

- 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: 617-536-8516



<input type="radio"/>	Head of Household's FIRST Name
	Head of Household's MIDDLE Name
<input type="radio"/>	
<input type="radio"/>	Head of Household's LAST Name

HoH's SOCIAL SECURITY NUMBER		GENDER	HoH's DATE OF BIRTH
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

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!
<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	YOUR MOTHER'S MAIDEN NAME
-----------------------	---------------------------

YOUR HOME TELEPHONE	SECOND TELEPHONE
<input type="radio"/>	
YOUR EMAIL ADDRESS	
<input type="radio"/>	

CURRENT ADDRESS <u>OR</u> LONG-TERM CONTACT ADDRESS
This is:
<input type="radio"/>
<input type="radio"/>

SECOND CONTACT ADDRESS
This is:
<input type="radio"/>
<input type="radio"/>

TOTAL HOUSEHOLD SIZE	# BEDROOMS	How much money does your family receive in a year?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
# Adults		
# Children		
Total #		.00

INCOME SOURCES
<input type="radio"/>

MOBILE RENTAL ASSISTANCE, if any
<input type="radio"/>

REQUESTED ACCOMMODATIONS
<input type="radio"/>

SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE
<input type="radio"/>



APPLICATION FOR RESIDENCY

Date: _____ Apartment # _____

Personal Information: _____ Responsible Resident _____ Guarantor _____ [] Primary Applicant

First Name _____ Middle Initial _____ Last Name _____
Surname (Jr., Sr., etc.) _____ Marital Status (optional) _____
Social Security Number (Visa # if no SSN) _____ Date of Birth _____
If no SSN, are you in the U.S. on a Visa? _____ Yes _____ No Former Last Name (maiden, married) _____
Driver's License No. _____ Driver's License State _____
Mother's maiden name or password (for lockout purposes) _____

Occupant Information: (persons under 18 years of age) [] same as Primary Applicant

Name _____ Date of Birth _____ Relationship _____
Name _____ Date of Birth _____ Relationship _____
Name _____ Date of Birth _____ Relationship _____
Name _____ Date of Birth _____ Relationship _____

Residence Information: [] same as Primary Applicant

Current Street Address _____ Suite or Apt. _____
City _____ State _____ Zip Code _____
Country _____ Phone _____ Email Address _____
Type (circle one) Rent Own Other _____ Length of Residency _____
Name of Apartment Community or Mortgage Co. _____
Contact Name _____ Contact Phone _____
Monthly Payment _____ Reason For Moving _____
Previous Street Address _____ Suite or Apt. _____
City _____ State _____ Zip Code _____
Country _____ Phone _____ Length of Residency _____
Name of Apartment Community or Mortgage Co. _____ Type (circle one) Rent Own Other _____
Contact Name _____ Contact Phone _____
Monthly Payment _____ Reason For Moving _____
Have you ever been evicted or asked to move out? _____ Yes _____ No If yes, Explain: _____
Have you previously filed or are you currently filing for bankruptcy? _____ Yes _____ No If Yes, When? _____

Employment Information/Additional Income:

Current Employer (as of move-in date) _____ Position _____
Industry _____ Monthly Salary _____
Street Address _____ Work Phone _____
City _____ State _____ Zip Code _____
Name of Supervisor _____ Phone _____ Length of Employment _____
Previous Employer _____ Position _____
Industry _____ Monthly Salary _____
Street Address _____ Work Phone _____
City _____ State _____ Zip Code _____
Name of Supervisor _____ Phone _____ Length of Employment _____
If there are other-sources of income you would like us to consider, please list source and income amount. Sources of Additional Income:
Amount of Additional Annual Income (\$) _____

Emergency Information:

First Name, Middle Initial, Last Name _____
Current Street Address _____ Suite or Apt. _____
City _____ State _____ Zip Code _____
Relationship _____ Phone _____ Allow Key Access _____ Yes _____ No

Vehicle Information: [] same as Primary Applicant

Your Vehicle Make/Model _____ Year _____ Color _____ License Plate No. _____ State _____
Second Vehicle Make/Model _____ Year _____ Color _____ License Plate No. _____ State _____
Other Vehicles _____

Pet Information: [] same as Primary Applicant

Do you own any pets? _____ Yes _____ No Do you have any service animals? _____ Yes _____ No
If yes, how many? _____ Type _____ Breed _____ Color _____ Weight _____ Name _____ Age _____

Conviction Information:

Have you ever been convicted of, or pleaded Guilty or “no Contest” to, a Misdemeanor or Felony Involving Sexual Misconduct?
_____ Yes _____ No If yes, When _____ What State _____ Explain: _____



In connection with this Application for apartment home no. _____ located at _____ (the "Apartment Home"), the undersigned ("you" or "your") hereby deposits with Avalon Bay Communities, Inc. ("we", "us", or "our") the sum of \$ _____ (the "Deposit"), plus the sum of \$ _____ (the "Application Fee"). We will apply the Deposit in accordance with the provisions set forth below. The Application Fee is a non-refundable application fee for processing this Application and will not be refunded to you. Upon receipt of this Application, the Deposit and the Application Fee, we will set aside and reserve the Apartment Home for you.

