

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 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**



|   |                                 |
|---|---------------------------------|
| ○ | 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 |
| ○                            | ○      | ○                   |

|   |   |
|---|---|
| ETHNICITY<br>Also provide your race at right! | RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial<br>Do <b><u>NOT</u></b> write Spanish, Hispanic, Latino here – and do <b><u>NOT</u></b> write your country! |
| ○   | ○   |

|                             |
|-----------------------------|
| ○ YOUR MOTHER'S MAIDEN NAME |
|-----------------------------|

|                     |                  |
|---------------------|------------------|
| YOUR HOME TELEPHONE | SECOND TELEPHONE |
| ○                   |                  |
| YOUR EMAIL ADDRESS  |                  |
| ○                   |                  |

|   |
|---|
| CURRENT ADDRESS <u>OR</u> LONG-TERM CONTACT ADDRESS |
| This is:  |
| ○   |
| ○   |

|                        |
|------------------------|
| SECOND CONTACT ADDRESS |
| This is:               |
| ○                      |
| ○                      |

|                               |            |  |
|-------------------------------|------------|--|
| TOTAL HOUSEHOLD SIZE          | # BEDROOMS | How much money does your family receive in a year? |
| ○ # Adults # Children Total # | ○          | ○ .0 0   |

|                |
|----------------|
| INCOME SOURCES |
| ○              |

|                                  |
|----------------------------------|
| MOBILE RENTAL ASSISTANCE, if any |
| ○                                |

|                          |
|--------------------------|
| REQUESTED ACCOMMODATIONS |
| ○                        |

|  |
|--|
| SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE |
| ○  |

# HALLKEEN MANAGEMENT PRELIMINARY RENTAL APPLICATION

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.

DATE OF APPLICATION \_\_\_\_\_

PROPERTY NAME \_\_\_\_\_

Return Completed Application To: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

Phone #: \_\_\_\_\_

FAX #: \_\_\_\_\_

TDD#: 800-439-2370

## APPLICATION FOR ADMISSION

Note: Please fill in all sections completely. Failure to do so will result in processing delays or rejection of your application. Should you need help in completing this application, please contact the Rental Office.

Applicant: \_\_\_\_\_ Home Telephone \_\_\_\_\_

Present Address (Street and Apt #) \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_  
Street City State Zip

Present Landlord Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip

**Race:** (Optional Section: Information will be used for fair housing programs only, as required by State and Federal Laws.)

☐ American Indian/Alaskan Native  
☐ Black (not of Hispanic origin)

☐ Asian or Pacific Islander  
☐ White (not of Hispanic origin) ☐ Hispanic

### SIZE OF APARTMENT NEEDED:

0BR 1BR 2BR 3BR 4BR  
☐ ☐ ☐ ☐ ☐

### UNIT TYPE REQUESTED:

☐ Market Rent ☐ Wheelchair Adapted Unit ☐ Yes ☐ No  
☐ Basic Rent ☐ Hearing/Visual Adapted Unit ☐ Yes ☐ No  
☐ Low Rent

Work Telephone: \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternate ways we need to communicate with you? If yes, please explain. \_\_\_\_\_

Present housing cost per month \$\_\_\_\_\_ Including utilities? ☐ Yes ☐ No

How long have you lived at present address? \_\_\_\_\_ Years.

Do you own any pets? \_\_\_\_\_

What are the reasons for moving? \_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

**FAMILY COMPOSITION** - List all those who will occupy the apartment - INCLUDE YOURSELF.

(Any person not listed will not be allowed to move in.)

| FULL NAME OF EACH PERSON IN HOUSEHOLD           | RELATIONSHIP TO HEAD OF HOUSEHOLD | AGE   | SEX   | SOCIAL SECURITY NUMBER | FULL TIME STUDENT? |
|---|-----------------------------------|-------|-------|------------------------|--------------------|
| 1 _____   | Head of Household _____           | _____ | _____ | _____                  | Yes or No          |
| <i>Date of Birth of Head of Household only:</i> |                                   |       |       |                        |                    |
| 2 _____   | _____                             | _____ | _____ | _____                  | Yes or No          |
| 3 _____   | _____                             | _____ | _____ | _____                  | Yes or No          |
| 4 _____   | _____                             | _____ | _____ | _____                  | Yes or No          |
| 5 _____   | _____                             | _____ | _____ | _____                  | Yes or No          |
| 6 _____   | _____                             | _____ | _____ | _____                  | Yes or No          |
| 7 _____   | _____                             | _____ | _____ | _____                  | Yes or No          |
| 8 _____   | _____                             | _____ | _____ | _____                  | Yes or No          |

Does the Head of Household have full custody of all household members under age 18? Yes or No

If No, please explain \_\_\_\_\_

(Please be prepared to supply copy of child support/custody agreement and divorce decree.)



**REFERENCES** – Provide the full name and address of Landlords or Officials at other places you have lived over the last five years or past two residences, whichever is more inclusive. (Include Shelters)

**1) Previous** Address \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Name of **Previous** Landlord/Official \_\_\_\_\_ Telephone \_\_\_\_\_

Address of this Landlord / Official \_\_\_\_\_

**2) Previous** Address \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Name of **Previous** Landlord/Official \_\_\_\_\_ Telephone \_\_\_\_\_

Address of this Landlord / Official \_\_\_\_\_

**3) Previous** Address \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Name of **Previous** Landlord/Official \_\_\_\_\_ Telephone \_\_\_\_\_

Address of this Landlord / Official \_\_\_\_\_

**Note:** If you are unable to furnish a landlord or other housing reference, please furnish 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 \_\_\_\_\_

Have you ever been evicted from your home for any reason? If so, please give details: \_\_\_\_\_

Have you ever been convicted of any crime? If so, please give details: \_\_\_\_\_



**EMPLOYMENT INCOME BY HOUSEHOLD MEMBER:** Please indicate the income received and assets held by each member of your household. *List each member by the corresponding number from the previous page.*

**Member #** \_\_\_\_\_

Name of Present Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Years Employed \_\_\_\_\_ Position \_\_\_\_\_ Current Wages \$ \_\_\_\_\_

[ ] weekly [ ] bi-weekly [ ] monthly [ ] hourly (# of hrs per week \_\_\_\_\_ # weeks per year \_\_\_\_\_)

**Member #** \_\_\_\_\_

Name of Present Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Years Employed \_\_\_\_\_ Position \_\_\_\_\_ Current Wages \$ \_\_\_\_\_

[ ] weekly [ ] bi-weekly [ ] monthly [ ] hourly (# of hours per week \_\_\_\_\_ # weeks per year \_\_\_\_\_)

**Member #** \_\_\_\_\_

Name of Present Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Years Employed \_\_\_\_\_ Position \_\_\_\_\_ Current Wages \$ \_\_\_\_\_

[ ] weekly [ ] bi-weekly [ ] monthly [ ] hourly (# of hours per week \_\_\_\_\_ # weeks per year \_\_\_\_\_)

**Member #** \_\_\_\_\_

Name of Present Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Years Employed \_\_\_\_\_ Position \_\_\_\_\_ Current Wages \$ \_\_\_\_\_

[ ] weekly [ ] bi-weekly [ ] monthly [ ] hourly (# of hours per week \_\_\_\_\_ # weeks per year \_\_\_\_\_)

**OTHER SOURCES OF INCOME BY HOUSEHOLD MEMBER:**

List all other 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, and/or grants.

**Household Member**

**Type of Income**

**Gross Earnings  
(Before Taxes)**

|       |       |                 |
|-------|-------|-----------------|
| _____ | _____ | _____ per _____ |
| _____ | _____ | _____ per _____ |
| _____ | _____ | _____ per _____ |

(week, month, year)



**INCOME FROM ASSETS:**

Assets include Checking Accounts, Savings Accounts, Term Certificates, Money Markets, Stocks, Bonds and Mutual Funds.

