

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



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 designed for Environmental Allergies | |

- ☐ 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 _____

Section 8 & Section 202 Rental Application

Ref: ©First Realty Mgmt. OPS/FF-MA-01/FF-RI-01 – Rev 11.16.2016

Dear Applicant:

Thank you for your interest in our community. We hope that you will find our community a place that you will call home.

Enclosed please find the Rental Application, Release & Consent, Supplement to Application, Owners Notice, Family Summary Sheet and I Speak forms to be completed and signed.

As you complete the application packet, please remember to follow these general instructions:

- **ALL** lines and sections must be completed. If the section does not apply to you, please mark it with N/A (not applicable). Do not leave it blank as we will deem the application to be incomplete.
- **NO** Whiteout is to be used. Simply cross out any mistakes and initial beside them.
- **ALL** household members 18 years of age and older must sign the Rental Application, Release & Consent and I Speak forms.
- **ALL** income and assets must be listed for all household members, regardless of age.

If you have any questions while completing the application and attached forms, please feel free to contact the management office at 617-569-2255 Monday through Friday, between 9:00 a.m. and 5:00 p.m. Thank you again for your interest in our community.

Sincerely,

Jane Clark
Property Manager

First Realty's 504 Coordinator coordinates First Realty's compliance with all nondiscrimination requirements, including Section 504. Contact the Coordinator with any questions or concerns relating to First Realty Properties: Phone #617-423-7000 / TTY/TRS Relay #711 or 151 Tremont St, PH #1, Boston, MA, 02111.

First Realty Management does not discriminate on the basis of race, color, religion, sex, national origin, familial status, disability, or any other protected class. Furthermore, First Realty does not discriminate based on any of the following additional factors: age, ancestry, marital status, sexual orientation, gender identity, genetic information, being a veteran or member of the Armed Forces, or receiving welfare, housing subsidies or other governmental benefits.

This is an important document. Please contact the management office for free language assistance.

Este es un documento importante. Por favor, póngase en contacto con la oficina de manejo para recibir asistencia lingüística gratis.

The use of white out, black out, or alterations of original information will void this application. Please answer all questions.



Application may be submitted in person, by mail, or by fax to:

Brandywyne Village

88 Brandywyne Drive
East Boston, MA 02128

Ph: 617-569-2255 (TTY/TRS Relay: #711)

Fax: 617-569-8887

How did you hear about us? _____

Reviewed & Accepted by:	Date & Time Received:

Bedroom size desired: ☐ One ☐ Two ☐ Three ☐ Four

Is the head, co-head or spouse of this household handicapped or disabled? ☐ Yes ☐ No

The following questions are asked solely to assist applicants with disabilities who may need an accommodation under Section 504. Answering these questions is optional. Information provided regarding a S.504 accommodation request will be kept confidential and used exclusively for this purpose.

- Does any household member require alternative ways to communicate with us (e.g., TTY/TRS Relay: #711) during the application process? ☐ YES ☐ NO If yes, please provide a written or verbal explanation.
- Does any household member have an accessibility or reasonable accommodation request that we should be made aware of (e.g. wheelchair accessibility, visual aids (Braille) or apparatus for hearing assistance)? ☐ YES ☐ NO If yes, please provide a written or verbal explanation.

Do you receive Federal or State Rental Assistance? ☐ Yes ☐ No If yes, please identify the agency _____
Approved Unit Size _____ Current Approved Voucher Amount \$ _____

This household is listed with _____ **As Head of Household** (First, Middle Initial, Last)

Present address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

HEAD OF HOUSEHOLD (Applicant):

Full Name	First	M.I.	Last	Social Security # (SSN)	Birth date	Age	Student?	Student Status
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time

CO-APPLICANT:

Relationship	First	M.I.	Last	Social Security #	Birth date	Age	Student?	Student Status
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time

OTHER OCCUPANTS:

Relationship	First	M.I.	Last	Social Security #	Birth date	Age	Student?	Student Status
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
							<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part time <input type="checkbox"/> Full time

*All applicant household members must disclose and provide verification of their SSN except for 1) those individuals who do not contend eligible immigration status or 2) those who were age 62 or older as of 1/31/2010, and whose initial determination of eligibility began before 1/31/2010.

