#### Don't staple the pages of this application together!

- 1. Some providers *scan* the application, and if you staple, that means removing staples from 1000 applications every week or month.
- 2. If you include a letter, don't staple that either: providers need to quickly get to your waitlist data and your cover page just gets in the way.

Use #10 double window envelope old on the line, a addresses will fit 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.

O This particular waitlist is closed: The only open waitlists we have at present are:

O This is not the correct application. The correct application is available by/from:

O Any other info you wish to tell HousingWorks?

Your position or title at this housing program:

Your signature:



HousingWorks Fax: 617-536-8561

			0	nline Page
Head of Household's FIRST NA	ME			
Head of Household's MIDDLE N	NAME			
Head of Household's LAST NA	ME			
YOUR MOTHER'S MAIDEN NAM	ME			
HoH's SOCIAL SECURITY NUM	BER	HoH's [	DATE OF BIRTH	GENDER
ETHNICITY Also provide your race at right!			ve American, Pacific Islander, M anic, Latino here – and do <u>NOT</u>	
REQUESTED ACCOMMODATIC	$ONS \bigcirc = \bigcirc Do vou n$	eed a:		
<ul> <li>Fully Accessible Wheelchair Un</li> <li>No-Steps unit (elevator to any flo</li> <li>First-Floor unit only</li> </ul>	nit O Blind Access	sible Unit		erpreter ⁄iolence Victim
HoH's CAREER STAGE				
O Employed O Unempl MOBILE RENTAL ASSISTANCE	•	O FT S	Student O PT Stude	ent
O I do not have mobile rental assistance	e O Mobile Section 8 vo	ucher O MRVP	O AHVP O VASH or	similar
Head of Household -Any Felony/Convid Other Members: Any Felony Convid Is <u>anyone</u> in HH subject to a lifetime sex	ctions? O Yes (	D No	Any Misdemeanor Convictio Any Misdemeanor Convictio	
TOTAL HOUSEHOLD SIZE		How mu	ch money does your family re	ceive in a <u>year</u> ?
O ←# Adults ←# Children	←Total #	0		.00
YOUR HOME TELEPHONE		SECOND TE	EPHONE	
YOUR EMAIL ADDRESS				
BEST MAILING ADDRESS				
This is:				
SECOND MAILING ADDRESS This is:				
# BEDROOMS NEEDED? SPECIA		<b>5? -</b> <u>some</u> programs n	nay assign you a priority stat	us
O Disa	ability O Elder	O Veteran	O Fleeing Domes	tic Violence

O Disability	O	I
O Displaced by:		

O Rent-burdened O Other

# HallKeen Management

Dear Prospective Applicant:

Thank you for your interest in <u>Astor Assets, Inc. and Fenway Companies</u>, Inc. Enclosed is the Rental Application Packet that you requested. Please take a moment to review all the pages included in your packet. Your application can be processed much more quickly if you fill in all the sections that apply to you as completely as possible.

These apartments are funded under the Low Income Housing Tax Credit Program as well as the HOME Program, an affordable housing program for individuals and families on fixed or lower incomes. The benefit for people living in such housing is that it provides a rent lower than the prevailing market rate in the area. Rents are 30% of the area median income as determined by the U.S. Department of Housing and Urban Development.

<u>This program is not a subsidized housing program.</u> Each resident is responsible for the full amount of rent each month. Rents are not based on individual household income, but are determined by pre-set income limits for the area. It is also important to note that some apartments in the building may not be part of this program and the rent for these apartments may be higher.

To be eligible, your household income – including income from your assets – must be less than or equal to the pre-set income limit for the area. Therefore, when filling out the application forms, please be careful to include all income and assets for all the persons who will live in the apartment.

Completed applications will be accepted in person in our office, via regular mail, or via e-mail. Once we have received and processed your application, we will send you a letter informing you of your status and whether you have been placed on the waiting list. Submitting this Preliminary Rental Application does not mean that you been accepted as a resident at the property. You may be required to submit additional information or documentation at a later date as your application is processed.

