

- Don't staple the pages of the application together!
1. Providers need to easily access their own application first page.
 2. Removing staples from 1000 applications a week adds too much work.
 3. Some providers *scan* the application, and can't do this if you staple.
 4. If you include a letter, don't staple that either!

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:*

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



<div><div></div><div></div><div></div><div></div></div>	Head of Household’s FIRST Name
	Head of Household’s MIDDLE Name
	Head of Household’s LAST Name

HoH’s SOCIAL SECURITY NUMBER		GENDER	HoH’s DATE OF BIRTH
<div></div>	<div></div>	<div></div>	<div></div>

ETHNICITY Also provide your race at right!	RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial Do <u>NOT</u> write Spanish, Hispanic, Latino here – and do <u>NOT</u> write your country!
<div></div>	<div></div>

<div></div> YOUR MOTHER’S MAIDEN NAME

YOUR HOME TELEPHONE	SECOND TELEPHONE
<div></div>	
YOUR EMAIL ADDRESS	
<div></div>	

CURRENT ADDRESS <u>OR</u> LONG-TERM CONTACT ADDRESS
This is:
<div></div>
<div></div>

SECOND CONTACT ADDRESS
This is:
<div></div>
<div></div>

TOTAL HOUSEHOLD SIZE	# BEDROOMS		How much money does your family receive in a year?
<div></div>	<div></div>	<div></div>	<div></div> .00

INCOME SOURCES
<div></div>

MOBILE RENTAL ASSISTANCE, if any
<div></div>

REQUESTED ACCOMMODATIONS
<div></div>

SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE
<div></div>



Application For Residency

Today’s Date: _____

Referred by: _____

Applicant Information:

				Call leasing office	
First Name	Last Name	MI	Home Phone Number	Social Security Number	
Address		City	State	Zip Code	
Do you Own or Rent				Rent or Mortgage Amount	
Landlord’s Name	Address	City	State	Zip Code	Phone Number
Previous Address		City	State	Zip Code	
Previous Landlord’s Name	Address	City	State	Zip Code	
Previous Landlord’s Phone Number				Rent Amount	
Present Employer	Address	City	State	Zip Code	Phone Number
Occupation	Length of Employment	Annual Salary			Supervisor’s Name
Previous Employer	Address	City	State	Zip Code	Phone Number
Occupation	Length of Employment	Annual Salary			Supervisor’s Name

Co-Applicant Information:

				Call leasing office	
First Name	Last Name	MI	Home Phone Number	Social Security Number	
Address		City	State	Zip Code	
Do you Own or Rent?	Landlord’s Name	Landlord’s Phone Number	Dates of Occupancy	Rent amount	
Present Employer	Address	City	State	Zip Code	Phone Number
Occupation	Length of Employment	Annual Salary			Supervisor’s Name

Occupant Information:

Name	Date of Birth	Relationship	Call leasing office
			Social Security Number
Name	Date of Birth	Relationship	Call leasing office
			Social Security Number
Name	Date of Birth	Relationship	Call leasing office
			Social Security Number
Pet: Dog	Breed	Cat	

Other Income Information:

Other Salary	Investment Income	Other Income
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Emergency Contact Information:

Name	Address	Relationship	Phone Number
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Vehicle Information:

Year	Make	Model	Color	License Plate Number
Year	Make	Model	Color	License Plate Number

New Mailing Address:

Rental Charges:

From _____ Thru _____

\$ _____

Key & Lock Fee:

\$ _____

Holding Deposit:*

\$ _____

Additional Charges:

\$ _____

Pet Rent:

\$ _____

Garage Rent:

\$ _____

Total Due:

\$ _____

Less Deposit:

\$ _____

Balance Due upon Move in:

\$ _____

Applicant represents that the statements made are true and correct and hereby authorizes verification of employment, financial, landlord, criminal and other references. Applicant is aware that a credit report will be ordered.

Applicant acknowledges receipt of the qualifications standards for acceptance.

The holding deposit is given in consideration for the Management’s taking the apartment off the market while considering approval of this application and will be refunded if the application is not approved by the Owner or Management. The holding deposit will be retained as liquidated damages by the Owner, making the deposit non-refundable, in the event the applicant cancels the application after two business days. *The holding deposit will become your security deposit upon move-in.

