRTH

Type birthyear first, using dashes YYYY-MM-DD

GENDER

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:

← # Adults

← # Children

← Total # in Household

ANNUAL INCOME

\$.00

DOCUMENTED DISABILITY?

☐ 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: _____

Centre50

50 Centre Street
Brockton MA 02301
508-434-4072 FAX 774-776-2578

RENTAL APPLICATION

(Note: Each co-resident over 18 years of age must submit a separate application.)
Please include most recent paystub or income verification when returning.

Please choose type: ☐ One Bedroom ☒ Two Bedroom ☐ Three Bedroom

APPLICANT

Full Name: _____ Date of Birth: _____

Social Security#: _____ Home/Office # _____

Cell/Fax#: _____ Email: _____

Driver License # / State: _____ Occupation: _____

Gross Annual Income: _____

List others to reside in apartment:

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

Present Address: ☐ Rent ☐ Own Dates: _____ to present Mthly Payment:

Street: _____ Apt _____

City: _____ State: _____ Zip Code: _____

Landlord/Lender: _____ Phone: _____

This is an important notice. Please have it translated.	
Este é um aviso importante. Queira mandá-lo traduzir.	(Portuguese)
Este es un aviso importante. Sirvase mandarlo traducir.	(Spanish)
ĐÂY LÀ MỘT BÀN THÔNG CÁO QUAN TRỌNG	(Vietnamese)
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY	
Ceci est important. Veuillez faire traduire.	(French)
本通知很重要。請將之譯成中文。	(Chinese)
នេះគឺជាដំណឹងល្អ សូមមេត្តាបកប្រែជូនផង	(Cambodian)



MANAGED BY: Trinity Management LLC, 50 Centre Street, Brockton, MA 02301

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Previous Address: ☐ Rent ☐ Own Dates: _____ Mthly Payment: _____

Street: _____ Apt _____

City: _____ State: _____ Zip Code: _____

Landlord/Lender: _____ Phone: _____

Current Employer or Income Source:

(Please attach most recent W-2, 1099 tax documents or the most recent month's pay stubs)

Name of Employer/Source of Income: _____

Address: _____ City _____ State _____ Zip Code _____

Phone #: _____ Employment Dates: _____

Position: _____ Salary: _____

Previous Employer or Income Source:

Name of Employer/Source of Income: _____

Address: _____ City _____ State _____ Zip Code _____

Phone #: _____ Employment Dates: _____

Position: _____ Salary: _____

Other source of Income:

Type of Income	Source/Bank	Gross Annual Amount
1. _____	_____	_____
2. _____	_____	_____

Bank References:

Name and Address of Bank: _____

Account Type and Account #: _____ Balance: \$ _____

Name and Address of Bank: _____

Account Type and Account #: _____ Balance: \$ _____

Name and Address of Bank: _____

Account Type and Account #: _____ Balance: \$ _____

Have you ever been evicted from your home/apt. for any reason? ☐ No ☐ Yes

If so, please give details:

Are you a registered sex offender? ☐ No ☐ Yes

If so, please explain: _____

Have you ever been arrested or convicted of any crime? ☐ No ☐ Yes

If so, please give details:

Vehicles

Make _____ Model _____ Color _____ Year _____ Plate # _____

Make _____ Model _____ Color _____ Year _____ Plate # _____

Pets

Name _____ Weight _____ Age _____ Color _____

Name _____ Weight _____ Age _____ Color _____

Relatives/Emergency Contact (Not residing with you)

1. Name: _____ Relationship: _____

Address: _____ City _____ State/Zip _____ Phone: _____

How Did You Hear About Us? _____

Base rent and other monthly charges are due and payable on the first day of each month in advance.

Management shall not make any inquiry concerning race, religious creed, color, national origin, sex, sexual orientation, age (except if a minor), ancestry or marital status of the applicant or concerning the fact that the applicant is a veteran or a member of the armed forces or is handicapped or disabled. The applicant authorizes the Management and/or Renting Agency to obtain or cause to be prepared a consumer credit report relating to the applicant.

