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.*

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: 617-536-8516

HOUSINGWORKS
For Everyone.

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	RACE:	Asian , Black, White, Native American, Pacific Islander, Multi-racial
Also provide your race at right!		Do **NOT** write Spanish, Hispanic, Latino here – and do **NOT** write your country!
○	○	

○	YOUR MOTHER'S MAIDEN NAME

YOUR HOME TELEPHONE	SECOND TELEPHONE
○	
YOUR EMAIL ADDRESS	
○	

CURRENT ADDRESS OR 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 #	○	○	.00

INCOME SOURCES
○

MOBILE RENTAL ASSISTANCE, if any
○

REQUESTED ACCOMMODATIONS
○

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