Please Note: If your address, telephone number or other vital information should change, it is your responsibility to notify this office immediately in writing.

If you have any questions, please do not hesitate to call me.

Sincerely, ole Connelly, ARM®

Senior Property Manager

HallKeen Management | 70 Burbank Street| Boston, MA 02115 Phone: (617) 424-6783 | Fax: (617) 424-7203

www.HallKeen.com



## KIHallKeen Management 🕰

#### PRELIMINARY RENTAL APPLICATION -Equal Housing Opportunity-

#### MANAGEMENT WILL PROVIDE HELP IN REVIEWING THIS DOCUMENT. IF NECESSARY, PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE OR OTHER ALTERNATE FORMATS.

Property Name:	Astor Assets, Inc. and F	enway Companies, Inc.	
Address:	64-70 Burbank Street an	nd 71 Westland Avenue	
City, State, Zip:	Boston, MA 02115		
Telephone Number:	617-424-6783		
TDD#:	Call 7-1-1		
Email Address:	fenway@hallkeen.com		
Return Completed Applica	on To: <u>Hallkeen Manag</u>	ement_	
	70 Burbank Stre	et	
	Boston, MA 021	15	

#### **APPLICATION FOR ADMISSION**

<u>Note:</u> Please fill in all sections completely. If a section does not apply, please draw a line through or write "N/A". Failure to do so will result in processing delays or rejection of your application. If you need help completing this application, please contact the Rental Office.

Applicant:		Telephon	e:
Email Address:			
Current Address:			
	Street		Apt. #
	City, State		Zip Code
Current Landlord:			
	Name		Telephone
	Street		Fax #
	City, State		Zip Code
		Email Address	
RACE (Optional Section	on:		
American Indian/A	laskan Native	Asian of Pacific Islander	Other (not white or Hispanic)
Black (not of Hispa	nic origin)	Hispanic	White (not of Hispanic origin)
		SIZE OF APARTMENT	NEEDED:
		0BR 1BR 2BR	

How did you hear about this property?

#### **ADDITIONAL INFORMATION:**

• Do you currently hold a Mobile Voucher?	Yes	No	
• Are you requesting a Hearing/Visual Adapted Unit?	Yes	No	
• Are you requesting a Wheelchair Adapted Unit?	Yes	No	
• Do any members of the household have any accessibility or a changes in a unit or development or alternate ways we need to Yes If yes, please explain/provide details:	to communicate No	with you?	uests,
• Do you or a member in your household <i>consider yourself to</i> Yes If yes, please explain/provide details:	🗌 No		
Have you ever been <i>evicted</i> from your home for any reason?     If yes, please explain/provide details:		□ No	
• Have you or any household member ever been <i>convicted</i> of a If yes, please explain/provide details:		Yes	□ No
<ul> <li>Have you or any household member suffered actual or threat other member of the household? Yes</li> <li>If yes, please explain/provide details:</li> </ul>	No		
<ul> <li>Are you or any member of your household required to regist or any other state law? Yes No</li> <li>If yes, list the name of the persons and the registration re to be filed, length of time for which registration is required.</li> </ul>	equirements (i.e	e. place where re	gistration needs
<u>CURRENT HOUSING:</u>			
Present Housing Cost Per Month			
• Does your current housing cost include utilities (gas, electric,	heat, hot water	)? []Yes [] N	lo
How Long Have You Lived at Present Address? You YOU	ears /	Months	
• Do You Own Any Pets? If yes, what type:			<u> </u>
• What are the reasons for moving?			