- Does any applicant household member fall into category 2? Yes / No (circle)
- If yes, which Applicant? _____
- Where did the applicant's initial determination of eligibility begin (property name and address)? _____

Have there been (or do you anticipate) any changes in household composition in the past twelve months? ☐ Yes ☐ No

If yes, please explain: _____

Present Landlord: _____ Phone: _____



Address: _____ Fax: _____
 How long have you lived there? _____ Monthly Rent: _____
 Do you have a financial interest in the property? ☐ Yes ☐ No
 Check utilities paid by you: ☐ Heat ☐ Electricity ☐ Gas ☐ Other _____ Average Monthly Cost: _____

Previous address: _____ Apt: _____
 City: _____ State: _____ Zip: _____
Previous Landlord: _____ Phone: _____
 Landlord's Address: _____ Fax: _____
 How long did you live there? _____ Monthly Rent: _____
 Do you have a financial interest in the property? ☐ Yes ☐ No
 Check utilities paid by you: ☐ Heat ☐ Electricity ☐ Gas ☐ Other _____ Average Monthly Cost: _____

EMPLOYMENT DATA for all Household Members:

Person Employed: _____ Phone: _____
 Current Employer: _____ Fax: _____
 Address: _____
 Length of employment: _____ Gross monthly wage \$ _____

Person Employed: _____ Phone: _____
 Current Employer: _____ Fax: _____
 Address: _____
 Length of employment: _____ Gross monthly wage \$ _____

Person Employed: _____ Phone: _____
 Current Employer: _____ Fax: _____
 Address: _____
 Length of employment: _____ Gross monthly wage \$ _____

OTHER SOURCES OF INCOME for all Household Members (please list household recipient and GROSS monthly amount being received):

Income Source	Yes	No	Gross Monthly Amount Received	Household Member(s) Name
Social Security (SS)? (<i>ONLY list SS amount here</i>)			\$	
SSI/SSDI? (<i>ONLY list SSI/SSDI amount here</i>)			\$	
SS State Supplement? (<i>Only list State Supplement amount</i>)			\$	
Pension/Annuity?			\$	
Short Term/Long Term Disability?			\$	
Veterans Benefits?			\$	
Welfare/TANF/Public Assistance			\$	
Adoption Subsidy?			\$	
Do you have a court order to receive Alimony?				
Do you have another agreement to Receive Alimony?				
Do you receive Alimony?			\$	
Do you have a court order to receive Child Support?			\$	
Do you have another agreement to receive Child Support?			\$	
Do you receive Child Support?			\$	
Unemployment or Worker's Compensation?			\$	
Contributions to the Household (Monetary or Not)?			\$	
Net Income from Business?			\$	
Military Pay?			\$	
Other Income?			\$	
Grants, Scholarships or other type of Financial Aid?*			\$	
Are any of the incomes listed above paid through a Debit Card? i.e. SS,SSI- Direct Express Debit Card			\$	

*The treatment of financial assistance is dependent on whether the student is receiving Section 8 assistance. If the:

- Student is receiving Section 8 assistance, all financial assistance received **in excess of tuition and any other required fees and charges** is included in income, unless the student is over the age of 23 with dependent children, or the student is living with his/her parents who are applying for or receiving Section 8 assistance.
- Student is **not** receiving Section 8 assistance, all forms of financial assistance, no matter how it is used, are **excluded** from annual income.



It does not matter whether the assistance is paid to the student or directly to the educational institution.

