

**TO APPLICANT:** In order to be accepted, an applicant must have a good tenancy record – paying rent, maintaining the apartment, not interfering with neighbors, no housing-related criminal activities, including illegal drug abuse, and co-operation in supplying income and other verification necessary to establish that their history otherwise suggest they are willing and able to be comply with the lease.

**Following is needed to process the application:**

1. Every question needs to be answered even if the answer is **NO** or not applicable (N/A).
2. Complete current mailing address and phone number needs to be provided.
3. **Copies of your and family members birth certificates, social security cards, and photo ID's of everyone over 18.**
4. Provide all current employers complete name, address, and phone number. **Two (2) months worth of pay stubs required.**
5. Provide current landlord complete name, address, and phone number.
6. Provide past landlords complete name, address and phone. Provide the address of the tenancy.
7. Provide current bank account, life insurance, Certificate of Deposits, and retirement. Names of the institutions and address where these accounts are will be needed.
8. **Please provide documentation of Social Security Benefits.**
9. All other sources of income will be subject to verification.
10. Provide three (3) non-family references, with their full name, address and phone number.
11. Sign the Authorization for the Release of Information.
12. Domus Inc. checks all applicants through Dashe-Intel, this includes a credit checks, any criminal records, arrests and evictions.
13. State any criminal records. Domus Inc looks at mitigating circumstances and where you are presently in your life.
14. Domus Inc has a **NO PET** policy.
15. **No**, adult member will be added to the lease at anytime in the first year of the lease.

If any of the information is not provided it could result in the delay of processing your application.

PLEASE RETURN THE APPLICATION AND ALL REQUIRED DOCUMENTS WITHIN 10 DAYS OF ITS RECEIPT.

# **APPLICATION FOR HOUSING**

Low-Income Housing Tax Credit Property

**Please Print Clearly**

This is an application for housing at:	<b>Project:</b> Sanford Apartments
	<b>Address:</b> 330 Elm Street
	Westfield, MA 01085
Please complete this application and return to:	<b>Name:</b> Domus Incorporated
	<b>Address:</b> 4 School Street
	Westfield, MA 01085

Applications are placed in order of date and time received. An applicant may be interviewed only after the receipt of this tenant application.

## **A. GENERAL INFORMATION**

Applicant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt.# City State ZIP

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

No. of BR's in current unit: \_\_\_\_\_ Do you ☐ RENT or ☐ OWN (check one)

Amount of current monthly rental or mortgage payment: \$ \_\_\_\_\_

If owned, do you receive monthly rental income from property? ☐ Yes ☐ No (check one)

Check utilities paid by you: ☐ Heat ☐ Electricity ☐ Gas ☐ Other (specify)

Approximate monthly cost of utilities paid by you (excluding phone and cable TV): \$ \_\_\_\_\_

Bedroom size requested: ☐ Studio ☐ One BR ☐ Two BR ☐ Three BR ☐ Handicap BR

## B. HOUSEHOLD COMPOSITION

	Name	Relationship to head	Birth Date	Age (optional)	SS# (last 4 digits)	Student Y/N
Head						
Co-F						
3.						
4.						
5.						
6.						
7.						
8.						

Have there been any changes in household composition in the last twelve months? ☐ Yes ☐ No

*If yes, explain:*

Do you anticipate any changes in household composition in the next twelve months? ☐ Yes ☐ No

*If yes, explain:*

Is there someone not listed above who would normally be living with the household? ☐ Yes ☐ No

*If yes, explain:*

Will all of 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 Dependant 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

### C. INCOME

List ALL sources of income as requested below. If a section doesn't apply, cross out or write NA.

Household Member Name	Source of Income	Gross Monthly Amount
	Social Security	\$
	Social Security	\$
	Social Security	\$
		\$
	SSI Benefits	\$
	SSI Benefits	\$
	SSI Benefits	\$
	Pension (list source)	\$
	Pension (list source)	\$
	Veteran's Benefits (list claim #)	\$
	Veteran's Benefits (list claim #)	\$
	Unemployment Compensation	\$
	Unemployment Compensation	\$
	Public Assistance (Title IV/TANF etc.)	\$
	Contributions to the Household (monetary or not)	\$
	Full-Time Student Income (18 & Over Only)	\$
	Financial Aid (excluding loans)	\$
	Annuities (list sources)	\$
		\$
	Long Term Medical Care Insurance Payments in excess of \$180/day	\$
	Scheduled Payments from Investments	\$

Household Member Name	Source of Income	Monthly Amount
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Employment amount</b>	\$
	Employer:	
	Position Held	
	How long employed:	
	<b>Alimony</b>	
	Are you <i>legally entitled</i> to receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you are <i>entitled</i> to receive.	\$
	Do you receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes list amount you receive.	\$
	<b>Child Support</b>	
	Are you <i>legally entitled</i> to receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes list the amount you are <i>entitled</i> to receive.	\$
	Do you receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you receive.	\$
	<b>Other Income</b>	\$
	<b>Other Income</b>	\$
	<b>Other Income</b>	\$
<b>TOTAL GROSS ANNUAL INCOME</b> (Based on the monthly amounts listed above x 12)		\$
<b>TOTAL GROSS ANNUAL INCOME FROM PREVIOUS YEAR</b>		\$
Do you anticipate any changes in this income in the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is any member of the household legally entitled to receive income assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is any member of the household likely to receive income or assistance ( <i>monetary or not</i> ) from someone who is not a member of the household as listed on Page 2 etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes to any of the above, explain:</b>		
Is the income received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**D. ASSETS**

If your assets are too numerous to list here, please request an additional form.

If a section doesn't apply, cross out or write NA.

Checking Accounts	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Accounts	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Trust Account	#	Bank	Balance \$	
Certificates of Deposit	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Money Market Accounts	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Bonds	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
Life Insurance Policy	#	Cash Value \$		
Life Insurance Policy	#	Cash Value \$		
Mutual Funds	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Stocks	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
Bonds	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Investment Property				Appraised Value \$

Application

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Real Estate Property: <i>Do you own any property?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, Type of property</i>	
Location of property	
Appraised Market Value	\$
Mortgage or outstanding loans balance due	\$
Amount of annual insurance premium	\$
Amount of most recent tax bill	\$

Does any member of the household have an asset(s) owned jointly with a person who is NOT a member of the household as listed on Page 2?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, describe:</i>	
Do they have access to the asset(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you sold/disposed of any property in the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, Type of property:</i>	
Market value when sold/disposed	\$
Amount sold/disposed for	\$
Date of transaction:	

Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, describe the asset:</i>	
Date of disposition:	
Amount disposed	\$

Do you have any other assets not listed above (excluding personal property)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please list:</i>	

E. ADDITIONAL INFORMATION		
Are you or any member of your family currently using an illegal substance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you or any member of your family ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, describe:</i>		

Have you or any member of your family ever been evicted from any housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, describe</i>		
Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, describe</i>		
Will you take an apartment when one is available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Briefly describe your reasons for applying:</i>		

### F. REFERENCE INFORMATION

Current Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How Long?	
Prior Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How Long?	
Credit Reference #1:		
Address:		
Account #:		Phone #:
Credit Reference #2:		
Address:		
Account #:		Phone #:
Credit Reference #3:		
Address:		
Account #:		Phone #:
Personal Reference #1:		
Address:		



Relationship:	Phone #:
Personal Reference #2:	
Address:	
Relationship:	Phone #:
Personal Reference #3:	
Address:	
Relationship:	Phone #:

In case of emergency notify:	
Address:	
Relationship:	Phone #:

G. VEHICLE AND PET INFORMATION (if applicable)			
List any cars, trucks, or other vehicles owned. Parking will be provided for one vehicle. Arrangements with Management will be necessary for more than one vehicle.			
Type of Vehicle:	License Plate #:		
Year/Make:	Color:		
Type of Vehicle:	License Plate #:		
Year/Make:	Color:		
Do you own any pets?	Yes	No	
If yes, describe:			

### **CERTIFICATION**

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

**SIGNATURE (S):**

_____ (Signature of Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date

### **GENERAL RELEASE AUTHORIZATION**

I, \_\_\_\_\_ hereby grant permission to Domus Incorporated on behalf of Sanford Apartment LP to obtain all information it deems necessary in determining my income eligibility for the affordable housing program. Such information includes but is not limited to the following:

1. Amount and sources of income. (Employment, Pension, Social Security Benefits, TAEDC, EAEDC, Child Support)
2. Amount, location and value of assets held in my Financial Institution
3. Child care expenses.
4. Medical expenses and records relating to applicant and minor children named.
5. Credit/Landlord references.
6. Other –

### **Release by Applicant/Tenant**

I hereby authorize you to furnish all requested information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This consent expires 15 months after signed.

