### Mail this application to:

# The name of the waitlist I'm applying for is: \_\_\_\_\_ Some waitlists are closed: Before sending this application, check <a href="http://www.housingworks.net/">http://www.housingworks.net/</a> to see what is open You must answer every question on this application: respond to questions that are not applicable by writing "N/A". Incomplete applications may be returned or discarded. Name of HoH: Long-Term Mailing Address City/State/Zip: (this address should ideally work for the next 3-5 years): Phone(s): \_-\_\_\_-Email: The SSN for the head of household is: What is your **date of birth**? \_\_\_\_\_ What is your **gender**? \_\_\_\_\_ Race (white, black, asian, etc)? What was your mother's last name when she was born? Protects your privacy)\_\_\_\_\_ How many people will be living in the unit? \_\_\_\_\_ people. What unit size are you seeking?\_\_\_\_\_BR Describe your Income Sources (Job, Food Stamps, SSI, TAFDC, etc.) What is your family's ANNUAL income? \$\_\_\_\_\_ (do NOT write an hourly, weekly, or monthly amount!) YES NO Do you have a rental voucher or some other form of regular rental assistance? Specify: Section 8 MRVP AHVP Homebase NO Do you need a wheelchair accessible unit (or a "no-steps" unit)? ☐ YES □YES NO Do you need reasonable accommodations due to a disability, either during the application period or tenancy? IYES NO Are you or any member of your household subject to a lifetime registration requirement under a State Sex Offender Registration program? NO **Priority/Preference Status:** If there is a section in this application that asks ☐ YES about priorities and preferences, did you claim any? Office Only: Date/Time Stamp



#### INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR HOUSING:

Thank you for your interest in obtaining housing at one of our properties. The following instructions, if followed properly, will ensure timely processing of your application and will prevent delays.

- 1) Please indicate which property you are applying for. Please do not request "ANY" You must print out additional applications for each property that you are applying for.
- 2) Please print clearly, in black or blue ink.
- 3) All questions must be answered. Incomplete applications will be returned.
- 4) All household members that are 18 years of age or older are required to complete a criminal record form for the state of their current residence. Enclosed are two forms, one for Vermont, and one for New Hampshire. Please complete one criminal record form (use the state of your current residence. If you do not currently reside in one of these two states than you are not required to submit the form). Print out as many copies of the appropriate criminal record form as needed.
- 5) Be sure that all household members 18 years of age or older sign both the Certification and Release of Information Authorization, located on the last page of the application.

Please call our office at 603-641-2163 if you have any questions, or e-mail us at office@stewartproperty.net

\*\*\* PLEASE MAIL YOUR COMPLETED APPLICATION TO: \*\*\*\*

STEWART PROPERTY MANAGEMENT P.O. BOX 10540 BEDFORD, NH 03110

#### **APPLICATION FOR HOUSING**

Stewa	ar	t Prope		<i>K</i> 2			
Property Name:			e:	Barrier Free (H/C unit) Requested?	■YES	□NO	Stall
Bedroom Size:			);	Comments:			O. J. C.
			Accepted				Tell S
	Ī		Rejected				(iii)





TELEPHONE/TDD: (603) 641-2163 FAX: (603) 641-1063

www.stewartproperty.net

Please complete the following application and return it to Stewart Property Management, Inc. (SPM). All items must be complete in order to determine your eligibility. If an item does not apply to you, please check N/A next to the question. SPM does not discriminate on the basis of race, color, sex, age, religion, national origin, family or marital status, disability, or sexual orientation.

orientation.	criminate on the basis of	race, color, sex, age,	religion, national o	rigin, family or marital st	atus, disability, or sexu	al		
Property for v	which you are applying:			_Number of bedrooms r	equested:			
Α.	GENERAL INFORMA	TION						
Name:				Phone Number:				
Address:	ddress:			E-Mail:				
	HOUSEHOLD COMPO sons, including yours Idren who will be livi	self, who will be liv		ment. List the head of the time.	of household first.	ONLY		
	Name	Relationship to HEAD	Date of Birth	Full Time Student?	Social Security #	Sex		
		HEAD						
□YES □NO	Do you expect any add	ditions to the househol	d within the next 1	2 months?		1		
	If yes, please explain g	giving name and relation						
□YES □NO	Do you have primary p	hysical custody of all	er the Household Compo	sition above?				
	If no, please explain:							
<b>-</b> \/50 <b>-</b> \/0								
TYES INO	Are there any absent i			nder the Household Com	position above?			
	If yes, please explain g	giving name and relation	วกรกเค:					
	1	1 (1	REV 1-08) Tax Credit					