Do you file tax returns? ☐ Yes ☐ No

What was the total household gross income from the **previous** year? _____

If this differs from the **current** year, please explain. _____

Do you anticipate any changes in this income in the next 12 months? ☐ Yes ☒ No

If Yes, please explain: _____

Is any member of the household likely to receive income or assistance from someone who is not a member of the household as listed on page 1? ☐ Yes ☐ No

If Yes, please explain: _____

ASSETS for all Household Members:

Checking Accounts

Household Member	Financial Institution	Account Number	Balance

Savings Accounts

Household Member	Financial Institution	Account Number	Balance

Certificates of Deposit, Stocks, Bonds, Mutual Funds, Trust Funds, Whole Life Insurance, 401K, Retirement Fund

Type of Account	Value	Annual Income

Real Estate Income/Mobile Homes:

Do you own or have any financial interest in any Real Estate? ☐ Yes ☐ No

Description/Address: _____

Estimated Value: _____ Balance Due on Mortgage: _____

Does anyone hold any personal property as an investment (antique cars, jewelry, coins, etc.?) ☐ Yes ☐ No

If Yes, please explain: _____

Other Current Assets (Cash, etc.)? ☐ Yes ☐ No

If Yes, please explain: _____

During the past 2 years, have you given away more than \$1000 or disposed of other assets for less than fair market value? ☐ Yes ☐ No

If Yes, please explain: _____

Does any member of the household have an asset(s) owned jointly with a person who is not a member of the household listed on page 1?

☐ Yes ☐ No If Yes, please explain: _____



MISCELLANEOUS INFORMATION:

Are you or any member of your household currently using an illegal substance?

☐ Yes ☐ No

Have you or any member of your household ever been convicted of a felony?

☐ Yes ☐ No

If yes, describe: _____

Are you or any member of your household subject to a state lifetime sex offender registration program in any state? ☐ Yes ☐ No

If yes, describe: _____

Have you or any member of your household ever been under eviction from any housing?

☐ Yes ☐ No

If yes, describe: _____

Have you or any member of your household ever filed for bankruptcy?

☐ Yes ☐ No

If yes, describe: _____

Please provide a complete list of all states in which any household member has resided: _____

If the tenant or co-tenant is under the legal age of 18, have you provided proof of emancipation? ☐ Yes ☐ No

The Housing and Economy Recovery Act (HERA) directs the US Department of Housing and Urban Development (HUD), to obtain demographic and economic information on residents residing in Low Income Housing Tax Credit (LIHTC) financed Properties from the tax credit monitoring agent. The data collected must include tenant race and ethnicity. By completing this section, the owner/agent will be able to collect the needed information and provide it to the monitoring agency. There is no penalty for persons who do not complete this portion of the application.

National Origin	Check One
Hispanic	
Not of Hispanic Origin	

Race	Check One
White	
Asian	
Black or African American	
American Indian or Alaska Native	
Native Hawaiian or Pacific Islander	
Other	

Check here if you do not wish to supply this information

STUDENT STATUS ELIGIBILITYSection 8 assistance will **NOT** be provided to any resident/applicant who meets **ALL** of the criteria listed below:

- ☐ Is enrolled as a full-time or part-time student at an institution of higher education.
- ☐ Is under 24 years of age.
- ☐ Is not married.
- ☐ Is not a veteran of the United States Military.
- ☐ Does not have a dependent child.
- ☐ Is not a person with disabilities, as such term is defined in the United States Housing Act of 1937 and was not receiving Section 8 assistance as of November 30, 2005.
- ☐ Is not living with his or her parents who are receiving Section 8.
- ☐ Is not individually eligible to receive Section 8 assistance **and** has parents, individually or jointly, who are not income eligible to receive Section 8 assistance.

*For a student under the age of 24 who is not married, not a veteran, does not have a dependent child, is not a person with disabilities and was not receiving Section 8 as of November 30, 2005, is not living with her/his parents who are receiving Section 8 and who is seeking Section 8 assistance, Section 327(a) of the Act sets up a two-part income **eligibility** test. Both parts of this test must be affirmatively met. That is, both the student and the student's parents (the parents individually or jointly) must be income eligible for the student to receive Section 8 assistance. If it is determined that the parents are not income eligible, the student is ineligible to receive Section 8 assistance.*

