

# Waiting List Application for Housing

**Apartment Type: Eligibility is based on occupancy standards defined in the Resident Selection Criteria.**

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_  
 3<sup>rd</sup> Choice: \_\_\_\_\_ **Housing Preferences Selected**  
**Limited English Proficiency (LEP) Requirement:** What is the primary language spoken in the household?  
 How did you hear about the property?  
 Email Address(es): \_\_\_\_\_

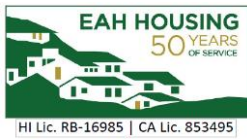
## Household Information

FULL LEGAL NAME (First, Middle, Last)	SEX	RELATIONSHIP	SOCIAL SECURITY/ ALIEN REG. #	GOVERNMENT ISSUED PHOTO ID #	BIRTH DATE	FULL TIME STUDENT Y/N	VETERAN
<b>Applicant Day Time Phone:</b>				<b>Applicant Evening Phone:</b>			
<b>Do you have any Animals?</b>		<b># of Animals:</b>		<b>Description:</b>			
				1. _____			
				2. _____			
<b>Vehicle Make</b>	<b>Vehicle Model</b>		<b>License Plate</b>	<b>Color</b>		<b>Year</b>	

## Additional Household Information

FULL LEGAL NAME (First, Middle, Last)	LIST ALL THE STATES YOU HAVE LIVED IN	HISPANIC/LATINO	RACE (LIST ONE OR MORE)	DECLINED TO REPORT RACE





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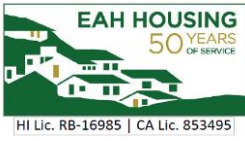
*For those applicants without a Social Security Number, do you qualify for one of the three allowable exceptions?		Y/N	If Yes, provide members name(s).	
1) Ineligible, non-citizen member – not contending eligible immigration status.				
2) Members that were 62 years old as of January 31, 2010 and whose initial determination of eligibility began before January 31, 2010.				
3) Members under the age of 6 eligible for a 90-day extension to provide their SSN, if added to the household within the last 6 months.				

Residency Information (Past Two Years)				
<b>CURRENT FULL STREET ADDRESS:</b>				<b>OWN, RENT OR OTHER:</b>
<b>CITY:</b>		<b>STATE:</b>		<b>ZIP CODE:</b>
<b>HOME PHONE NUMBER:</b>	<b>CELL PHONE NUMBER:</b>	<b>EMAIL ADDRESS:</b>	<b>MOVE IN DATE:</b>	<b>MOVE OUT DATE:</b>
<b>LANDLORD NAME:</b>		<b>PROPERTY/LANDLORD PHONE:</b>		<b>MONTHLY RENT:</b>
<b>PAST FULL STREET ADDRESS:</b>				<b>OWN, RENT OR OTHER:</b>
<b>CITY:</b>		<b>STATE:</b>		<b>ZIP CODE:</b>
<b>LANDLORD NAME:</b>		<b>PROPERTY/LANDLORD PHONE:</b>		<b>MONTHLY RENT:</b>
<b>Utilities paid by you:</b>	Heat	Electricity	Gas	Other
Approximate monthly cost of utilities paid by you (excluding phone and cable TV):				

Emergency Contact Information			
<b>IN CASE OF ILLNESS, ACCIDENT, EMERGENCY, PLEASE CONTACT:</b>			
<b>NAME:</b>			
<b>ADDRESS:</b>		<b>CITY:</b>	<b>STATE:</b>
<b>PHONE NUMBER:</b>		<b>EMAIL ADDRESS:</b>	
<b>ZIP CODE:</b>			

Household Questions	Y/N	If Yes Explain
Do you expect any additions to the household within the next twelve months?		Name of New Member:
Is there anyone living with you now who won't be living with you at this community?		Name of Member Leaving:
Are there any absent household members who under normal conditions would live with you (For example, a spouse away in the military or living in another state or country)?		Name of Absent Member:
Will you or any ADULT household member require a live-in caregiver or aide?		Name of Caregiver: Recipient of Care:
Do you have primary physical custody of all minors (50% or more of the time) listed under the Household Composition above?		
Do you or anyone in your household have a Section 8 Voucher through the Housing Authority?		
Section 8 Voucher number		





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**Optional Information:**

Are you willing to provide information on your level of education and transportation needs? If yes, please answer the questions below:

<b>(Head of Household) Highest level of Education completed</b>		
<b>Are you using Public Transportation to get to work?</b>		<b>If Yes, what type?</b>
<b>(Co-Head) Highest level of Education completed</b>		
<b>Are you using Public Transportation to get to work?</b>		<b>If Yes, what type?</b>

