

McKay Apartments – Preliminary Rental Application Instruction

Eligibility Criteria

1. Your total household income and assets must be within the required limits:
Include as income: Income of all household members 18 years or age or older, include gross income from employment, including overtime, bonuses and commissions; pension; annuities; dividends; interest on assets; social security; social security supplement; alimony and child support; veterans' benefits; unemployment and disability compensation; welfare assistance; regular gifts; etc.
Include as assets: the current value of all checking, savings and investment accounts (including retirement and education accounts), real estate, investment property, etc. (Do not include automobile(s) and other personal property.)
2. Your Lottery Application must include the following attachments:
 - Copies of three prior years of tax returns along with applicable W2 form.
 - Copies of 6 most recent pay stubs for all members of the household who are working
 - Copies of 6 most recent bank statements
 - Copies of any other materials necessary to verify income or asset – i.e., Social Security award letter, Pension Letter, 401K/Annuity statement, etc.
3. Divestment of assets within two years of application for less than full value and fair cash value will be counted for imputation of income at full and fair value.
4. Your household size and composition must be appropriate for the unit size.
5. You must be credit worthy, have sufficient income to afford the rent. Generally, you should be paying no more than 40% of your gross income to rent or assets equal to at least two years of rent.
6. You have not committed fraud in connection with any federal or state housing assistance program, and not owe rent or other amounts in connection with housing assistance.

Application Process

1. You must fill out the application completely and return postmarked no later than 12:00 noon on _____ to Harborlight Community Partners. If unsigned, or incomplete, your Preliminary Application will be rejected.
2. Information provided in this Lottery Application will be treated as confidential.
3. All information provided will be verified. If you have intentionally falsified information, your application will be rejected.
4. Your household can only file one application, and no household member can appear on more than one application.
5. Preliminary Applications will be reviewed as quickly as possible. You will be notified by mail of receipt of your application, your application number, and your eligibility for the rental housing lottery.
6. The lottery consists of a blind selection, from a container, of coupons bearing applicant identification numbers. The order in which your coupon is drawn, plus your preference category, if any, determines your ranking for a particular unit type.
7. Priority for the accessible units will be for families which require physical accommodations.
8. If you are disabled and require an accessible unit, an extra bedroom for equipment or for a Personal Care Attendant, a reasonable modification of the housing, or a reasonable accommodation of rules, policies, practices or services, please include a letter from your primary health care provider explaining special circumstances.

WELCOME TO
HARBORLIGHT COMMUNITY PARTNERS

Instructions for: McKay School, Beverly, MA

Preliminary Lottery Application

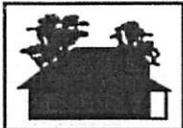
Enclosed please find the Housing Application you requested. Please note the following:



One CORI Request Form and One Authorization to Release Information Form must be completed by each household member 18 years or older. (Please copy the form as needed.)



Applications must be completed in full. Incomplete applications will be returned to the applicant.



Mailing Address:

Harborlight Community Partners, P.O. Box 507, Beverly, MA 01915.

If you should move or change your phone number, notification of such change must be in writing

Notification must include the following:

- A - Applicant(s) Name(s) and Social Security Number
- B - Apartment Complex(s) of Application
- C - Approximate Month/Year the Original Application was Submitted
- D - Old Address and Phone Number
- E - New Address and Phone Number

We update our waiting lists on a yearly basis. Anyone who does not return a completed update application, within the specified timeframe, will be removed from the waiting list. Applicants will be notified of their status once they are close to the top of the list.

Harborlight Community Partners

PRELIMINARY RENTAL APPLICATION - LOTTERY

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. ALTERNATE LANGUAGE APPLICATIONS ARE ALSO AVAILABLE ON REQUEST.

DATE OF APPLICATION _____

PROPERTY NAME McKay School, Beverly, Ma

Return Completed Application To: Harborlight Community Partners
PO Box 507
Beverly, MA 01915
Phone: (978) 922-1305 Ext. 201
Fax: (978) 922-2874
applications@harborlightcp.org

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 Tel: _____

Email Addresses: _____

Present Address: _____

Present Landlord Name: _____

Phone: _____

SIZE OF APARTMENT :

1 BR [] 2 BR []

FOR OFFICE USE OF ONLY:

Date/Time Received: _____

Application # _____

Lottery # _____

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. Reasonable accommodations will be made for eligible tenants.

Present Housing Cost Per Month \$ _____ Including Utilities? [] Yes [] No
How long have you lived at present address? _____ Years

What are the reasons for moving? _____

Do you own any pets? _____

Do you have rental assistance (i.e., Section 8 Mobile Voucher, MRVP)? ___ Yes ___ No

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	DATE OF BIRTH	SEX	SOCIAL SECURITY NUMBER	FULL TIME STUDENT Yes or No
1)	Head of Household				

2)					Yes or No
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3)					Yes or No
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4)					Yes or No
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The information regarding race, national origin and sex designation on this application is requested in order to assure Federal law prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity and sex of individual applicants on the basis of visual observation or surname.

Gender: Male # _____ Female # _____

Ethnicity: Hispanic/Latino # _____ Not Hispanic/Latino # _____

Race(s) (mark one or more):

- White Black/African American Asian
 American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander

REFERENCES - Full name and address of Landlords at other places you have lived over the last five years. Please include both long term and temporary residences.

1) **Previous** Address _____
_____ How Long: _____
Name of **Previous** Landlord _____ Telephone: _____
Address _____

2) **Previous** Address _____
_____ How Long: _____
Name of **Previous** Landlord _____ Telephone: _____
Address _____

3) **Previous** Address _____
_____ How Long: _____
Name of **Previous** Landlord _____ Telephone: _____
Address _____

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

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

Please indicate the income received and assets held by each member of your household. List each member by the corresponding number from Page 2.

EMPLOYMENT INCOME BY HOUSEHOLD MEMBER:

Member # _____
Name of Present Employer _____ Telephone _____
Address _____
Years Employed _____ Position _____ Current Wages \$ _____
 weekly bi-weekly monthly hourly (# of hours per week ____ # weeks per year ____)

EMPLOYMENT INCOME *(continued)*

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	<u>Gross Earnings</u> (Before Taxes)
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In Case of Emergency, whom should we contact?

Name: _____ Relationship: _____ Phone #: _____

Address: _____

Name: _____ Relationship: _____ Phone #: _____

Address: _____

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

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

2. Has your present home been condemned by the Board of Health due to Sanitary Code violations? If so, please describe:

3. 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:

4. 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:

APPLICATION VERIFICATION CONSENT FORM

INSTRUCTIONS:

Complete this form for **each non-citizen member** of the household who declared eligible immigration status on the Declaration Sheet. If this form is being completed on behalf of a child, it must be signed by the adult responsible for the child.

CONSENT:

I. _____ hereby consent to the following:
(print or type first name, middle initial, last name)

1. The use of the attached evidence to verify my eligible immigration status to enable me to receive financial assistance for housing; and
2. The release of such evidence of eligible immigration status by the project owner without responsibility for the further use or transmission of the evidence by the entity receiving it, to:
 - (a) HUD, as required by HUD; and
 - (b) The INS for purposes of verification of the immigration status of the individual.

NOTIFICATION TO APPLICANTS:

Evidence of eligible immigration status shall be released only to the INS for purposes of establishing eligibility for financial assistance, and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence of other information by the INS.

Signature _____
Date

Check here if an adult signed for a child. []

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 (CORI) report may also be requested. I/We certify that I/We understand that false statements of information are punishable under applicable State or Federal Law.

I/We hereby certify that I/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

Harborlight Community Partners 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.



Harborlight Community Partners
PO Box 507
Beverly, MA 01915
(978) 922-1305 ext. 202

GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION

NAME: _____

ADDRESS: _____

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

- Child Care Expenses
- Criminal Activity (CORI)
- Courts
- Family Composition
- Law Enforcement Agency
- Credit Bureau
- Employment
- Self Employment
- Unemployment Compensation
- Pensions
- Annuities
- Social Security
- Supplemental Security Income
- State Welfare Agencies
- State Employment Security Agency
- Workman's Compensation
- Health & Accident Insurance
- Veteran's Benefits
- Federal, State, or Local Benefits
- Banks, Credit Unions
- IRA's, CDs, 401k, 403b
- Interest, Dividends
- Financial Institutions, Brokerages
- Mutual Funds
- Alimony, Child Support
- Other Income - Regular Gifts or Allowances from Another Person
- Commissions, Tips, Bonus
- Landlords, Rental History
- Identity & Marital Status
- Handicapped Assistance Expenses
- Medical Insurance Premiums
- Un-reimbursed Medical Expenses
- School & College Tuition Fees

I HEREBY GIVE YOU MY PERMISSION TO RELEASE THIS INFORMATION TO: Harborlight Community Partners 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 Harborlight Community Partners 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 the pains and penalties of perjury.

Head of Household	Date	Spouse	Date
Other Adult Member	Date	Other Adult Member	Date

APPLICANT DECLARATION SHEET

INSTRUCTIONS: Complete this form, including each member of the household.

HEAD OF HOUSEHOLD ONLY

Full Name: _____

Sex: _____

Date of Birth: _____

Social Security No.: _____

Alien Registration No.: _____

Admission No.: _____

if applicable, (11-digit # found on INS Form I-94
Departure Record)

Nationality: _____

(Enter the foreign nation or country to which you
owe allegiance. This is normally, but not always the
country of birth.)

Save Verification No.: _____

(to be entered by owner if and when received)

ENTIRE HOUSEHOLD

Are you or any member of your household:

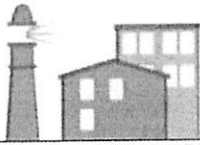
- a) A citizen or national of the United States? Yes No
- b) A non-citizen with eligible immigration status? * Yes No
- c) A non-citizen not claiming eligible immigration status? ** Yes No

* Please be advised that if you answered yes to item b), you will be required to send verification of your eligible immigration status for each member of your household.

** Please be advised that if you answered yes to item c), for any member of your household, you may not be eligible for residency in federally subsidized housing, or you may be eligible for prorated assistance only.

Signature of Head of Household

Date



Harborlight Community Partners
Providing Homes & Community Support

CRIMINAL OFFENDER RECORD INFORMATION

CORI

Harborlight Community Partners is registered under the provisions of M.G.L. c.6, S172 to receive CORI for the purposes of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from date of my signature. I may withdraw this authorization at any time by providing written notice of my intent to withdraw consent to a CORI check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgement Form is true and accurate.

Applicant Signature

Date

SUBJECT INFORMATION: (An asterisk denotes (*) a required field)

*LAST NAME

*FIRST NAME

MIDDLE NAME

SUFFIX

MAIDEN NAME (or other name(s) by which you have been known)

*DATE OF BIRTH

PLACE OF BIRTH

*SOCIAL SECURITY NUMBER

SEX: _____ HEIGHT: _____ ft. _____ in. EYE COLOR: _____ RACE: _____

MOTHER'S FULL MAIDEN NAME

FATHER'S FULL NAME

CURRENT AND FORMER ADDRESSES

DRIVERS LICENSE OR STATE ID: _____ STATE OF ISSUE: _____

THE INFORMATION ABOVE WAS VERIFIED USING THE FOLLOWING GOVERNMENT ISSUED IDENTIFICATION: _____

VERIFIED BY: _____
NAME OF VERIFYING EMPLOYEE (PRINT NAME)

SIGNATURE OF VERIFYING EMPLOYEE