Do any household members listed on page 1 meet ALL of the criteria listed above: ☐ Yes ☐ NoAre any household members, full or part-time students who are applying for rental assistance, separate from their parent or guardian? ☐ Yes ☐ NoAre any household members Independent Students (definition: an orphan, in foster care, ward of the court at age 13, emancipated minor, unaccompanied homeless youth or at risk of being homeless)? ☐ Yes ☐ No

ALLOWANCE FOR CHILD CARE COSTS (IF APPLICABLE)

Child Care costs are an allowable deduction for children under age 13 if there is no other adult household member able to care for the child, if the expense is not paid to a household member, and the amount is reasonable per HUD Occupancy Handbook 4350.3 Rev-1, Section 5-10(b).

Do you pay for the care of a child under age 13 and this care enable a family member to work, seek work or further his/her education? ☐ Yes ☐ No ☐ N/A

If yes, list Name and address of Child Care Provider: _____

ALLOWANCE FOR DISABILITY ASSISTANCE COSTS (IF APPLICABLE)

Disability Assistance cost is an allowable deduction for unreimbursed, anticipated costs for attendant care and "auxiliary apparatus" for each family member who is a person with disabilities. These expenses must be reasonable and necessary to enable any family member 18 years of age or older who may or may not be a person with disabilities to be employed per HUD Occupancy Handbook 4350.3 Rev-1, Section 5-10(c)

Have you incurred expenses that may be allowable as a disability assistance expense? ☐ Yes ☐ No ☐ N/A

If yes, list Name and address of Insurance Company: _____

Monthly Premium Amount
\$

ALLOWANCE FOR MEDICAL COSTS (IF APPLICABLE)

Medical expenses apply to household in which the head, spouse or co-head is at least 62 years of age or is a person with disabilities per HUD Occupancy Handbook 4350.3 Rev-1, Section 5-10(b).

Do you pay out-of-pocket medical insurance premiums other than Medicare? ☐ Yes ☐ No ☐ N/A

If yes, list Name and address of Insurance Company: _____

Monthly Premium Amount
\$

Examples including but are not limited to services by a medical professional, cost for prescription and non-prescription medications, transportation to medical appointments, dental treatments, eyeglasses, contact lenses, hearing aid, medical equipment.

Do you have additional, un-reimbursed medical expenses? ☐ Yes ☐ No ☐ N/A

PLEASE READ - IMPORTANT HOLD DEPOSIT INFORMATION

The applicant is to provide a hold deposit equal to his/her share of one month's rent at the time an apartment is assigned to (held for) the applicant. The hold deposit is to be applied to the applicant's rent for the first month of his/her occupancy. If the hold deposit is in excess of the applicant's rent for the first month of his/her occupancy, the balance shall be returned to the applicant by the Lessor. In the event the applicant cancels said application and the Lessor has reserved or set aside an apartment for the applicant, the hold deposit shall be applied to actual damages sustained by the Lessor after 72 hours of acceptance by the applicant. However, the hold deposit shall be refunded if the application is not accepted by the Lessor.



CERTIFICATIONS

Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements of misrepresentation to any department or agency of the U.S. to any matter within its jurisdiction. Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of subsidy and/or lease agreement.

I/We hereby certify that I/We Do Not/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

SIGNATURES (EVERY ADULT (18 years and older) MUST SIGN):

_____ Signature of Head of Household	_____ Date
_____ Signature of Co-Head	_____ Date
_____ Signature of Other Adult Family Member	_____ Date
_____ Signature of Other Adult Family Member	_____ Date

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RESIDENT/APPLICANT RELEASE AND CONSENT

Ref: ©First Realty Mgt. OPS/FF-MA-56/EF-19 (c)/FF-RI-28 – Rev. 04/10/09

I/We, _____, the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income and/or assets to **Brandywyne Village** for purposes of verifying information on my/our apartment rental application and at recertification.