C:	INCOME Please fill in each section, checking N/A next to the items that do not apply to you.						
Check if N/A	Family Member	Source of Income	Name and Address of	Employer	Gross Monthly Amount		
		Employment Wages			\$		
		Employment Wages			\$		
		Employment Wages			\$		
Check if N/A	Family Member	Source of Income	Name of Public Assistance Office		Gross Monthly Amount		
		Public Assistance			\$		
Check if N/A	Family Member	Source of Income			Gross Monthly Amount		
		Social Security/SSI			\$		
		Social Security/SSI			\$		
		Social Security/SSI			\$		
Check if N/A	Family Member	Source of Income	Name & Address of Inc	come Source	Gross Monthly Amount		
		Pension/Annuities			\$		
		Pension/Annuities	ies		\$		
Check if N/A	Family Member	Source of Income	of Income Name & Address of Income Source		Gross Monthly Amount		
		Unemployment Benefits		\$			
		Unemployment Benefits			\$		
Check if N/A	Family Member	Source of Income	Name & Address of Income Source		Gross Monthly Amount		
		VA Benefits			\$		
		VA Benefits			\$		
Check if N/A	Family Member	Source of Income	Name & Address of Inc	come Source	Gross Monthly Amount		
		Alimony			\$		
		Child Support			\$		
		Self Employment			\$		
Ш		Other Income			\$		
TYES INO	Are there any changes			onths?			
_	If yes, please list family	•					
D:	ASSETS CHECKING/SAVINGS ACCO		ction, checking N/A	next to the items that	do not apply to you.		
Check if N/A	Family Member	Bank Name/Type	Account #	Balance	Interest Rate		
		,,		\$			
				\$			
				\$			
				\$			
				\$			
				\$			
Check if N/A	STOCKS						
CHECK II IN/A	Family Member	Stock Name	# of Shares Owned	Value Per Share	Dividend Rate		
				\$			
			<u> </u> 	Ψ			
Check if N/A	BONDS	Savias	Date of large		\		
	Family Member	Series	Date of Issue	\$	Amount		
			\$				

### **ASSETS, Continued**

	TRUST ACCOUNTS						
Check if N/A	Family Member	Bank Name	Account #	Balance	Interest Rate		
				\$			
	Is this an irrevocable tru	ust? □YES □NO		, T			
	IRAs		1				
Check if N/A		David Name	A	Dalamas	Internal Bata		
	Family Member	Bank Name	Account #	Balance	Interest Rate		
				\$			
	D 1: ( 1 :::1 1	10 = 1/50 = 1/6		\$			
	Penalty for early withdra	awal?   YES   No	3				
	ANNUITIES/MUTUAL FUND	S/401K/403b					
Check if N/A	Family Member	Bank Name	Account #	Balance	Interest Rate		
				\$			
				\$			
	WHOLE LIFE POLICIES (NO	T TERM LIFE\	1				
Check if N/A	Family Member	Insurance Name	Account #		Amount		
	railily Melliber	insurance Name	Account #	Φ	Amount		
				\$			
Check if N/A	ANY OTHER ASSETS	T					
Check if N/A	Family Member		Asset Type		Market Value		
					\$		
					\$		
REAL	1) Do you own any property?		□YES □NC	Family Member			
ESTATE	2) If yes, what type of propert	v ic it?	DIEG DIVE	7 I amily Wember	•		
LOTATE							
	3) Where is the location of the						
	4) What is the appraised mark						
	5) Amount of mortgage or out		EVEC ENO				
	6) Is the property owned joint	ly?	TYES INC	)			
	1) Has any member of your h	ousehold disposed of any	asset(s) in the last tw	o years?	TYES TNO		
	2) If yes, what type of asset (e	e.g. cash, property, bank a	accounts)?				
DISPOSED	3) Market value when dispo		\$				
OF ASSETS	4) Amount disposed for?		\$				
	5) Date of transaction?		•				
	-   -   -   -   -   -   -   -   -   -						
E:	PROGRAM INFORMA						
■YES ■NO	Has <u>everyone</u> in your h	· · · · · · · · · · · · · · · · · · ·					
				Its and children) current	ly a student, or		
	planning to become one <b>If yes</b> , please check the						
		Married and filing a					
		•		ments (NHEP, RUFA)			
		Participating in a job					
				nt with minor children wh	no are claimed as		
	_	dependents on their	tax return.				
		None of the above.					
□YES □NO	Do you require an acce	ssible unit?					
LIES LINU	If yes, please explain:						
	Have you ever resided	in a federally assiste	d housing comple	λ <b>Υ</b> ?			
■YES ■NO	Have you ever resided in a federally assisted housing complex?						
			a riousing compic	ж.			
	If yes, when and where	?	a nousing comple				
□YES □NO		?	a mousting comple	M.			

#### **PROGRAM INFORMATION, Continued**

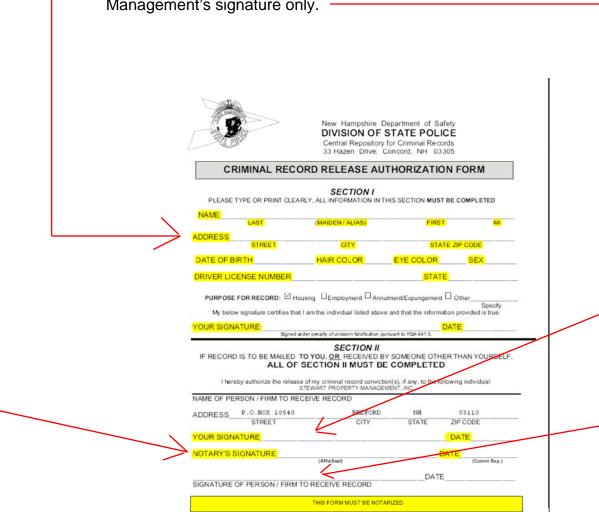
□YES □NO	Have you ever received an Eviction Notice from any landlord?
dies dino	If yes, please explain:
□YES □NO	Are you legally capable of entering into a lease agreement?
DIES DINO	If no, please explain:
How did you I	hear about the apartment for which you are applying?
	Will you or anyone in your household be applying for or receiving a Section 8 voucher at the time
□YES □NO	of move-in or within the next 12 months?
	Name of Agency: Contact Person:
	Will you or anyone in your household require a live-in care attendant?
□YES □NO	Name of Live-in Care Attendant:
	Relationship (if any)
What state(s)	have the adult household members resided in during the last 10 years?
List househol	d member name and State(s):

HOUSING REFERENCES	Please complete all areas below.	
	ord first, then your 2 other most recent ad	dresses and landlord
Current Address:	D	
	Resided here since:	
	Rent Amount:	\$
	Are utilities included?	TYES INC
	If, No, how much are utilities per month?	\$
Name and Address of Current Landlord:	Phone Number of current landlord:	
	Additional Info:	
1st Previous Address: ↓		
¥	Lived there fromto_	·
	Rent Amount:	\$
	Are utilities included?	TYES THE
	If, No, how much are utilities per month?	\$
Name and Address of Day is a last that		1
Name and Address of Previous Landlord:	Phone Number of previous landlord: Additional Info:	
	Additional fino.	
	_	
2nd Previous Address: ↓		
	Lived there from to	·
	Rent Amount:	\$
	Are utilities included?	TYES INC
	If, No, how much are utilities per month?	\$
Name and Address of Previous Landlord:	Phone Number of previous landlord:	
Tames and Adams of the Toronto Editional	Additional Info:	
	Additional Info:	

G:	OTH	IER INFORMATION	N						
□YES □NO		ou have any pets?							
	If ye	s, please describe:							
DYES DNO	Hav	e VOLL or ANY MEN	IRER of your house	hold (	ever heen arres	ted i	or convicted of any felony or any		
<b>1</b> 120 <b>1</b> 10		demeanor crime?	IDER OF YOUR HOUSE	noia i	ever been arrec	sicu (	or convicted of any felony of any		
		s, please explain:							
	ıı ye	o, picaoc explairi.							
□YES □NO	Have YOU or ANY MEMBER of your household ever been arrested or convicted in any incident								
		lving drugs?							
	If ye	s, please explain:							
DYES DNO	Do \	OU or ANY MEMB	FR of your househo	ld cu	rrently use illeg	al dr	ugs or abuse alcohol?		
		s, please explain:	Err or your noudono	ia oa	Tronting add mag	ui ui			
	ıı ye	o, picaoc explairi.							
□YES □NO			BER of your househo	old lis	ted on any stat	e sex	x offender registration program?		
	If ye	s, please explain:							
H:		RTIFICATION							
I/We hereby certi	ify that	I/we do not and will not	maintain a separate, subs	sidized	l rental unit in anoth	ner loc	cation. I/we understand that I/we must pay a idence. I/We understand that eligibility for		
housing will be b	ased c	on Section 42 of the Inter	nal Revenue Code and a	pplicat	ole sections of the I	-ÍUD 4	350.3 Occupancy Handbook and Stewart		
							ures occupancy and that my/our application can		
I/We certify that t	the info	ormation given in this ap	edit of landlord references	s, polic	/our knowledge. I/	g una We ui	cceptable or criminal behavior, and/or poor nderstand that any false information is punishable		
by law, and could	d be gr	ounds for cancellation of	this application or termin	ation o	of residency after o	ccupa	ncy.		
	F	lead of Household:				_	Date:		
	5	Spouse/Co-Tenant:				-	Date:		
							<b>D</b> .		
						_	Date:		
							ъ.,		
						-	Date:		
l:	REL	EASE OF INFORM	IATION AUTHORIZA	ATIO	N				
I/We do hereby a	uthori:	ze Stewart Property Man	agement, Inc., and its sta	aff to ol	otain information or	mate	rials deemed necessary to determine my/our nformation that could substantiate or verify		
							or senior services agencies.		
					_				
	F	lead of Household:					Date:		
						_			
	5	Spouse/Co-Tenant:					Date:		
						_			
							Date:		
							Date:		
The information r	enard	ing race, ethnicity, and g	ender solicited on this an	nlicatio	on is requested in o	rder to	o assure the Federal Government, acting through		
	-				•		t tenant applications on the basis of race, color		
					=	-	o furnish this information, but are encouraged		
_	-						n any way. However, if you choose not to		
			0, 1,		ŭ	•	is of visual observation or surname.		
Race:		eck one or more)	, cannoty, and gender of	iriaivia	aai appiioaiiis oii ii	ic bas	on visual observation of sumanic.		
	•	•	askan Native	П	Asian		Black or African American		
			other Pacific Island		, total i		White		
			Caroni admiditionalida						
Ethnicity:		Hispanic or Latino			Non-Hispanic	or La	atino		
Condor:	п	Mala	□ Female						

# INSTRUCTIONS FOR FILLING OUT THE NEW HAMPSHIRE CRIMINAL RECORD FORM

- Please print enough copies of the NH State Police Authorization Form.
   (1 is needed for each person 18+ years old)
- 2) Fill out Section 1 completely.
- 3) Under Section 2, please Sign where it says "YOUR SIGNATURE."
- 4) Please have this form <u>notarized</u> by a notary public.
- 5) Please <u>do not</u> sign the last line of Section 2, which is for Stewart Property Management's signature only.





# New Hampshire Department of Safety **DIVISION OF STATE POLICE**

Central Repository for Criminal Records 33 Hazen Drive, Concord, NH 03305

# **CRIMINAL RECORD RELEASE AUTHORIZATION FORM**

### **SECTION I**

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME					
	LAST	(MAIDEN / ALIAS)	FII	RST	MI
DDRESS					
	STREET	CITY	S	STATE ZIP COD	E)
DATE OF B	IRTH	HAIR COLOR_	EYE COLO	RSE	X
DRIVER LIC	CENSE NUMBER		ST	ATE	
		Housing $\Box_{ ext{Employment}}\Box_{ ext{Ar}}$ that I am the individual listed abo			Specify I is true.
OUR SIGN				DATE	· · · · · · · · · · · · · · · · · · ·
IF RECORI	D IS TO BE MAILE	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I	BY SOMEONE O		OURSELF,
l here	O IS TO BE MAILE ALL C eby authorize the rele	SECTION II D TO YOU, OR RECEIVED	BY SOMEONE O BE COMPLET ction(s), if any, to the	ED	
I here	O IS TO BE MAILE ALL C eby authorize the rele RSON / FIRM TO I	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I ease of my criminal record convi- STEWART PROPERTY MANAGE RECEIVE RECORD	BY SOMEONE OBE COMPLET ction(s), if any, to the	<b>ED</b> e following indivi	dual:
l here	O IS TO BE MAILE ALL C eby authorize the rele	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I ease of my criminal record convi- STEWART PROPERTY MANAGE RECEIVE RECORD	BY SOMEONE OBE COMPLET ction(s), if any, to the	ED	dual:
I here	P.O.BOX 1054 STREET	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I ease of my criminal record convi- STEWART PROPERTY MANAGE RECEIVE RECORD  0 BEDFORD	BY SOMEONE O BE COMPLET ction(s), if any, to the	ED e following indivi	dual:
I here NAME OF PE ADDRESS_ OUR SIGN	P.O.BOX 1054 STREET	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I ease of my criminal record convi- STEWART PROPERTY MANAGE RECEIVE RECORD  0 BEDFORD	BY SOMEONE O BE COMPLET ction(s), if any, to the	e following indivi	dual:
I here NAME OF PE ADDRESS_ OUR SIGN	D IS TO BE MAILED ALL Company authorize the release RSON / FIRM TO I P.O.BOX 1054 STREET ATURE	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I ease of my criminal record convi- STEWART PROPERTY MANAGE RECEIVE RECORD  0 BEDFORD	BY SOMEONE O BE COMPLET ction(s), if any, to the	e following indivi	dual:
I here NAME OF PE ADDRESS_ OUR SIGN	D IS TO BE MAILED ALL Company authorize the release RSON / FIRM TO ID 1054  P.O.BOX 1054  STREET  ATURE  SIGNATURE	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I  ease of my criminal record convi- STEWART PROPERTY MANAGE RECEIVE RECORD  0 BEDFORD  CITY  (AffixSeal)	BY SOMEONE O BE COMPLET ction(s), if any, to the GEMENT, INC.  NH STATE	e following indivi	dual:
I here NAME OF PE ADDRESS_ OUR SIGN	D IS TO BE MAILED ALL Company authorize the release RSON / FIRM TO ID 1054  P.O.BOX 1054  STREET  ATURE  SIGNATURE	SECTION II D TO YOU, OR RECEIVED OF SECTION II MUST I ease of my criminal record convi- STEWART PROPERTY MANAGE RECEIVE RECORD  0 BEDFORD CITY	BY SOMEONE O BE COMPLET ction(s), if any, to the GEMENT, INC.  NH STATE	e following indivi	dual:

Phone 603-641-2163

Email: office@stewartproperty.net

### REQUEST FOR CRIMINAL RECORD CHECK

1.	Applicant: Last	First	Middl	 e
2.	Maiden or Alias Names:			_
3.	Date of Birth:	/	/ Year	_
4.	Gender:			_
5.	Race:			_
6.	Social Security Number:	/	/	-
7.	Place of Birth:	// City/Town S	/_ tate Countr	'y
8.	Telephone Number:	Area Code Nu	umber	_
		RELEASE		
I, <sub>-</sub> cri	minal record of convictions whi	, hereby acknowle ch may be mainta	edge and agree lined by the foll	e to a check of any lowing agencies:
	X Vermont Criminal Inform	mation Center	<u>X</u> FI	BI/NCIC
Ma fui to	inderstand that the results of the anagement / Westgate Apartme rther understand that I have the the Vermont Criminal Information ain Street, Waterbury, VT 0567	ents for use in rev right to appeal th on Center, Depar	iewing my suita e results of the	ability as a tenant. I criminal record check
Si	gnature of Applicant:		Date:	
Ide	entity Verified by:		Date:	

## **Housing History, Page 1**

Note: you can often locate landlord information by using the Tax Assessor's website in each town (or by calling the Tax Assessor's phone number in most towns: To determine if there is an online Tax Assessor page for a town search the web like this: "Tax Assessor, Boston MA" or "Property Assessment, Dallas TX".

CURRENT RESIDENCE		DATES YO	U LIVED TH	IERE:
Name on the lease		to	D:	or present
Address you lived at:  Street and Apt#  Ci	ty State	Zip		
Landlord's Name and Address				
Landlord Tel:				
Did this landlord bring any court action against the leaseholder of	r you?	□ Yes	□ No	
Did this landlord return your security deposit? (check one)		□ Yes	□ No	□ N/A
PRIOR RESIDENCE		DATES YO	U LIVED TH	IERE:
Name on the lease			to	
Address you lived at:  Street and Apt# Ci	ty State	Zip	· · · · · · · · · · · · · · · · · · ·	<del> </del>
Landlord's Name and Address	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		<u>-</u>
Landlord Tel:				
Did this landlord bring any court action against the leaseholder of	r you?	□ Yes	□ No	
Did this landlord return your security deposit? (check one)		□ Yes	□ No	□ N/A
RESIDENCE BEFORE THAT		DATES YO	U LIVED TH	HERE:
Name on the lease			to	<u>-</u>
Address you lived at:  Street and Apt# Ci	ty State	Zip		<del> </del>
Landlord's Name and Address		·····		
Landlord Tel:				
Did this landlord bring any court action against the leaseholder of	r you?	□ Yes	□ No	
Did this landlord return your security deposit? (check one)		□ Yes	□ No	□ N/A

### **Housing History, Page 2**

### RESIDENCE BEFORE THAT **DATES YOU LIVED THERE:** Name on the lease Address you lived at: Street and Apt# City State Landlord's Name and Address \_\_\_\_\_ Landlord Tel: Did this landlord bring any court action against the leaseholder or you? □ Yes □ No Did this landlord return your security deposit? (check one) ☐ Yes □ N/A □ No **RESIDENCE BEFORE THAT DATES YOU LIVED THERE:** Name on the lease \_\_\_\_\_to\_\_\_\_ Address you lived at: Street and Apt# City State Landlord's Name and Address Landlord Tel: Did this landlord bring any court action against the leaseholder or you? ☐ Yes □ No Did this landlord return your security deposit? (check one) ☐ Yes $\square$ No □ N/A RESIDENCE BEFORE THAT **DATES YOU LIVED THERE:** Name on the lease Address you lived at: Street and Apt# City Zip Landlord's Name and Address Landlord Tel: Did this landlord bring any court action against the leaseholder or you? ☐ Yes □ No Did this landlord return your security deposit? (check one) ☐ Yes $\square$ No $\square$ N/A

### **Housing History, Page 3**

### RESIDENCE BEFORE THAT **DATES YOU LIVED THERE:** Name on the lease Address you lived at: Street and Apt# City State Landlord's Name and Address \_\_\_\_\_ Landlord Tel: Did this landlord bring any court action against the leaseholder or you? □ Yes □ No Did this landlord return your security deposit? (check one) ☐ Yes □ N/A □ No **RESIDENCE BEFORE THAT DATES YOU LIVED THERE:** Name on the lease \_\_\_\_\_to\_\_\_\_ Address you lived at: Street and Apt# City State Landlord's Name and Address Landlord Tel: Did this landlord bring any court action against the leaseholder or you? ☐ Yes □ No Did this landlord return your security deposit? (check one) ☐ Yes $\square$ No □ N/A RESIDENCE BEFORE THAT **DATES YOU LIVED THERE:** Name on the lease Address you lived at: Street and Apt# City Zip Landlord's Name and Address Landlord Tel: Did this landlord bring any court action against the leaseholder or you? ☐ Yes □ No Did this landlord return your security deposit? (check one) ☐ Yes $\square$ No $\square$ N/A