Applicant _____

Leasing Agent _____

Co-Applicant _____



QUALIFICATION STANDARDS

General Information

All applicants must be of legal age
Applications are to be complete in full. Incomplete applications will be returned.
Applications containing untrue, incorrect or misleading information will be declined.
State or government issued identification card with picture and social security validation will be required. Age of majority card and military identification will also be accepted.
All occupants of the apartment must be listed on the application and will be considered a resident.
Any individual, who may constitute a direct threat to the health and safety of an individual, the community, or the property of other's, will be denied.
All applicants will be required to meet the following qualification standards but are not limited to those listed below.

Rental Score Approval Score _____ Approved with conditions _____

The score is based on statistical analysis of prior renters' indicators and subsequent payment performance.
The scoring method weighs the indicators of future rent payment performance.
The scoring system assigns points to certain factors identified as having a statistical correlation
The rental score results comes from a mathematical analysis of information found in your credit report, application, and previous rental history.
Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income and the number of inquiries in your consumer report.
The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.
Based on the score, we may choose to accept or decline an apartment, or seek additional requirements for approving the lease. These additional requirements included an additional deposit or a Guarantor.

Income Requirements

Gross monthly household income must be sufficient to cover the rent and other typical household obligations. Sufficient income is defined as two (2) times the annual lease rent and debt obligations.
Verifiable income will be required for all applicants who are self-employed or receive money from non-employment sources. Applicants must be able to show proof of income through one of the following 1) most current annual tax return (submission of W-2s only is not sufficient), 2) a notarized statement from a CPA or attorney indicating the amount of annual income you expect to receive or 3) copies of three most current bank statements illustrating the ability to pay rent based on the above sufficient income definition.
Retired and non-working applicants must provide documentation regarding source of income, e.g. social security, pension, savings. Copies of these documents will be maintained in the Lease file.
Other verifiable income may mean, but is not limited to, alimony, dividends, military housing allowance, child support, interest, or retirement Income. Must be third party verified.

Employment History

The most recent pay stub or Leave and Earnings Statement, offer letter on letterhead with signature, or written verification must accompany the application.
Employment will be verified and applicant must be in good standing
Employment must be effective on or before the proposed move in date.
Self-employed applicants must provide the same documentation under the income requirements either using the most current annual tax return, notarized statement from CPA or attorney or copies of three of the most current bank statements.
If not gainfully employed, applicants must have sufficient savings to meet the monthly income requirement stated above under income requirements.

Rental History

Verifiable rental history for the past 24 months is required.
Less than 24 months of history may result in a deposit equal to one month of rent
Non-established rental history may require 1) a guarantor or 2) an additional deposit
Eviction history within the past 7 years from date of application will result in denial of your application.
Outstanding rent due to a previous landlord will result in denial of your application.
Incomplete applications will be returned to the applicant

Occupancy Guidelines

Studio	Two occupants
One Bedroom	Two occupants
Two Bedroom	Four occupants
Three Bedroom	Six occupants
Four Bedroom	Eight occupants

* Lofts and dens are not considered bedrooms

Roommates

Each resident and co-signer/guarantor is jointly and severally responsible for the entire rental payment and must sign the Lease Agreement. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

Co-signers/Guarantors

Co-signers/guarantors are not permitted if prohibited by federal state or local law.

Co-signers/guarantors must meet all qualification standards listed. The documents must be notarized if not signed at the leasing office in the presence of an Arborpoint Management Employee.

Quick Move-ins

If an applicant is to move in within 7 days, first month's rent, security deposit, or last month's rent and any other deposit except the application fee must be paid by certified check, bank check, money order, or credit card (if available).

Pet Policy

One dog or two cats per apartment will be accepted
There will be a monthly pet rent to be determined by management as a site specific charge
All residents with pets must have a pet agreement on file
Veterinarian statements establishing the general health of the pet, weight, age and the status of all required shots. Only exception are designated assisted animals
All animals that will be living in an apartment must be listed on the application
These policies are not limited to the above, please reference the pet policy document for the complete policies

Arborpoint Management will make the final decision as to the approval or disapproval of your application. If you have any questions regarding credit information furnished to us by the Credit Bureau, please call the Credit Bureau. We will, on request, provide you with the address and telephone number of the credit bureau.

Any questions regarding our policies or application process should be directed to our management team