By signing this form, I understand that Dashe-Intel will perform credit, criminal and reference checks to determine my rental, criminal history and my ability to pay rent. With my signature below, I request all present and previous landlords, credit reporting services, employers, lien holders, and credit and personal references to disclose any and all pertinent information concerning me to Dashe-Intel.

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Signature

---

Date

---

Signature

---

Date

Steve Dickinson & Kara Ashe-Dickinson  
Tel: 413-579-1754  
Fax: 366-714-1754  
Email: [Dashe-intel@comcast.net](mailto:Dashe-intel@comcast.net)

## Addendum to Rental Application

**Have you or ANYONE (regardless of age) who will be residing with you EVER:**

Been arrested, cited, prosecuted, plead guilty to or been convicted of any crime?     ☐ Yes   ☐ No  
 Been placed on probation, parole, or effected by the Megan Laws?                     ☐ Yes   ☐ No  
 Been in a gang, or are you currently a member of a gang?                                 ☐ Yes   ☐ No  
 Been involved in, or are you currently are involved in any illegal activity?             ☐ Yes   ☐ No  
 Been evicted or had a forcible detainer filed against you?                                 ☐ Yes   ☐ No  
 Been a petitioner in a case at bankruptcy court?     ☐ Yes   ☐ No  
 Had a warrant, or do you currently have a warrant for your arrest?                     ☐ Yes   ☐ No  
 Moved to avoid eviction or because of problems with a tenant or landlord?             ☐ Yes   ☐ No

**Please explain all “YES” answers in detail. (What happened, when, where and the results.)**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

**Section 8  
Project-Based Voucher Program**



Please complete and return to:

HAP, Inc.  
322 Main Street  
Springfield, MA 01105  
(413) 233-1500



Pre-Application for housing assistance

*For agency use only:  
Date/Time Stamp/  
Control Number*

Please print neatly in ink. All fields are required. Submit this form only. Incomplete, photocopied, e-mailed or faxed applications will not be accepted. If you are already on our tenant-based Section 8 waiting list your record will be updated using the information that you provide below. Due to the volume of applications received, we will not verify the receipt of mailed applications. We cannot be responsible for material that is illegible or missing as a result of transmitting by fax or e-mail or lost/delayed through the mail.

**IMPORTANT!**

One-third of all applicants are dropped from the waiting list due to unreported address changes. Do not let this happen to you. Report any change of address in writing to the agency listed above.

**Head of Household Information**

<b>Social Security Number</b>		<b>Phone</b> (include area code)		
<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>		
<b>Address</b>		<b>City/Town</b>	<b>State</b>	<b>Zip code</b>
<b>Shelter Name</b>	<b>Shelter Address</b>	<b>City/Town</b>	<b>State</b>	<b>Zip code</b>

**Family Information**

Write in the approximate amount of your family's gross (before taxes) annual income. Include all sources for all family members.

**Gross annual household income \$** \_\_\_\_\_

List the Head of Household and all other members who will be living in the unit. Give the relationship of each family member to the head. For example: spouse/partner, son, daughter, aunt, grandmother, etc....

First Name	Last Name	Relation to Head	Birth Date	Age	Sex	Social Security Number
		Head of Household				

If you have more than eight family members, please check here ☐ and list them on a separate piece of paper.

*For Agency Use Only: Number of Household Members* ☐

*Household Bedroom Size:* ☐ Single ☐ 1BR ☐ 2BR ☐ 3BR ☐ 4BR ☐ 5BR

**Check if the head of household or spouse is:** 62 years old or older ☐ Disabled ☐

**Check if anyone in the household requires a wheelchair accessible unit** ☐

We collect data on race & ethnicity in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic. Your answers will not affect your application.

**Race of head of household (You may choose more than one of the following)**

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

**Ethnicity of head of household (Check only one)**

Hispanic ☐ Non-Hispanic ☐

**What is your current housing situation? (Check only one box)**

- ☐ I am homeless
- ☐ I live in substandard housing
- ☐ I have been involuntarily displaced by fire, flood, or other natural disaster
- ☐ I pay more than 50% of my monthly income for rent and utilities
- ☐ I live in a shelter
- ☐ I am doubled up with friends or relatives
- ☐ I live in public housing
- ☐ I live in a transitional housing program
- ☐ I live in subsidized housing
- ☐ Other (describe)




## Location of Project-Based Apartments

From the list below, check the box next to the communities where you would like to live. Please do not choose a community unless you think you would really live there. Applying to every property slows down the admissions process for everyone.

















