

- 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



<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># Adults</div> <div># Children</div> <div>Total #</div>	<div></div>	<div></div> <div>.00</div>

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>

CORCORAN MANAGEMENT COMPANY
100 GRANDVIEW ROAD - SUITE 205
BRAINTREE, MA 02194

Name of Property _____
Telephone No. _____ VOICE/TDD _____
No. Bedrooms _____
Apartment No _____
Move in Date _____
Today's Date _____

Base Rent Per Month _____
Other Monthly Charges _____
Key/Lock _____
Last Month's Rent _____
Security Deposit _____
Total Deposit Received _____
Check# _____
Balance Due _____
Upon Move in _____

NAME	First	MI	Last	Birthdate (*)	SS #
Driver's License				Make & Yr. Auto(s)	Reg /Tag #
Present Address				Home Phone	
City		State	Zip	Own	Rent
Landlord/Mortgagee/s Name & Address				Phone	
Date of Current Occupancy from				to	Monthly Rent/Mortgage Payment
Previous Address			City	State	Zip
Previous Landlord's Name & Address				Phone	
Co-Applicant Name			Age	Birthdate (*)	SS #
Person to Contact in Case of Emergency				Phone	
Address		City	State	Zip	

List below all other persons to occupy apartment: (Date of birth for minors only)

Name	Relationship	DOB	Name	Relationship	DOB
1. _____			3. _____		
2. _____			4. _____		

EMPLOYMENT INFORMATION

Present Employer (Applicant)				Phone	
Address		City	State	Zip	Annual Salary
Position		Length of Employment			
Co-Applicant's Present Employer				Phone	
Address		City	State	Zip	Annual Salary
Position		Length of Employment			

OTHER INCOME

	Applicant	Co-Applicant
Salary/Wages	_____	_____
Other Salary/Wages	_____	_____
Investment Income	_____	_____
Other Income	_____	_____
TOTAL INCOME	_____	_____

APPLICANT REPRESENTS THAT THE STATEMENTS MADE ARE TRUE AND CORRECT AND HEREBY AUTHORIZES VERIFICATION OF EMPLOYMENT, FINANCIAL, LANDLORD, AND REFERENCES. *APPLICANT HAS PROVIDED BIRTH DATE INFORMATION SOLELY FOR THE PURPOSE OF OBTAINING A SCOREX RATING BY SIGNING THE APPLICATION. THE APPLICANT ATTESTS THAT NO PERSONS IDENTIFIED ON THE APPLICATION ARE REQUIRED TO REGISTER AS A SEX OFFENDER. APPLICANT ACKNOWLEDGES THAT CORCORAN MANAGEMENT REFUSES RENTAL TO LEVEL THREE SEX OFFENDERS AND THAT ALL APPLICANT NAMES WILL BE SCREENED THROUGH STATE SEX OFFENDER REGISTRY BOARDS.

WE REGRET THAT PETS, NOTORCYCLES AND LARGE COMMERCIAL NEVHICLES ARE NOT ALLOWED ON THE PROPERTY.

APPLICANT ACKNOWLEDGES RECEIPT OF THE QUALIFICATIONS STATNDARDS FOR ACCEPTANCE (see reverse side)

APPLICANT ACKNOWLEDGES THAT THE APPLICATION FEE IS NON-REFUNDABLE.

IF THIS APPLICATION IS ACEPTED, I(WE) AGREE TO ENTER INTO A WRITTEN LEASE FOR THE ABOVE DESCRIBED APARTMENT, IN WHICH CASE EARNEST MONEY (EXCLUSIVE OF ANY APPLICATION FEE) WILL BE APPLIED TO OUR ACCOUNT. IF I (WE) REFUSE TO ENTER INTO A WRITTEN LEASE UPON BEING OFFERED THE AGOVE DESCRIBED APARTMENT, CORCORAN MANAGEMENT COMPANY SHALL RETAIN THE EARNEST MONEY AS LIQUIDATED DAMAAGES, DEPOSIT IS NON-REFUNDABLE AFTER 2 BUSINESS DAYS.

Signed by CMC Representative _____	Applicant _____	Date _____
	Applicant _____	Date _____

CORCORAN MANAGEMENT COMPANY DOES NOT DISCRIMINATE IN ITS HOUSING PRACTICES. APPLICATIONS ARE AVAILABLE TO ELIGIBLE PERSONS WITHOUT REGARD TO RACE, COLOR, SEXUAL ORITENATION, RELIGION, NATIONAL ORIGIN, SEX, VETERAN STATUS, AGE, MARITAL STATUS, RECEIPT OF PUBLIC/RENTAL ASSISTANCE, OR DISABILITY.



QUALIFICATION STANDARDS

Application

Each prospective resident must be of legal age to enter into a lease agreement. Applications are to be completed in full; applications containing untrue, incorrect or misleading information will be declined.

Note: the following will be required prior to approval by the Rental Manager or Property Manager:

1. The most recent pay stub or Leave and Earnings Statement, offer letter, or written verification.
2. A copy of applicant's drivers license, age of majority card or military I.D.

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).

Occupancy Guidelines

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

Roommates

Each resident and co-signor/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.

Rental Score

Approval Score _____ Approved with conditions _____

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results 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.

Employment History

If employed, the applicant must currently be in good standing. Self-employed applicants must provide the most current annual tax return (submission of W-2s only is not sufficient) and a notarized statement from your CPA or attorney indicating the amount of annual income you expect to receive. 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.

If the applicants are not gainfully employed, applicants must have sufficient savings to meet the monthly income requirement listed above, in an amount equal to at least four times the annual lease rent and debt obligations. Outstanding credit balances and monthly obligations will be examined to determine the applicants' ability to meet monthly rental payments.

Third party documentation must be submitted to support the following and any other, sources of additional income you wish us to consider:

Alimony
Child Support

Dividends
Interest

Military Housing Allowance
Retirement Income

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 a Corcoran Rental Office Employee.

Corcoran 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.