

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"/> Fully Accessible Wheelchair Unit | <input type="radio"/> Blind Accessible Unit | <input type="radio"/> Need an Interpreter |
| <input type="radio"/> No-Steps unit (elevator to any floor) | <input type="radio"/> Deaf Accessible Unit | <input type="radio"/> Domestic Violence Victim |
| <input type="radio"/> First-Floor unit only | <input type="radio"/> Unit for Environmental Allergies | <input type="radio"/> Personal Care Attendant |

- ☐ 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 _____

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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





This is an important document. If you require interpretation, please call the telephone number below.

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

這是一個重要文件。如果你需要解釋，請撥打下面的電話號碼。

Isto é um documento importante. Se exige interpretação, por favor chama o número de telefone embaixo.

Это важный документ. Если вам требуется толкование, пожалуйста, позвоните по указанному ниже телефону.

Đây là một tài liệu quan trọng. Nếu bạn yêu cầu gì ả thích, xin vui lòng gọi số điện thoại dưới đây.

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba a.

هذا هو وثيقة هامة. إذا كنت تحتاج إلى تفسير، يرجى الاتصال على رقم الهاتف أدناه.

Αυτό είναι ένα σημαντικό έγγραφο. Αν χρειάζονται ερμηνεία, καλέστε τον αριθμό τηλεφώνου παρακάτω

Telephone: 617-436-0771

Enclosed please find the Rental Application you requested. Please note the following:

- ❖ Applications must be completed in full. Incomplete applications will be returned to the applicant.
- ❖ Applicants must be determined eligible and qualified in accordance with the regulations of the HUD Section 8 Program.
- ❖ The income eligibility requirements are as follows:

<u>Number of Persons</u>	<u>Maximum Annual Income</u>
1	\$32,950
2	\$37,650
3	\$42,350
4	\$47,050
5	\$50,850
6	\$54,600
7	\$58,350
8	\$62,150

- ❖ If you should move or change our phone number, notification of such change must be in writing and mailed to:

Harbor Point Apartments
One Harbor Point Boulevard, Boston, MA 02125
Phone: 617-436-0771 / Fax: 617-287-0873 / TTY: 711

- ❖ We update our waiting lists on an annual basis. Applicants who do not return a complete updated application within the specified timeframe will be removed from the waiting list.
- ❖ Applicants will be notified of their status once they are close to the top of the list.

NOTE: Upon request to the Management Agent, you have the right to receive a Tenant Selection Plan Summary (with program description insert) which summarizes the tenant application process, including eligibility and screening requirements, for occupancy in the Development.





One Harbor Point Boulevard, Boston, MA 02125
P. 617-436-0771 F. 617-287-0873 TTY: 711
harborpointonthebay.com cmjapts.com

MANAGEMENT USE ONLY

Date/Time Received: _____
Received by: _____
Unit Size: _____
Priority: _____
Affordable: ☐ 80% (L) ☐ 50% (VL) ☐ 30% (EL)

RENTAL APPLICATION

Management will provide help in reviewing this document. If necessary, persons with disabilities may ask for this application in large print type, or other alternate formats.

Applicant: _____
First MI Last

Present Address: _____
Street Apt. # City State Zip

Previous Address: _____
Street Apt. # City State Zip

Home Tel: _____ Business Tel: _____ Mobile Tel: _____

Email Address: _____

How did you hear about this development? _____

Size of Apartment Needed: 1 BR ☐ 2 BR ☐ 3 BR ☐ 4 BR ☐

Unit Type Requested: Wheelchair Adapted Unit: Yes ☐ No ☐
Hearing Adapted Unit: Yes ☐ No ☐
Visual Adapted Unit: Yes ☐ No ☐

REFERENCES: Provide the full name and address of landlords and other places you have lived over the last 5 years or past two residences, whichever is more inclusive (include shelters).

Present Landlord: _____ Tel. # _____ Fax # _____

Landlord Address: _____
Street Apt. # City State Zip

Is apartment rented to you? Yes ☐ No ☐ If NO, explain: _____

Are you presently under lease? Yes ☐ No ☐ If YES, when does lease expire: _____

Length of tenancy: From _____ To _____ Amount of rent per month \$ _____



Including utilities? Yes ☐ No ☐ Do you pay rent in a timely manner? Yes ☐ No ☐

Reason for leaving: _____

Previous Landlord: _____ Tel # _____ Fax # _____

Landlord Address: _____
Street Apt. # City State Zip

Applicant Address: _____
Street Apt. # City State Zip

Was apartment rented to you? Yes ☐ No ☐ If NO, explain: _____

Were you then under a lease? Yes ☐ No ☐ If YES, did you remain for its term? Yes ☐ No ☐

Length of tenancy: From _____ To _____ Amount of rent per month \$ _____

____ Including utilities? Yes ☐ No ☐ Did you pay rent in a timely manner? Yes ☐ No ☐

Reason for leaving: _____

Have you or any member of your household ever been evicted from your home for any reason? Yes ☐ No ☐

If YES, explain: _____

FAMILY COMPOSITION – Complete the following information for each member of your family including yourself, who will be occupying the apartment.

- Please provide social security numbers for you and all household members, except those members who do not contend eligible immigration status.
- Please provide information if you were age 62 or older as of January 31, 2010 and who do not have a social security number and were receiving HUD rental assistance at another location on January 31, 2010. This information is needed in order to verify whether you qualify for the exemption from disclosing and providing verification of a social security number.

	MEMBER'S FULL NAME	RELATIONSHIP TO HEAD OF HOUSEHOLD	DATE OF BIRTH	SOCIAL SECURITY NUMBER	FULL TIME STUDENT
1		HEAD OF HOUSEHOLD			YES/NO
2					YES/NO
3					YES/NO
4					YES/NO
5					YES/NO
6					YES/NO



INCOME INFORMATION (for each household member)

What is the total annual income for all household members? Include wages, salaries and tips, welfare, social security, SSI, pensions, veteran's benefits, disability compensation, unemployment compensation, alimony, child support, annuities, dividends, income from real estate, military pay, scholarships, and grants.

TOTAL \$ _____

SOURCES OF INCOME (for each household member)

MEMBER'S FULL NAME	SOURCE OF INCOME	GROSS ANNUAL AMOUNT
	Social Security	\$
	Social Security	\$
	Supplemental Security Income (SSI)	\$
	Supplemental Security Income (SSI)	\$
	Employment	\$
	Employment	\$
	Pension / Annuity / Trust	\$
	Pension / Annuity / Trust	\$
	Public Assistance (TANF / AFDC / EAFDC)	\$
	Unemployment Compensation	\$
	Worker's Compensation	\$
	Child Support / Alimony	\$
	Student Financial Assistance	\$
	Other (Please specify)	\$
	Other (Please specify)	\$
	Other (Please specify)	\$

ASSETS - Please list the assets of anyone living in your household (include: checking, savings, IRAs, money market accounts, stocks, bonds, certificates and real estate).

MEMBER'S FULL NAME	SOURCE (Checking, Savings, etc.)	AMOUNT OR VALUE	ANNUAL INCOME FROM ASSET



CERTIFICATION OF ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

Have you disposed of any assets for less than fair market value in the preceding 24 months? Yes ☐ No ☐

If yes, please describe below which assets were disposed of for less than fair market value:

ASSET DISPOSED OF	DATE OF DISPOSITION	FAIR MARKET VALUE	AMOUNT RECEIVED

ADDITIONAL INFORMATION

Are you or any member of your household subject to a state lifetime sex offender registration requirement in any state? Yes ☐ No ☐ If YES, please list the name of the person(s) and the state(s): _____

Please provide list of all states in which you or any household member has resided: _____

Do you currently have a household pet? Yes ☐ No ☐ If YES, what type? _____

Are you or any member of your household currently receiving Federal (HUD) or State Housing Assistance? Yes ☐ No ☐ If YES, list the household members and type of assistance being received. _____

Have you or any household members ever committed any fraud in connection with any Federal Housing Assistance program? Yes ☐ No ☐ If YES, please explain: _____

Have you or any household members on Federal Assistance ever been terminated for fraud? Yes ☐ No ☐ If YES, please explain: _____

Have you or any member of your household ever been arrested or convicted of any crime? Yes ☐ No ☐ If YES, please explain: _____

CITIZENSHIP DECLARATION

I declare I and each member of my household is (are):

- ☐ A citizen or national of the U.S.
- ☐ A noncitizen with eligible immigration status.

NOTE: You will be required to send verification of your eligible immigration status for each member of your household.

- ☐ A noncitizen not claiming eligible immigration status.

NOTE: You may not be eligible for residency in federally-subsidized housing.



EQUAL OPPORTUNITY / FAIR HOUSING INFORMATION

Corcoran Jennison Companies (CJ) and its affiliates does not discriminate on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law in the access or admission to the Development, its employment, or in its programs, activities, functions, or services.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Mr. John Mostyn
504/ADA Coordinator
Corcoran Jennison Companies
150 Mt. Vernon Street, Suite 500
Boston, MA 02125
jmostyn@corcoranjennison.com

Phone: 617-822-7300 / Fax: 617-929-4362 / TTY: 711

Optional Section: Information will be used for fair housing programs only as required by State and Federal Laws.

- Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino
- Race: ☐ American Indian/Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other
- ☐ I do not wish to furnish the above information.

RIGHT TO A REASONABLE ACCOMMODATION

Corcoran Jennison Companies (CJ) and its affiliates 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 and changes to policies, practices, and procedures.

Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternate ways we need to communicate with you? Yes ☐ No ☐

If YES, please explain: _____

I/We hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. All information is regarded as confidential in nature. I/We understand and grant permission for all of the above information to be verified by the owner/agent. I/We understand and grant permission to contact any references listed above and to obtain consumer reports, which may include credit, rental payment history, and criminal background information about me and any occupants in the premises in order to verify the above information.

I/We acknowledge that false, incomplete or misleading information herein may constitute grounds for rejection of this application and are punishable under applicable State and Federal law.

Signed under the pains and penalties of perjury

Head of Household / Applicant

Date

Co-Applicant

Date



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent </div> <div style="width: 45%;"> <input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____ </div> </div>	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

☐ Check this box if you choose not to provide the contact information.

--	--

Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.