Resident History	Y/N	If Yes Explain
Have you or has any member of your household ever been evicted?		
Have you or anyone in your household ever filed Bankruptcy?		
Have you or anyone in your household willfully or intentionally ever refused to pay rent?		
Have you or any member of your household been convicted of any fraud in a federally assisted housing program or been requested to repay for misrepresenting information for such housing program?		
Have you or any member of your household ever been convicted of a felony within in the past seven (7) years?		
Has assistance/subsidy/tenancy ever been terminated for fraud, non-payment of rent, or failure to cooperate with recertification procedures?		
Have you or any member of your household ever been convicted of engaging in acts of violence or threats of violence, including, but not limited to, unlawful activity involving weapons or ammunition within the past (7) years?		
Have you or any member of your household ever been convicted of a criminal offense involving sexual misconduct?		
Have you or any member of your household ever been convicted of engaging in the illegal manufacture, sale, distribution, use, or possession of an illegal drug or controlled substance within the past (7) years?		
Are you or any member of your household subject to a lifetime sex offender registration requirement in any state?		

**Student Information**

Will all the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students?  Yes  No

**If Yes, Answer the Following Questions:**

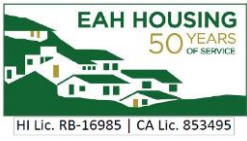
Are any full-time student(s) married and filing a joint tax return?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are any full-time student(s) a TANF or a title IV recipient?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are any full-time student(s) a single parent living with his/her child(ren) who is not a Dependent on another's tax return and whose children are not dependents of anyone other than a parent?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is any student a person who was previously under the care and placement of a foster care program (under Part B or E of Title IV of the Social Security Act)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**Do you or any household member (18 years or older) attend or plan to attend an "Institution of Higher Learning" - full or part time?**

**Members of your household who are attending or plan to attend "Institutions of Higher Learning", full or part-time.**

<b>Member Name:</b>	<b>Member Name:</b>
<b>Institution:</b>	<b>Institution:</b>
<b>Address of School:</b>	<b>Address of School:</b>





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<input type="checkbox"/> <b>Full Time</b> Or <input type="checkbox"/> <b>Part Time</b>	<input type="checkbox"/> <b>Full Time</b> Or <input type="checkbox"/> <b>Part Time</b>
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Reasonable Accommodations/Modification	
<b>We are required by HUD to request the following information for the purpose of determining eligibility for admission to our Section 8 Program. In addition to giving special considerations with regards to allowances in determining rent we also will make reasonable accommodations or modifications based on disability.</b>	
Do you require mobility impaired upgrades?	
Do you require vision impaired upgrades?	
Do you require hearing impaired upgrades?	
Do you request special features?	

Personal Reference			
Name	Address	Relationship	Phone

Citizenship (For Project-based Section 8 properties ONLY):		
1.	x	Are you a U.S. Citizen?
2.	x	If no, are you a Non-Citizen with eligible immigration status?

**HUD Section 236/221 D3 Program – Required HUD Regulatory Preferences**

**(a)** This Community receives subsidy under the Section 236 Program and remains subject to regulatory oversight under the Section 236 Program. Property Name shall apply preferences in determining the order of an applicant’s placement on the waiting list for a basic rent unit assisted under the Section 236 Program. Pursuant to 24 CFR Part 236 and HUD Handbook 4350.3 REV-1, preference shall be provided to applicants displaced as a result of:

- (i) government action, or
- (ii) a Presidentially-declared disaster.

**(b)** In addition to the above, if the Development is also receiving Rental Assistance Payments, the Agent shall apply secondary preferences (in descending order of priority), as follows:

- (i) Applicants eligible for Rental Assistance Payments;
- (ii) Applicants eligible to pay less than the Section 236 “market rent” approved for the Development; and
- (iii) Applicants with income sufficient to pay the Section 236 “market rent” approved for the Development.

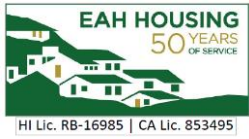
For purposes of this subsection, the Section 236 “market rent” shall be the market rent as it appears on the most recently approved Section 236 rent schedule for the Development. Documentation or sources of information, required to verify an Applicant’s qualification for a preference under this Section, shall be determined by HUD.