By submitting this Application, you agree to enter into a "Lease" for the Apartment Home under the terms specified in this Application. We may require you to sign the Lease concurrently with your submission of this Application.

If, for any reason, we decline this Application, then we will refund the Deposit to you in full. If we approve this Application, we will ask that you execute the Lease (if you have not already done so). Upon your execution of the Lease, we will apply a portion of the Deposit to the Security Deposit and the remainder of the Deposit, if any, to the Common Area Amenities [Charge/Rent] that is due upon the execution of the Lease. If, however, you decide prior to executing the Lease that, notwithstanding this Application, and our approval, you no longer wish to proceed with the Lease, you must so notify us in writing (the "Termination Notice"). To be effective, the Termination Notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home is located. Concurrently with your delivery of the Termination Notice to us, in consideration for our having held the Apartment Home off the market and reserved the Apartment Home for you, you will be obligated to pay to us a "Reservation Fee" in an amount equal to the product of (i) the number of days from the date of this Application until we received the Termination Notice; multiplied by (ii) the base rent that would have been payable by you under the Lease for the Apartment Home (calculated on a per diem basis). After our receipt of the Termination Notice, we will refund the Deposit to you in accordance with our customary practice, less the full amount of the Reservation Fee, unless you have previously paid the Reservation Fee to us, in which case no deductions from the Deposit shall I be made.

In all events, if you have not executed and returned the Lease to us within ten (10) days after this Application is signed by you, we will assume that you are not interested in proceeding, the Apartment Home will no longer be reserved for you, and we will refund the Deposit to you, less the full amount of the Reservation Fee.

By accepting the Deposit and the Application Fee from you, we are not obligated to approve this Application or rent the Apartment Home to you. Our approval of this Application is contingent upon our receipt of a satisfactory report of your rental history, credit history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment Home have completed and provided to us a separate Application for Residency, and that each such occupant of the Apartment Home will sign the Lease at the time required by us.

You authorize us, through our designated agent or employees, to obtain and verify all credit information for the purpose of determining whether or not to lease the Apartment Home to you. You understand that should you enter into the Lease for the Apartment Home, we and our designated agents and employees will have a continuing right to review your credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

By signing this Application, you certify that all information contained in this Application is true, correct and complete.

AGENCY DISCLOSURE *(applicable for Virginia and Minnesota applicants only)*

AvalonBay Communities, Inc. ("Manager"), and its leasing agents have been retained by the owner of the community in which your apartment is located as its representative for management and leasing services. Manager owes fiduciary duties such as loyalty and faithfulness to the owner. As our customer, we want you to understand that an agency relationship exists between Manager and the owner under applicable law, prompt disclosure in writing of agency relationships to all actual and prospective parties to a transaction at the earliest practical time is encouraged and/or required. Each part), should carefully read all documents pertaining to any real estate transaction. Should you have any questions, please let us know and we will gladly answer them. By signing this application, each of the undersigned acknowledges that he or she has read and received a copy of this Agency Disclosure.

Signature of Applicant

Date

FOR OFFICE USE ONLY:

<u>Summary of Monthly Rent/Charges:</u>		<u>Summary of Non-Recurring Rent/Charges:</u>	
Base Rent	_____	Common Area/Amenities (Rent/Charge)	_____
Pet Rent/Charge	_____	Non-Refundable Pet Fee	_____
Parking Rent/Charge	_____	<u>Summary of Deposits</u>	
Storage Rent/Charge	_____	Security Deposit:	_____
Appliance Rent/Charge	_____	Pet Deposit	_____
CAR Rent/Charge	_____		
Trash Removal	_____	<u>Term:</u>	
Other	_____	Lease Begin Date	_____
Total Rent/Charge	_____	Lease End Date	_____
First Month Proration	_____	Move-In Date	_____
Applicant Cancellation Reason	_____	Cancellation Date	_____
Approved/Declined By	_____	Approval/Declined Date	_____

