

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:

 **ATTN: WAITLIST ADMINISTRATOR** 

**Is this waitlist closed? Anything else you want to tell the 900 Housing Advocates and the nearly 200,000 applicants using our system?**

**USE BLOCK PRINT to fill in the appropriate information below.** Save paper and ink by faxing only this one page to HousingWorks – we will immediately update your information! See fax number below.

☐ **This particular waitlist is closed: At present, our only open waitlists are:**

\_\_\_\_\_

☐ **This is not the correct application. The correct application is available in this way:**

\_\_\_\_\_

Your position or title at this housing program: \_\_\_\_\_

Your signature: \_\_\_\_\_

**HousingWorks Fax: 617-536-8561**

*If you direct applicants to try our free search to locate OTHER HOUSING OPTIONS, you reduce frivolous applications and eliminate possibly hundreds of phone calls:*

**www.HousingWorks.net**



**HOUSINGWORKS**  
For Everyone

**DO NOT LEAVE ANY QUESTION UNANSWERED!**

- ☐ HEAD OF HOUSEHOLD'S FIRST NAME
- ☐ HEAD OF HOUSEHOLD'S COMPLETE MIDDLE NAME
- ☐ HEAD OF HOUSEHOLD'S LAST NAME (EX: BAEZ GONZALEZ) ☐ SUFFIX \_\_\_\_\_
- ☐ YOUR MOTHER'S LAST NAME WHEN SHE WAS A CHILD

ANSWER THIS: ☐ Yes ☐ No Does the HoH have a Social Security Number? *If "Yes" you must provide the full SSN!*

- ☐ HEAD OF HOUSEHOLD'S SOCIAL SECURITY NUMBER ☐ HEAD OF HOUSEHOLD'S DATE OF BIRTH ☐ GENDER

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

- ☐ REQUESTED ACCOMMODATIONS Fill in the circle for anything you need:
- |  |  |   |
|--|--|---|
| <input type="radio"/> <b>Fully Accessible Wheelchair</b> Unit      | <input type="radio"/> <b>Blind Accessible</b> Unit                     | <input type="radio"/> Need an <b>Interpreter</b>      |
| <input type="radio"/> <b>No-Steps unit</b> (elevator to any floor) | <input type="radio"/> <b>Deaf Accessible</b> Unit                      | <input type="radio"/> <b>Domestic Violence Victim</b> |
| <input type="radio"/> <b>First-Floor unit only</b>                 | <input type="radio"/> Unit designed for <b>Environmental Allergies</b> |   |

- ☐ HoH's CAREER STAGE ☐ ANY VETERANS in HH? ☐ Yes ☐ No
- ☐ Employed ☐ Unemployed ☐ Retired ☐ FT Student ☐ PT Student

- ☐ PERMANENT MOBILE RENTAL ASSISTANCE, if any
- ☐ I do not have mobile rental assistance ☐ Mobile Section 8 voucher ☐ MRVP ☐ AHVP ☐ VASH or similar

- ☐ CRIMINAL RECORD AND SEX OFFENDER
- Head of Household:** Any **Felony/Conviction?** ☐ Yes ☐ No Any **Misdemeanor Conviction?** ☐ Yes ☐ No
- Other 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 Describe: \_\_\_\_\_

- ☐ HOUSEHOLD SIZE AND COMPOSITION ☐ ANNUAL INCOME ☐ DOCUMENTED DISABILITY?
- \_\_\_\_\_ ← # Adults \_\_\_\_\_ ← # Children \_\_\_\_\_ ← Total # in Household ☐ Yes ☐ No

- ☐ CURRENT HOUSING STATUS ☐ Homeless ☐ Housing Loss in 14 days ☐ Homeless under other federal status
- ☐ Homeless because Fleeing domestic violence ☐ At risk of homelessness ☐ Stably Housed

- ☐ BEST TELEPHONE NUMBER TO USE ☐ SECOND TELEPHONE

- ☐ EMAIL ADDRESS

- ☐ WHERE YOU LIVE OR BACKUP ADDRESS

- ☐ BEST MAILING ADDRESS

- ☐ # BEDROOMS NEEDED? ☐ SPECIAL CIRCUMSTANCES? (*some programs may grant you priority status*)
- ☐ Disability ☐ Elder ☐ Veteran ☐ Fleeing Domestic Violence ☐ Rent-burdened  
☐ Displaced by ☐ Public Action ☐ Sanitary Code ☐ Natural Forces ☐ Other \_\_\_\_\_



**Life, at your doorstep.**

**Enjoy our amenities!**

- ❑ Pet Friendly
- ❑ 24 Hour Concierge Service
- ❑ Professional Management On Site
- ❑ Controlled Access Building
- ❑ State Of The Art Fitness Center
- ❑ Spectacular Outdoor Heated Rooftop Pool And Deck
- ❑ Library/Lounge With Free Wi-Fi
- ❑ Garage Parking At Reduced Rates
- ❑ Valet Parking & Zip Car Services
- ❑ Dry Cleaning On Site
- ❑ Unparalleled Back Bay Location, Convenient To Copley Place, Prudential Center, Newbury St, Symphony Hall, Northeastern U, and Berklee

**Each apartment home will include:**

- ❑ Neutral Plush Carpeting
- ❑ Hard Wood Style Flooring
- ❑ Abundant Closet Storage
- ❑ Countless Windows
- ❑ Contemporary Lighting Package
- ❑ Individual Climate Control Systems
- ❑ Includes Water, Sewage and Garbage
- ❑ White Or Stainless Appliance Package

**Floor Plan A, 1 Bedroom~1 Bathroom, 656 Sq Ft**

- Starting at \$2800

**Floor Plan B, 1 Bedroom~1 & 1/2 Bathrooms, 825 Sq Ft**

- Has extra living space ideal for Dining/Study Area
- Starting at \$2900

**Floor Plan C, 1 Bedroom~1 Bathroom, 625 Sq Ft**

- Starting at \$2700

**Floor Plan D, 2 Bedrooms~2 Bathrooms, 1040 Sq Ft**

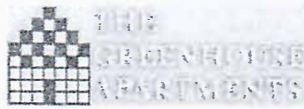
- Starting at \$4000
- Select units dining area has an added wall creating flex space for den, study or bedroom
- Starting at \$4400

**Floor Plan E, 3 Bedrooms~2 Bathrooms, 1100 Sq Ft**

- Starting at \$5100

Prices subject to change without notice

- Deposit is equivalent to 1 month's rent
- Initial Lock Change Fee is \$100.00
- When available, short-term lease fees: 3, 4 or 5 month lease: \$400 additional per month; 6, 7 or 8 month lease: \$300 additional per month; 9, 10 or 11 month lease: \$200 additional per month
- \$50 pet rent. Some Restrictions May Apply



## Priority Waitlist Agreement

For future residency at The Greenhouse Apartments, interested prospective residents have the option to be placed on a priority waiting list. Prospective residents are placed on a priority waiting list on a first come, first serve basis.

Anyone requesting to be on the Priority Waitlist (PWL) must provide the following:

1. Fully complete all required paperwork such as application(s), copy of identification, proof of income, etc. and qualify for a rental **before** being placed on the PWL. (In some cases, a co-signer's documentation may be required to completely qualify for an apartment.)
2. A deposit of \$1000 is required to be placed on the PWL. (PWL deposit does not accrue interest).
3. Once an apartment is offered, the applicant has 48 hours to accept or decline the apartment *in writing*. Upon acceptance, the \$1000 deposit already paid will be applied to the first month's rent on the apartment. The remaining balance of the first month's rent must be received within 48 hours (2 days) of acceptance, otherwise the apartment will be forfeited.
4. If an apartment is offered but not accepted, \$900 of the deposit will be refunded. The Greenhouse will retain \$100. In the unlikely event we are unable to offer an apartment, a full refund of \$1,000 will be issued via check to the name/address listed on the application.
5. The applicant understands that an apartment may be offered for a slightly alternative date. For example...
  - a. The applicant may indicate a "Preferred Move-in Date" of June 5. We may call to offer an apartment with a move-in date of June 1 or perhaps June 11.
  - b. Exact move-in dates cannot be predicted or guaranteed at the time of being placed on the PWL.
  - c. The Greenhouse Apartments considers an apartment that is available within 14 days before or after the preferred move-in date a viable option for the applicant.
6. A wait list reservation does not guarantee a specific rental rate or lease term. This information will be determined at the time the apartment is offered.