CHECK AS APPLICABLE:		
1.		I/we have been displaced by a government action;
2.		I/we have been displaced by a Presidentially declared disaster;
3.		I/we are eligible for Rental Assistance Payments;
4.		I/we are eligible to pay less than the Section 236 “market rent” approved for the Development;
5.		I/we have income sufficient to pay the Section 236 “market rent” approved for the Development;

Income Source Questions	Yes	No
Do you have full-time or part-time wages?*		
Do you have any seasonal employment?*		
Do you receive public assistance, TANF, AFDC, or food stamps?*		
Do you receive unemployment payments, worker’s compensation, or severance packages?*		
Do you receive child support?*		
Do you receive alimony, spousal support, or other maintenance payments?*		
Do you receive regular payments from a pension plan, retirement plan, or annuity?*		
Do you receive Social Security benefits from the Social Security Administration?*		







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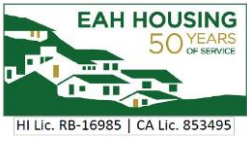
Do any members of your household have any Capital Investments?		
Do you have a whole life insurance policy, a universal life insurance policy, or annuities?		
Do any members of your household have any Other Retirement/Pension Funds?		
Do you have personal property?		
Do any members in your household have any other assets not previously listed?		
Within the last two years, have you or has anyone in your household given away assets valued over \$1,000 or sold assets for more than \$1,000 below their fair market value?		

Household Assets				
Member Name	Asset Type	Value	Interest Earned	Cost to Convert

Expense Source Questions	Yes	No
Do you have any childcare expenses?		
Do you have any disability expenses?		
Do you have any medical expenses?		

If yes, to medical expenses....	Y/N	Amount
Are you covered by any medical insurance? If yes how much are your monthly premiums?		
Do you or any member have any prescription drug expenses not covered by insurance? If yes, how much do you anticipate paying out of pocket per month?		
Do you have any anticipated medical expenses that are NOT covered by insurance? If yes, how much per month?		
Do you anticipate any major dental, vision, or hearing-aid expenses in the coming year that are not covered by insurance? If yes, how much do you anticipate spending out of pocket next year?		
If you or your co-head or spouse is employed, do you anticipate expenses in the COMING year, for the cost of a care attendant for you or your spouse as a handicapped or disabled person as defined by HUD? (If yes proof of actual expenses are required) If yes, how much do you anticipate out of pocket per month?		

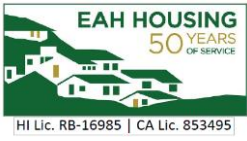
Medical Expenses		
Member Name	Expense Description	Annual Amount



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<b>Child Care Expenses</b>		
<b>Member Name</b>	<b>Expense Description</b>	<b>Annual Amount</b>
<b>Disability Expenses</b>		
<b>Member Name</b>	<b>Expense Description</b>	<b>Annual Amount</b>





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## Household Signatures

### **CONSUMER REPORT AGREEMENT**

I/we understand that, to determine eligibility, background inquiries may be requested. I/we understand that EAH, Inc. will use the service of an outside consumer reporting agency to obtain a "consumer report" or "investigative consumer report" about adult members of my/our household. This agency will provide a written report of its findings to EAH, Inc.

EAH, Inc. uses *Screening Works* ("Agency"), to perform background investigations.

Agency will utilize various sources of information to conduct a background check including but not limited to credit and criminal records. I/we have been given notice and understand that I/we have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The scope of this notice of authorization is all-encompassing allowing EAH, Inc. to obtain from any outside organization all manner of consumer reports and investigative consumer reports to the extent permitted by law. I/we may review or obtain a copy of my/our report as provided by law.

Agency may be contacted at: *RentGrow, Inc., 177 Huntington Ave, Suite 1703 #74213, Boston, MA 02155, (800) 898-1351*

I/we hereby agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report about the adult members of my household. This authorization in original, electronic or copy form shall be valid as of the date indicated next to my/our signature. I/we agree, authorize and consent to the release and disclosure of any and all information including but not limited to that obtained from people, references, municipal, county, state and federal agencies and courts to provide all information that is requested by EAH, Inc. and Agency.

I/we certify that all statements made by me and contained anywhere herein are true. I/we agree that a copy of this document by fax or other electronic means shall be as valid as the original.

I understand that, all reports are confidential and provided to EAH, Inc. for decisions regarding housing in strict compliance with the federal Fair Credit Reporting Act (FCRA) and the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws. I understand that if there is any unsatisfactory finding directly related to the property selection criteria, I will not be allowed to reside on the property.

### **SIGNATURE CLAUSE:**

**I certify all information and answers to the questions are true and complete to the best of my knowledge and understand providing false information or making false statements may result in denial of my application and/or criminal penalties.**

**All household members 18 and over must sign below:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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