Only check properties that have apartments appropriate for your household size. If you select a property from the list below that you are not eligible to occupy you will not be added to that waiting list. The housing agency will make the final determination of eligibility based on the family information that you are providing in this pre-application. If you need a larger apartment as a reasonable accommodation for a disability please contact the agency listed above for assistance in completing this form.

**Single Room Occupancy (SRO)** and **Enhanced Single Room Occupancy (ESRO)** units are only for one person. SRO units typically have shared bathrooms and may have not have a kitchen or have a shared kitchen. ESRO units have private bathrooms and may have kitchenettes. If you are a single person household and are not elderly or disabled you may only choose properties that have SRO and ESRO units. **Studio** apartments do not have a separate bedroom but have a full kitchen. **Elderly** apartments are for persons over 62 years of age. **Supportive Service** apartments provide certain services to tenants and you must have a documented need for the supportive services offered at these properties.

Properties that have **wheelchair accessible** apartments are marked with the  logo - contact us for more information on the available bedroom sizes of these apartments.

**NOTE: Effective June 5, 2009, any projects listed below that are highlighted in yellow are temporarily closed to new applicants, until further notice.**

closed to new applicants, and further notice.

	Community	Property/Street		Elderly Only	Supportive Services Provided	Number of Units by Bedroom Size						
						SRO	ESRO	Studio	1 BR	2 BR	3 BR	4 BR
<input type="checkbox"/>	Chicopee	Ames Privilege II							1	3		
<input type="checkbox"/>	Holyoke (For Holyoke residents only)	Puerta de la Esperanza 342-346 Main St 451-459 Main St, & 76 Cabot Street								24	3	
<input type="checkbox"/>	Northampton*	96-98 King Street			X			5				
<input type="checkbox"/>	Northampton	46-48 School St.								1	1	
<input type="checkbox"/>	Northampton	Paradise Pond								4	3	1
<input type="checkbox"/>	Northampton*	180 Earle Street			X		14			1		
<input type="checkbox"/>	Northampton*	Village at Hospital Hill			X				16			
<input type="checkbox"/>	Springfield	Cumberland Homes Cumberland & Dwight Sts.							2	4	2	
<input type="checkbox"/>	Springfield	Borinquen Apartments Main & Huntington St.								3	4	1
<input type="checkbox"/>	Springfield	Tapley Court							1	7		
<input type="checkbox"/>	Ware	Hillside Village								14	2	
<input type="checkbox"/>	Westfield	Prospect Hill								2	2	
<input type="checkbox"/>	Westfield	The Annex 182 Main Street			X			8				
<input type="checkbox"/>	Westfield*	Sanford Apartments						4	1			
<input type="checkbox"/>	Westfield*	Westfield Hotel			X	5						
<input type="checkbox"/>	Westhampton*	Westhampton Senior		X	X				3			

\*Applicants meeting a project-specific preference will be selected first. You will be mailed information on how to qualify for a preference.

This housing list is updated periodically. For information on the availability of new apartments or on apartments in other parts of the state call the number at the top of this form or visit the Housing Consumer Education Center website at [www.masshousinginfo.org](http://www.masshousinginfo.org)

## Certification of Applicant

Please read this statement very carefully. By signing, you are agreeing to its terms.

I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that:

- ✓ any misrepresentation or false information will result in my application being cancelled or denied, or in termination of housing assistance;
- ✓ this is a pre-application for project-based rental assistance through DHCD and its regional administering agencies and is not an offer of housing;
- ✓ at the time I rise to the top of the waiting lists, I will be required to provide verification of the information I have provided here, in accordance with federal housing regulations and DHCD policy;
- ✓ it is my responsibility to notify any one of DHCD's regional administering agencies in writing of any change of address and my application may be cancelled if I fail to do so;
- ✓ it is my responsibility to notify any one of DHCD's regional administering agencies in writing of any change in family size or composition that might affect the number of bedrooms my family requires and my failure to do so may affect my place on the waiting list;
- ✓ my participation in the Section 8 housing program is subject to my being eligible and in compliance with HUD and DHCD regulations; and that I will be subject to a criminal history check.

I agree that DHCD can share my information with other state agencies for the purposes of determining program eligibility.

Signature of head of household

Date

4/11/14(7)