**FAMILY COMPOSITION:** List all who will occupy the apartment. YOU MUST INCLUDE YOURSELF (Any person not listed will not be allowed to move in)

FULL NAME OF EACH PERSON	RELATIONSHIP TO HEAD OF HOUSEHOLD	DATE OF BIRTH (00/00/0000)	Gender (Optional)	SOCIAL SECURITY NUMBER	STUDENT STATUS Full-time/FT Part-time/PT
1)	Head of Household			· · · · · · · · · · · · · · · · · · ·	🗌 FT 🗌 PT 🗌 N/A
2)				.	_  FT PT N/A
3)					_  FT PT N/A
4)		[			_  FT PT N/A
5)					FT PT N/A
6)				I	FT PT N/A
7)					_  FT PT N/A
8)				I	_  FT PT N/A
Does the Head of Household hav	e full custody o	f all househol	ld members	under the age of 18	Yes 🗌 No
If no, please explain	by of child supp	ort/custody a	greement ar	nd divorce decree.)	
(HUD only): If you have no soo	tial security nu tizen	🗌 You w	aim you ar ere 62 as o nce as of 1	f 1/31/2010 and rec	eiving housing
LANDLORD REFERENCES: last (5) five years. Please include					e lived over the
1) Previous Address Dates Lived at This Address					
Name of Landlord         Landlord Telephone #         Landlord Address	Land	llord E-mail a	ddress		
2) Previous Address	_				
Dates Lived at This Address Name of Landlord Landlord Telephone # Landlord Address	Land	 llord E-mail a	ddress		
3) Previous Address					
Dates Lived at This Address Name of Landlord Landlord Telephone # Landlord Address	Land	_ lord E-mail a	ddress		

4) Previous Address		
Dates Lived at This Address		
Name of Landlord		
Landlord Telephone #	Landlord E-mail address	
Landlord Address		

Please list all states where the applicant and/or members of the applicant's household have resided.

**CHARACTER REFERENCES**: (If you are <u>unable</u> to furnish landlord or other housing references) They must have known you for one (1) year or more and not be related to you.

1.) Character Reference Name
Telephone #:   E-mail Address:
Address:
2.) Character Reference Name E-mail Address:
Telephone #:
Address:
3.) Character Reference Name
Telephone #:   E-mail Address:
Address:
<b>EMPLOYMENT</b> : Is any member of the household employed? Yes No
If yes, please list below. List each member by their corresponding number from Page 3.
Member #
Name of Present Employer Telephone
Email address: Fax:
Employer's Address
Length of Employment: Position:
Length of Employment:  Position:    Job Type:  Seasonal    Temporary    Permanent    Part-Time   Full-Time
Do you receive tips? Yes No If yes, how much do you average each week? \$
If hourly, rate per hour? \$ Number of hours scheduled each week: hours
If hourly, rate per hour? \$ Number of hours scheduled each week: hours Gross earnings (before taxes): \$ Weekly Difference Bi-Weekly Monthly
Member #
Name of Present EmployerTelephone
Email address: Fax:
Employer's Address
Length of Employment:  Position:    Job Type:  Seasonal    Temporary    Permanent    Part-Time    Full-Time
Do you receive tips? Yes No If yes, how much do you average each week? \$
If hourly rate per hour?
If hourly, rate per hour? \$ Number of hours scheduled each week: hours Gross earnings (before taxes): \$ Weekly Difference Bi-Weekly Monthly
Member #
Name of Present EmployerTelephone
Email address: Fax:
Employer's Address
Length of Employment: Position:
Job Type: Seasonal Temporary Permanent Part-Time Full-Time
Do you receive tips? Yes No If yes, how much do you average each week? \$
If hourly, rate per hour? \$ Number of hours scheduled each week: hours
Gross earnings (before taxes): \$ Weekly Bi-Weekly Monthly
Gross earnings (before taxes): \$ 🖸 Weekly 🗋 Bi-Weekly 🗍 Monthly

Member #	
Name of Present Employer	Telephone
Email address:	Fax:
Employer's Address	
Length of Employment: Pos	sition:
Job Type: Seasonal Temporary Perm	Danent Part-Time Full-Time
Do you receive tips? Yes No If yes, how	v much do you average each week? \$
If hourly, rate per hour? \$ Number of ho	
Gross earnings (before taxes): \$	Weekly Bi-Weekly Monthly

