

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

<input type="radio"/>	HoH's SOCIAL SECURITY NUMBER	<input type="radio"/>	GENDER	<input type="radio"/>	HoH's DATE OF BIRTH
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<input type="radio"/>	ETHNICITY Also provide your race at right!	<input type="radio"/>	RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial Do NOT write Spanish, Hispanic, Latino here – and do NOT write your country!
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YOUR MOTHER'S MAIDEN NAME

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

CURRENT ADDRESS OR LONG-TERM CONTACT ADDRESS

This is:

SECOND CONTACT ADDRESS

This is:

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

INCOME SOURCES

MOBILE RENTAL ASSISTANCE, if any

REQUESTED ACCOMMODATIONS

SPECIAL CIRCUMSTANCES THAT SOME PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE

CORCORAN MANAGEMENT COMPANY

Name of Property: _____

Original Application Date _____

Today's Date _____

Size of apartment needed: () Studio () 1 BR () 2 BR

A. HOUSEHOLD HEAD(S)

	Last	First	Middle	Social Security
1.	Name _____	Name _____	Initial _____	Number _____
2.	_____			Social Security Number _____

Race: (Optional Section) This information will be used for fair housing purposes only, as required by Stow and Federal Laws.

Circle one:

Present Address _____ Zip _____

Home Telephone _____ Work Telephone _____

B. HOUSEHOLD COMPOSITION: Begin with Household Head(s) followed by other household members who will occupy the apartment

Name <i>First, Last</i>	Relationship to Head #1	Sex	Date of Birth <i>Mo-Day-Year</i>	Occupation <i>If student, give grade</i>
1. _____				
2. _____				
3. _____				
4. _____				

C. PRESENT HOUSING: (please list the names & addresses of landlords/officers when you have lived ever the last 5 years)

No. of Bedrooms _____ No. of Occupants _____ Rent \$ _____

Is Present Housing Subsidized? _____ If Yes, your share of Rent \$ _____

Average Monthly Bill for Electricity \$ _____ Gas \$ _____ Oil \$ _____

Name of Present Landlord _____

Address of Landlord _____ Town _____

Length of Time at Present Address: _____ Landlord Phone _____

Previous Address: _____

Name of Previous Landlord: _____ Length of Tenancy _____

Address of Previous Landlord: _____ Town _____

D. NAME OF EMPLOYER _____ Tel. No. of Employer _____

Address of Employer: _____

Gross Wages \$ _____ Length of Employment _____

E. Please furnish two (2) character references. They must have known you for one (1) year or more and not be related to you.

Name of Character reference _____ Telephone _____

Address _____

Name of Character reference _____ Telephone _____

Address _____

does not discriminate in the access or admission to its program or employment, or in its programs, activities, functions or services. Applications am available to eligible persons without regard to race, religion, color, sexual orientation, national origin, sex, veteran status, age, marital status, receipt of public/rental assistance, or physical or mental disability.