TYPES OF INFORMATION*

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity; employment, income and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my **eligibility for and continued participation as an applicant or tenant.**

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

- Previous landlords (including Public Housing Agencies)
- Legal background check
- Obtaining a consumer credit report
- Past and present employers
- Support and alimony providers
- Medical and child care providers
- Veterans Administration
- Welfare agencies
- Social Security Administration
- Retirement systems
- State unemployment agencies
- Banks and other financial institutions

_____ Applicant/Resident	_____ Print Name	_____ Date
_____ Co-Applicant/Co-Resident	_____ Print Name	_____ Date
_____ Adult Member	_____ Print Name	_____ Date
_____ Adult Member	_____ Print Name	_____ Date

“Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person, who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions is cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).**¹

* Note: This general consent may not be used to request a copy of a Tax Return. If a copy of a Tax Return is needed, IRS Form 4506, “Request for Copy of Tax Form” must be prepared and signed separately.

¹ Citation: HUD Occupancy Handbook; 4350.3 Rev-1 Change 2; Appendix 6A: Guidance for Development of Individual Consent Forms.

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) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <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 </td> <td style="width: 50%; vertical-align: top;"> <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: _____ </td> </tr> </table>		<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	<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: _____
<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	<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: _____		
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.

Owners Notice No. 1

Dear applicant:

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than U.S. citizens or nationals, or certain categories of eligible noncitizens, in the following HUD programs:

- a. Section 8 Housing Assistance Payments programs;
- b. Section 236 of the National Housing Act including Rental Assistance Payment (RAP); and
- c. Section 101/Rent Supplement Program.

You have applied, or are applying for, assistance under one of these programs; therefore, you are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. You must do the following:

1. Complete the attached Family Summary Sheet, listing all family members who will reside in the assisted unit.
2. At the time of application processing, each family member listed on the Family Summary Sheet must complete a Citizenship Declaration (adult household members will complete the form for minors). Evidence of citizenship/non-citizenship status must be submitted with each Citizenship Declaration.
3. Return the Family Summary Sheet as part of the application package to the following address:

**Brandywyne Village
88 Brandywyne Drive
East Boston MA 02128**

This Section 214 review will be completed in conjunction with the verification of other aspects of eligibility for assistance. If you have any questions or difficulty in completing the attached item or determining the type of documentation required at application processing, please contact «sitepropertymanager» at «sitephonenumber». The Property Manager will be happy to assist you. Please note that failure to complete the Citizenship Declaration and provide evidence of citizenship/non-citizenship status at the time of application processing may result in your not being considered for housing assistance.

If this Section 214 review results in a determination of ineligibility, you will have an opportunity to appeal the decision. Also, if the final determination concludes that only certain members of your family are eligible for assistance, your family may be eligible for proration of assistance. That means that when assistance is available, a reduced amount may be provided for your family based on the number of members who are eligible.

If assistance becomes available and the other aspects of your eligibility review show that you are eligible for housing assistance, that assistance may be provided to you if at least one member of your household has submitted the required documentation. Following verification of the documentation submitted by all family members, assistance may be adjusted depending on the immigration status verified. You will be contacted as soon as we have further information regarding your eligibility for assistance.



Family Summary Sheet

Member No.	Last Name of Family Member	First Name	Relationship to Head of Household	Sex	Date of Birth
Head					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

“I Speak” Card #

Please select the primary language spoken by Household Member over 18 years of age on the attached list.

Please also indicate if English is spoken by any adult Household members in Box 11 of the attached list.

Please print the name of each adult household member who is 18 years of age and older below. The information requested above is solely for compliance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency and is limited to such use.

_____ Applicant/Resident	_____ Date
_____ Applicant/Resident	_____ Date
_____ Applicant/Resident	_____ Date
_____ Applicant/Resident	_____ Date
_____ Applicant/Resident	_____ Date
_____ Applicant/Resident	_____ Date



- | | | |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> | Խոսողո՞ւմ ե՞ս, և՛ խոսում կատարե՞ք այս քանակություն, եթե խոսում կամ կարդում ե՞ք հայերեն: | 2. Armenian |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> | ល្អប្រសើរណាស់ប្រសិនបើ ប្រើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> | Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérte vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish