

REQUESTING AN APPLICATION



Email:

Applicant: Type your full name and address, including the apartment #. On the bottom line, put your email address, so we can email the application.



Mail this form to the address you see at left. Once HousingWorks receives the application, we will send it to you so that you can be the first to use it!

APPLICANT: PLEASE COMPLETE THIS SECTION

Fold on this line——

Dear Waitlist Administrator:

I request an application for the following waitlist: _____

Please email the application to: support@housingworks.net else

Please mail the application to: **HousingWorks * P.O. Box 231104 * Boston, MA 02123**

- ☐ My household size is _____ and my gross annual income is \$ _____ .00
- ☐ I am _____ years of age. ☐ I have a permanent mobile rental voucher.
- ☐ I have enclosed a self-addressed, stamped envelope to make it easier for you to mail the application.
- ☐ I am requesting a reasonable accommodation – I need to have the application emailed or mailed to me because of a disability. **I have included written verification of my disability.**
- ☐ My signature below affirms that I am truly interested in living in your development.

Thank you, *Signature of Applicant:* _____

Complete all the appropriate items at left.

WAITLIST ADMINISTRATOR: PLEASE COMPLETE THIS SECTION (AND WHY!)

IF PROVIDING THE APPLICATION, please include this page so that we know who the application is for.

IF REJECTING THE APPLICATION, please fax this page to HousingWorks at **617-536-8561**. *If you fax us, we can close the list immediately on our website, and you will avoid getting more requests from the nearly 250,000 people using our website!*

We are not giving you an application because:

- ☐ **this waitlist is closed.** The only waitlists open at present are:

- ☐ **you do not appear to qualify for this property, because:** _____

- ☐ **we require you to pick up the application in person unless you sent verification of disability.**

To pick up application in person, come during these office hours: _____

How to get here: ☐ onsite parking ☐ bus or subway: _____

☐ commuter rail stop: _____

☐ other transportation options available: _____

Name of Waitlist Administrator _____

Phone of Waitlist Administrator _____ - _____ - _____ x _____

Email Address for Applicant's Advocate (if any): _____