\_\_\_\_\_  
Preferred Move-in Date

\_\_\_\_\_  
Preferred Type of Apartment: # of bedrooms, floor plan, etc.

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

\_\_\_\_\_  
Date Signed

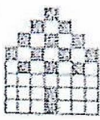
\_\_\_\_\_  
Greenhouse Employee Signature

\_\_\_\_\_  
Date Signed

Approved Date: \_\_\_\_\_ Apartment Offered & Date: \_\_\_\_\_ / \_\_\_\_\_

Applicant Approval Date: \_\_\_\_\_ Balance of Deposit Paid Date: \_\_\_\_\_





**THE  
GREENHOUSE  
APARTMENTS**

## APPLICATION FOR RENTAL

150 Huntington Avenue  
Boston, MA 02115  
(617) 267-6777 • Fax (617) 267-0075

Apt. # \_\_\_\_\_ Floor Plan \_\_\_\_\_

Date \_\_\_\_\_ Agent \_\_\_\_\_



EQUAL HOUSING  
OPPORTUNITY

### APPLICANT INFORMATION

First Name:		Middle:	Last:
Telephone:		Cell Phone/Other:	
Soc. Sec. No.		Visa # (if no SS#)	
Date of Birth		Driver's License #:	State Issued:
Email Address:			

### CURRENT ADDRESS

Address:			Apt. #
City:	ST:	Zip:	Monthly Rent:
Type of Residency (circle one)	Rent	Own	Other:
Landlord/Management Co.:			Occupancy From: To:
			Telephone:

### PREVIOUS ADDRESS

Address:			Apt. #
City:	ST:	Zip:	Monthly Rent:
Type of Residency (circle one)	Rent	Own	Other:
Landlord/Management Co.:			Occupancy From: To:
			Telephone:

### CURRENT EMPLOYMENT

Employer:		Work Phone:	
Address:		City:	ST: Zip:
Position:	Annual Salary:	Length of Employment:	
HR or Supervisor:	Phone:	Fax:	

### PREVIOUS EMPLOYMENT

Employer:		Work Phone:	
Address:		City:	ST: Zip:
Position:	Annual Salary:	Length of Employment:	
HR or Supervisor:	Phone:	Fax:	

### SCHOOL INFORMATION (if applicable)

College/University:		School Address:	Registrar's Office Phone #:
Program:	Year of Graduation	Circle One: Full Time Part Time	Student ID#:

### EMERGENCY CONTACT INFORMATION

Contact Name:	Address:	Phone:
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### APARTMENT INFORMATION

Names of all Co-Occupants (EACH ADULT MUST FILE A SEPARATE APPLICATION):					Base rent per month:	\$
					Other monthly charges:	\$
					Key/Lock:	\$
					Last Month's Rent:	\$
Apt #:	Total No. of Occupants:	No. of Adults:	No. of Pets:	Type:	Security Deposit:	\$
Term of Lease:		Move In Date:	Rent Begins:		Deposit Received:	\$
					Bal Due upon Acceptance	\$

**ARE YOU A CONVICTED FELON? ( Y / N ) If "Yes" Please submit detail of conviction:**

Pursuant to Massachusetts law, the Management shall not make any inquiry concerning race, religious creed, color, national origin, sex, sexual orientation, age (except if a minor), ancestry, marital status, handicap, or status as a veteran or member of the armed forces. Applicant authorizes the Management and/or Renting Agency to obtain a consumer credit report, criminal background inquiry and/or review of any information contained in this application.

Neither the Owner nor the Management is responsible for the loss of personal belongings caused by fire, theft, smoke or water. Applicant agrees to purchase adequate renter's insurance.

The undersigned warrants and represents that all statements herein are true and agrees to execute upon presentation a Lease Agreement which may be terminated by the Owner if any statement is untrue. Until Management has approved said application, no tenancy has been created. Deposit is to be applied as shown above except that it is to be refunded if the application is not accepted by owner. If applicant wishes to rescind its application after acceptance by Owner, Owner shall be permitted to retain such deposit in an amount not to exceed one month's rent as liquidated damages as a result of applicant's failure to execute a Lease.

Agent Signature

Date

Applicant Signature

Date