The undersigned warrants and represents that all statements herein are true and agrees to execute upon presentation a Lease agreement in the usual form, a copy of which the applicant has received or has had occasion to examine, which lease or agreement may be terminated by the Lessor if any statement herein made is not true. Inquiries may be made to verify the statements herein. All information is regarded as confidential in nature. I hereby authorize the Landlord to obtain a consumer credit report, criminal background report as well as information regarding my employment and rental history. I/We certify that I/We understand that false statements or information are punishable under applicable State or Federal Law.

Deposit is to be applied to actual damages sustained by the owner, except it is to be refunded if said application is not accepted by the owner. This application and deposit are taken subject to previous applications.

Signature of Applicant

Date



RENTAL CRITERIA

Overall Standards

Fair Housing: This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin or any other class protected by applicable law.

Occupancy Standards: No more than two people per bedroom may occupy the apartment, unless there are special circumstances approved by Landlord. Infants up to twenty-four (24) months old are not considered for occupancy purposes.

Identification: All visitors and applicants must provide a valid driver's license or other U.S. or state-government issued photo identification in order to view and/or move in to the community. Non-U.S. citizens must provide a valid passport or valid visa.

Application Standards and Process

Application for Residency: An Application for Residency must be completed for each applicant who will be living in the apartment and who has reached the age of majority under state law, which in most states is 18 years or older. Application fees, if applicable, will be collected before an application can be processed.

Investigations Standards: Landlord (or its designates) may conduct an investigation of applicant, including thorough personal interviews with applicant's current and/or prior landlord(s), employer(s), and/or others with whom applicant is acquainted. These inquiries may include information regarding applicant's character, general reputation, personal characteristics, mode of living, credit report, and criminal background. Landlord will attach a summary of applicant's rights under the Fair Credit Reporting Act to applicant's application.

Income History: Except for applicants who receive or who will occupy an apartment unit that receives subsidies or voucher assistance, applicants must have a gross income source that can be verified and meets the minimum income requirements for the apartment being leased which are determined by multiplying the monthly rent by a specified factor of months as determined by the community. Applicants may be required to provide income verification, including but not limited to a pay stub, a letter from an employer, the most recent W2, the most recent tax return and/or certified verification from company accountant or bank. In instances where sufficient income requirements cannot be met, this community may elect to accept pre-paid rent, a co-signer or a guarantor. In instances where sufficient income requirements cannot be met because of the applicant's disability, the community will accept, at the applicant's option, either pre-paid rent, a co-signer or a guarantor if requested by the applicant.

Credit History: *Centre50/Enso Flats* may investigate and verify credit history. Landlord evaluates credit history information with a scoring method that weighs the indicators of future rent payment performance, but Landlord retains the right to reject an application no matter an applicant's ultimate scoring. An unsatisfactory credit report can disqualify an applicant from renting an apartment, including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report but not be told the content of the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application.

Criminal History: Applicants, occupants and co-signers will not be accepted if they do not satisfy the criminal history inquiries required by or background investigation allowed by the residency application. However, Landlord does not guarantee or represent that residents and/or occupants currently residing at the community qualify under the criminal background criteria required by the residency application. *Centre50/Enso maintains* a strict policy prohibiting registered sex offenders from residing within our communities. *This community* reserves the right to investigate lists of registered sex offenders in any manner including online, in newspapers or by contacting state agencies.

Rental History: Information regarding payment and rental history of each applicant will be collected to verify tenancy. Landlord reserves the right to reject any applicant who has been previously evicted by a court of law.

Employment History: *Centre50/Enso may* confirm employment and reported salary level.

Co-Signers(s): In the event that a co-signer is required, he/she must complete an Application for Residency and meet the Resident Selection Criteria. A co-signer will be fully responsible for the rent obligations of the Lease Agreement if the occupying resident(s) defaults.

Applicant Signature

Date