**DOES ANYONE IN THE HOUSEHOLD HAVE OTHER SOURCES OF INCOME** (Other income is income such as Welfare, Social Security, SSI, Pensions (including Veteran's Benefits), Disability Compensation, Unemployment Compensation, Interest, Alimony, Child Support, Annuities, Dividends, Income from Rental Property, Military Pay, Scholarships, Grants and/or Monetary Gifts/Support from Someone that isn't a member of the household)? [Yes ]No

If yes, list below by household member and income type:

	Type of Income	G	ross Earnings (I	Before Taxes)
Member #		\$	per	(week, month, year)
Member #		\$	per	(week, month, year)
Member #		\$	per	(week, month, year)
Member #		\$	per	(week, month, year)
Member #		\$	per	(week, month, year)
Member #		\$	per	(week, month, year)
Member #		\$	per	(week, month, year)
Member #		\$	per	(week, month, year)

**DOES ANY HOUSEHOLD MEMBER HAVE INCOME FROM ASSETS** (Assets include Checking Accounts, Savings Accounts, Direct Express Cards, EBT and DOR Cards, Pay Cards, 401K Accounts, IRA Accounts, Term Certificates, Money Markets, Stocks, Bonds, Mutual Funds, etc.)? [Yes [No] If yes, list below:

Member #		
Name of Financial Institution	•	
Email address:		Fax:
Financial Institution Address:		
Account #	Type of Account:	Current Balance \$
Interest Rate:%	If Stock, Number of Shares:	Current Balance \$ Dividends per Share: \$
Member #		
Name of Financial Institution	:	
Email address:		Fax:
Financial Institution Address:		
Account #	Type of Account:	Current Balance \$
Interest Rate:%	If Stock, Number of Shares:	Current Balance \$ Dividends per Share: \$
Member #		
Name of Financial Institution		
Email address:	· · · · · · · · · · · · · · · · · · ·	Fax:
Financial Institution Address:		
Account #	Type of Account:	_Current Balance \$
Interest Rate:%	If Stock, Number of Shares:	Dividends per Share: \$

Email address:	Institution:		Fax:
<b>Financial Institution</b>	n Address		
Account #	Type of Account	: Cu	rrent Balance \$
Interest Rate:	% If Stock, Numbe	r of Shares:	rrent Balance \$ Dividends per Share: \$
			ETS such as Real Estate, Cash Value of Life
Insurance, Treasur	y Bills, etc.? □Yes □No	If yes, list below	w:
Household Membe	er Type of As	sset	Cash Value of Asset
Member #			\$
Member #			\$
Member #	<b></b>		\$
			\$
Member #			
Member # Member #			\$
Member # Member # Has any household	member disposed of any ass		<pre>\$</pre>
Member # Member # Has any household	member disposed of any ass f yes, please list below: MARKET VALUE	sets for less than fa AMOUNT RECEIVED	\$
Member # Member # Has any household Yes No 1	member disposed of any ass f yes, please list below: MARKET VALUE \$	sets for less than fa AMOUNT RECEIVED	\$
Member # Member # Has any household Yes No 1	member disposed of any ass if yes, please list below: MARKET VALUE \$	sets for less than fa	\$
Member # Member # Has any household Yes No 1 ASSET	member disposed of any ass if yes, please list below: MARKET VALUE \$	sets for less than fa	\$
Member # Member # Has any household Yes No 1 ASSET  In Case of Emerg	member disposed of any ass if yes, please list below: MARKET VALUE \$ \$ ency, whom should we cont	amount RECEIVED	\$ ir market value in the last two years? DATE DISPOSED OF
Member # Member # Has any household Yes No 1 ASSET <u>In Case of Emerg</u> Name:	member disposed of any ass of yes, please list below: MARKET VALUE \$ \$ sency, whom should we cont	ats for less than fa	\$ ir market value in the last two years? DATE DISPOSED OF
Member # Member # Has any household Yes No 1 ASSET In Case of Emerg Name: Phone#	member disposed of any ass if yes, please list below: MARKET VALUE \$ \$ ency, whom should we cont	amount RECEIVED	S ir market value in the last two years? DATE DISPOSED OF
Member # Member # Has any household Yes No 1 ASSET In Case of Emerg Name: Phone# Address:	member disposed of any ass if yes, please list below: MARKET VALUE \$ \$ ency, whom should we cont	ets for less than fa	\$ DATE DISPOSED OF
Member # Member # Has any household Yes No 1 ASSET In Case of Emerg Name: Phone# Address: Name:	member disposed of any ass if yes, please list below: MARKET VALUE \$ \$ ency, whom should we cont H	amount RECEIVED	S ir market value in the last two years? DATE DISPOSED OF

Do you work for or have any immediate family members who work, or have any business or consulting relationship with the Property Owner, or HallKeen Management? Immediate family ties include (whether by blood, marriage, or adoption) the spouse, parent (including step-parent), child (including step-child), brother, sister (including a step-brother or step-sister), grandparent, grandchild or in-laws of the applicant(s). Yes No

If yes, please provide name(s) of immediate family member(s), relationship and company/owner name:

IRC Section 152 (f)(2) defines, in part, a "student" as an individual, who during each of 5 calendar months during the calendar year in which the taxable year of the taxpayer begins is either (a) a full-time student at an educational organization or (b) is pursuing a full-time course of institutional on-farm training under the supervision of an accredited agent of an educational organization, as described more fully in the IRC.

The term "educational organization" includes elementary schools, junior and senior high schools, colleges, universities, and technical, trade and mechanical schools. It does not include on-the-job training courses.

Will ALL of the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students?  $\Box$  Yes  $\Box$  No

#### IF YES, ANSWER THE FOLLOWING QUESTIONS:

•	Are any full-time student(s) married and filing a joint tax return?	□Yes	□No
•	Are any full-time student(s) enrolled in a job-training program rec assistance under the Job Training Partnership Act?	eiving [Yes	No
•	Are any full-time student(s) an AFDC or a title IV recipient?	∐Yes	□No
•	Are any full-time student(s) a single parent living with his/her minor child who is not a Dependent on another's tax return?	□Yes	No
•	Is any student a person who was previously under the care and placement of a foster care program (under Part B or E of Title IV of the Social Security Act)?	□Yes	□No

PLEASE RESPOND TO THE FOLLOWING QUESTIONS IF YOU WISH TO BE CONSIDERED FOR PRIORITIES, PREFERENCES OR SPECIAL DEDUCTIONS/CONSIDERATIONS (Where Applicable):

• Not Applicable for this property

I / We hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. Inquiries may be made to verify the statements herein. All information is regarded as confidential in nature. I hereby authorize the Landlord to obtain a consumer credit report and a criminal background report. I/We certify that I/We understand that false statements or information are punishable under applicable State or Federal Law.

I / We hereby certify that we have received a notice from the management agent describing the right to reasonable accommodations for persons with disabilities.

I/ We hereby certify that this apartment will be this household's primary residence.

#### Signed under the pains and penalties of perjury:

Head of Household/Applicant	Date	Co-Applicant	Date
Other Adult Household Member	Date	Other Adult Household Member	Date

HallKeen Management does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to its programs or employment, or in its programs, activities, functions or services.

