

Caritas Communities Online Application

Caritas doesn't keep waitlists - they only market when they have a vacancy

Caritas Housing: Preliminary Application to Move-in

Thank you for your interest in Caritas Housing. We offer safe, well-maintained, affordable, private rooms in buildings with shared kitchen and bathroom facilities. These units are for one person only, and no overnight guests are permitted. We are unable to rent to couples or families. Leases are for a minimum of one year (renewed annually). We do not provide temporary housing. Applicants must make between \$18,000 and \$66,400 annually to qualify for most of our market rate rooms. Those making under that income can apply to our subsidized housing in Salem, or, if applicable, our Veterans housing in Bedford and New Bedford.

These are the steps required to obtain housing at a Caritas Communities property:

1. **Preliminary Application:** An application can be download from our website and fill out completely. If you don't have access to a computer, call our vacancy hotline at 781-843-1606
2. **Waiver:** The last page of the preliminary application is a waiver that you must sign, date, and include your social security number. If you wish to speed up the process, please sign the waiver and mail, email, or fax it to us prior to your intake appointment.
3. **Unit Showing:** Units are shown to eligible applicants who have completed and submitted a preliminary application and meet minimum eligibility requirements. If no unit is available for showing, your name will be added to a waitlist.
4. **Intake appointment:** After seeing a unit, if you are interested in signing a lease, you will need to come to our office for an intake interview. We will verify your income, assests, employment, and perform a background check. You will need:
 - ☐ Your 8 most recent consecutive weeks of paystubs (for EACH job you work)
 - ☐ Fax numbers or email addresses for your employer(s) to send verification forms
 - ☐ Any benefit award letters (SSI, SSDI, EAEDC, unemployment, pension, etc) dated in the last 90 days
 - ☐ Checking and savings account numbers
 - ☐ If you have a prepaid debit card (Chime, Rush Card, Direct Express) bring both the card and a balance printout from any ATM.
5. **Security Deposit and Lease signing:** If you meet income eligibility, pass a background check, and successfully provide all documentation for the intake interview, the next step is lease signing. We require first month's rent and a security deposit equal to one month's rent. For example, if your rent is \$700 a month, we require two separate money orders of \$700 for a total of \$1400 at move in.
6. **Move in:** Congratulations! As soon as your lease is signed, you receive your key and are welcome to move in to your Caritas home.

Name: First MI Last:

Address1:

Address2:

City State Zip:

Email:

Case Manager Email:

Date completed: