WELCOME TO

HARBORLIGHT COMMUNITY PARTNERS

Instructions for: We Care About Homes Apartments

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

A separate application must be completed for each apartment complex you are interested in. (Copies Are Acceptable)

One CORI Request Form and One Authorization 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, PO Box 507, Beverly, MA 01915 If you should move or change your phone number, notification of such change must be in writing and mailed to above address.

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

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 _______________________________________________

Return Completed Application To: Harborlight Community Partners
PO Box 507
Beverly, MA 01915
Phone: (978) 922-1305 Ext. 202
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 NEEDED:
Studio 1BR 2BR 3BR 4BR

UNIT TYPE REQUESTED:
Wheelchair Adapted Unit  [ ] Yes  [ ] No

FOR OFFICE USE OF ONLY:

Market
Basic
Low
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

What are the reasons for moving? __________________________________________

Do you own any pets? __________________________________________________

FAMILY COMPOSITION - List all those who will occupy the apartment - INCLUDE YOURSELF. (Any person not listed will not be allowed to move in.)

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<tr>
<th>FULL NAME OF EACH PERSON IN HOUSEHOLD</th>
<th>RELATIONSHIP TO HEAD OF HOUSEHOLD</th>
<th>DATE OF BIRTH</th>
<th>SEX</th>
<th>SOCIAL SECURITY NUMBER</th>
<th>FULL TIME STUDENT</th>
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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/PREVIOUS ADDRESSES - 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.

<table>
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<tr>
<th>Household Member</th>
<th>Type of Income</th>
<th>Gross Earnings (Before Taxes)</th>
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(week/month/year)
INCOME FROM ASSETS:
Assets include Checking Accounts, Savings Accounts, Term Certificates, Money Markets, Stocks, Bonds and Mutual Funds.

**Household Member**

Name of Financial Institution: __________________________________________

Address ________________________________________________________________

Account # ______________ Type of Account: ______________ Current Balance $________

Interest Rate: __________ If Stock, Number of Shares: __________ Dividends per Share: __________

**Household Member**

Name of Financial Institution: __________________________________________

Address ________________________________________________________________

Account # ______________ Type of Account: ______________ Current Balance $________

Interest Rate: __________ If Stock, Number of Shares: __________ Dividends per Share: __________

**Household Member**

Name of Financial Institution: __________________________________________

Address ________________________________________________________________

Account # ______________ Type of Account: ______________ Current Balance $________

Interest Rate: __________ If Stock, Number of Shares: __________ Dividends per Share: __________

**Household 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.)*

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<tr>
<th>HOUSEHOLD MEMBER</th>
<th>TYPE OF ASSET</th>
<th>VALUE OF ASSET</th>
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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:

1. __________________________ 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. [ ]
Harborlight Community Partners  
PO Box 507  
Beverly, MA 01915  
(978) 922-1305 x202

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.

Signed under the pains and penalties of perjury.

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<th>Head of Household</th>
<th>Date</th>
<th>Spouse</th>
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<tr>
<td>Other Adult Member</td>
<td>Date</td>
<td>Other Adult Member</td>
<td>Date</td>
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</table>
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.
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 ____________

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AUTHORIZATION TO RELEASE INFORMATION

RE:
Applicant/Tenant: ___________________________ Unit # ___________
Property Name: __________________________________________
Address: ________________________________________________

As managing agents for this Low Income Housing Project, Federal Regulations require we verify the program eligibility of all members of families applying for admission and verify this information annually for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this family. A signed authorization for your release appears below.

________________________________________________________________________________________
Harborlight Community Partners Representative

Title

________________________________________________________________________________________
Print Name

Date

________________________________________________________________________________________
Release by Applicant/Tenant
I hereby authorize you to furnish all requested information.

________________________________________________________________________________________
Signature

Date

________________________________________________________________________________________
Print Name
Harborlight Community Partners is registered under the provisions of M.G.L. c.6, 5172 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 DCJS. I hereby acknowledge and provide permission to submit a CORI check for my information to the DCJS. 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

DRIVER’S 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 ___________________