Professionally Managed by: HallKeen Management 1400 Providence Highway, Suite 1000 Norwood, MA 02062 (781) 762-4800





### GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION

NAME:	 		
ADDRESS:	 	 	

I, the above-named individual, have authorized HallKeen Management to verify the accuracy of the information which I have provided to them, from the following sources (specify):

Child Care Expenses	Veteran's Benefits
Criminal Activity (CORI)	Federal, State, or Local Benefits
Courts	Banks, Credit Unions
Family Composition	IRAs, CDs, 401k, 403b
Law Enforcement Agency	Interest, Dividends
Credit Bureau	Financial Institutions, Brokerages
Employment	Mutual funds
Self-Employment	Alimony, Child Support
Unemployment Compensation	Other income-regular Gifts or allowances from another person
Pensions	Commissions, Tips, Bonus
Annuities	Landlords, Rental History
Social Security	Identity & Marital Status
Supplemental Security Income	Handicapped Assistance Expenses
State Welfare Agencies	Medical Insurance Premiums
State Employment Security Agency	Un-reimbursed Medical Expenses
Workman's Compensation	School & College Tuition Fees
Health & Accident Insurance	Debit Cards
Direct Express Cards	Other Sources not listed above

#### I HEREBY GIVE YOU MY PERMISSION TO RELEASE THIS INFORMATION TO:

HallKeen Management subject to the condition that it be kept confidential. I would appreciate your prompt attention in supplying the information requested on the attached page to HallKeen Management within five (5) days of receipt of this request. I understand that a photocopy of this authorization is as valid as the original.

Thank you for your assistance and cooperation.

Signed under pain and penalty of perjury.

Head of Household

Date

Spouse

Date

**Other Adult Member** 

Date

**Other Adult Member** 

Date

#### To: HallKeen Management

#### Re: Release to Obtain Information

In consideration for being permitted to apply for this apartment at \_\_\_\_\_, I, Applicant, do represent all information in this application to be true and accurate and that Owner/Manager/Employee/Agent may rely on this information when investigating and accepting this application. I, Applicant, hereby authorize the Owner/Manager/Employee/Agent to make independent investigations to determine my credit, financial and character standing, including, but not limited to, credit and criminal background reports.

I, Applicant, authorize any person or Credit/Criminal Background Checking Agency having any information on me, to release any and all such information to the Owner/Manager/ Employee/Agent or Credit Checking Agencies. Applicant hereby releases, remises, and forever discharges, from any action whatsoever, in law and equity, all Owners, Managers, and Employees, or Agents, both of Landlord and their Credit Checking Agencies in connection with processing, investigating, or credit checking this application, and will hold them harmless from any suit or reprisal whatsoever.

#### All applicants over the age of 18 must sign:

Applicant:			
	Signature	Social Security #	Date
	Print Name	_	
Applicant:	Signature	Social Security #	Date
	Print Name	_	
Applicant:	Signature	Social Security #	Date
	Print Name	-	
Applicant:	Signature	Social Security #	Date
	Print Name	-	

Pursuant to fair housing laws, advertising/marketing must not indicate any preference or limitation, or otherwise discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, gender identity, national origin, genetic information, ancestry, children, marital status, or public assistance recipient. This prohibition includes phrases such as "active adult community" and "empty nesters". Exceptions may apply if the preference or limitation is pursuant to a lawful eligibility requirement.

### NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

#### If you have a disability and you need:

A change in the rules or policies or how we do things that would make it easier for you to live here and use the facilities or take part in programs on site,

A change or repair in your apartment or a special type of apartment that would make it easier for you to live here and use the facilities or take part in programs on site,

A change or repair to some other part of the housing site that would make it easier for you to live here and use the facilities or take part in the programs on site, or

A change in the way we communicate with you or give you information,

You can ask for this kind of change, which is called a Reasonable Accommodation.

If you can show that you have a disability and if your request is reasonable, if it is not too expensive, and if it is not too

difficult to arrange, we will try to make the changes you request.

We will give you an answer within fifteen business days following our review of your information unless there is a problem getting the information we need or unless you agree to a longer time frame. We will let you know if we need more information or verification from you or if we would like to talk with you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give us more information if you think that will help.

If you need help filling out the reasonable accommodation request form, or if you want to give us your request some other way, we will assist you.

You can get a reasonable accommodation request form from your property manager or contact:

HallKeen Management, Inc. 1400 Providence Highway, Suite 1000 Norwood, MA 02062 (781) 762-4800