**Member #** \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

Account # \_\_\_\_\_ Type of Account: \_\_\_\_\_ Current Balance \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_. If Stock, Number of Shares: \_\_\_\_\_ Dividends per Share: \_\_\_\_\_

**Member #** \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

Account # \_\_\_\_\_ Type of Account: \_\_\_\_\_ Current Balance \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_. If Stock, Number of Shares: \_\_\_\_\_ Dividends per Share: \_\_\_\_\_

**Member #** \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

Account # \_\_\_\_\_ Type of Account: \_\_\_\_\_ Current Balance \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_. If Stock, Number of Shares: \_\_\_\_\_ Dividends per Share: \_\_\_\_\_

**Member #** \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

Account # \_\_\_\_\_ Type of Account: \_\_\_\_\_ Current Balance \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_. If Stock, Number of Shares: \_\_\_\_\_ Dividends per Share: \_\_\_\_\_

**Member #** \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

Account # \_\_\_\_\_ Type of Account: \_\_\_\_\_ Current Balance \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_. If Stock, Number of Shares: \_\_\_\_\_ Dividends per Share: \_\_\_\_\_



**OTHER ASSETS (Real Estate, Cash Value of Life Insurance, Treasury Bills, etc.)**

| Household Member | Type of Asset | Value of Asset |
|------------------|---------------|----------------|
| <hr/>            | <hr/>         | <hr/>          |
| <hr/>            | <hr/>         | <hr/>          |
| <hr/>            | <hr/>         | <hr/>          |
| <hr/>            | <hr/>         | <hr/>          |
| <hr/>            | <hr/>         | <hr/>          |
| <hr/>            | <hr/>         | <hr/>          |

**In Case of Emergency, whom should we contact?**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone# : \_\_\_\_\_

Address: \_\_\_\_\_, \_\_\_\_\_





**PLEASE RESPOND TO THE FOLLOWING QUESTIONS IF YOU WISH TO BE CONSIDERED FOR PRIORITIES OR SPECIAL DEDUCTIONS / CONSIDERATIONS:**

*(Applies only to certain subsidized housing programs.)*

1. Have you been displaced from your home? If so, please explain:

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2. Does your present home have health code violations? If so, please describe:

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3. Is your present home too small for you family? Yes \_\_\_\_ No \_\_\_\_ If so, please explain: \_\_\_\_\_

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4. Does your current housing cause any accessibility or other problems for any member of the household who has a disability? Yes \_\_\_\_ No \_\_\_\_ If so, please describe:

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5. Have you or any member of your household suffered actual or threats of physical violence by a spouse or other member of the household? If so, please provide details:

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Will all of the persons in the household be or have they been full-time students during five calendar years 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? ☐ Yes ☐ No

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

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Are any full-time student(s) married and filing a joint tax return?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are any full-time student(s) an AFDC or a title IV recipient?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are any full-time student(s) a single parent living with his/her minor child who is not a Dependant on another's tax return? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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**Additional Required Information**

Are you or any member of your household required to register as a sex offender under Massachusetts or any other state law? \_\_\_\_\_ If yes, list the name of the persons and the registration requirements (i.e. place where registration needs to be filed, length of time for which registrations is required.) \_\_\_\_\_

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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, and a **consumer credit report and a Criminal Offenders Record Information report (CORI) or other criminal background report may also be requested.** 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.

***Signed under the pains and penalties of perjury.***

\_\_\_\_\_  
Head of Household/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
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.



To: HallKeen Management

Re: Release to Obtain Information

In consideration for being permitted to apply for this apartment, 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/agent to make independent investigations to determine my credit, financial and character standing. I, Applicant authorize any person or credit 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 18 must sign**

Applicant \_\_\_\_\_  
Signature Social Security # Date

\_\_\_\_\_  
Print Name

Applicant Applicant \_\_\_\_\_  
Signature Social Security # Date

\_\_\_\_\_  
Print Name

**Applicant Applicant** \_\_\_\_\_  
Signature Social Security # Date

\_\_\_\_\_  
Print Name



## NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability, which is defined as having a physical or mental impairment, that substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment, 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.**

