



**Universal STANDARD Application for
State-Aided Public Housing,
MRVP, & AHVP**

| This box is for Office Use Only | |
|---------------------------------|-------|
| Date of Receipt: | _____ |
| Time of Receipt: | _____ |
| Control Number: | _____ |
| Barrier free: | _____ |
| First Floor: | _____ |
| Elderly Handicapped: | _____ |
| Race and/or Ethnicity: | _____ |
| Priority /Preference Category: | _____ |
| Language: | _____ |

Incomplete applications will not be processed. Please complete all information requested on the application. **If a question is not applicable, please write N/A.** **Make sure you sign the last page.** **If you need additional space to provide an answer, please attach an additional sheet(s).** **Once completed please mail or hand carry to local housing authorities at which you want to apply.** **Please check the list of local housing authorities for availability of family or elderly/non-elderly handicapped housing.**

1. Name of Applicant: _____

Current Residence Address: _____ Apt No: _____

City / Town: _____ State _____ Zip: _____

Home Telephone: _____ Cell Phone _____

Best # to Reach Applicant _____ Work Phone _____

Mailing Address: _____ Apt No: _____

City / Town: _____ State: _____ Zip: _____

2. Type of Public Housing You are Applying For: ☐ Elderly ☐ Non-Elderly, Handicapped
- ☐ Congregate Elderly/Handicapped ☐ Family ☐ MRVP ☐ AHVP

Note: To be eligible for elderly/handicapped housing you must be at least 60 years old or a person with a handicap. If you have a handicap, the handicap must be other than a history of alcohol/drug abuse. If you have a handicap, you must provide certification by a doctor clearly stating that you have a handicap and it is expected to be of long and indefinite in duration lasting at least six months. In addition, the LHA will need to determine that certain special architectural features OR low rent housing is not available in the private market AND that the applicant is faced with living in an institution or decadent substandard housing OR the applicant is paying excessive rents.

3. If you want to apply for emergency Housing you must select one of the categories below:

Note: To be eligible for Emergency applicant status you must be "homeless," which is defined by state regulations as: an applicant who is without a place to live or who is in a living situation in which there is a significant, immediate and direct threat of life of safety that would be alleviated by placement in an appropriate unit, who has not caused or substantially contributed to the situation, who has made reasonable efforts to prevent or avoid the situation and to locate alternative housing, and who is displaced from is/her primary residence for one of the following reasons. Please check the reason that applied to your situation.

- ☐ Displaced by Natural Forces (i.e. Fire, Flood, Earthquake)
- ☐ Displaced by Public Action (i.e. Urban renewal, eminent domain)
- ☐ Displaced by Public Action (i.e. Condemnation of home, code violations)
- ☐ Displaced by No-fault of housing, Severe Medical emergency and/or Victim of Abuse (domestic violence) where the housing situation significantly contributes to or is direct threat to the life and safety of the applicant.

If you have selected one of the above emergency categories in this section, you must complete an EMERGENCY APPLICATION in addition to this Standard Application. All emergency applications must be accompanied by third party written documentation.



4. **Local Preference:** In addition to receiving local preference for the City or Town where you principally reside, you may receive local preference based on where you are employed.

Please answer the following:

- Provide the name of the City/Town in which you are employed: _____
- Provide the dates of employment: From: _____ To: _____
Home Telephone _____ - _____ - _____ Work Telephone _____ - _____ - _____

5. **Veteran Preference:** You may apply for Veteran Preference if you are a Veteran, the spouse, surviving spouse, dependent parent or child or divorced spouse with a dependent child of a Veteran.

If you wish to apply for Veteran Preference, list the dates of U.S. military service. Include service dates for service in the U.S. Army, Marine Corps, Coast Guard, Air Force or National Guard.

Service Date: From: _____ To: _____

A Copy of the Veteran's Department of Defense Form DD214 must be submitted with this application.

6. Do you have any special needs due to a disability or need a reasonable accommodation such as a first floor unit for medical reasons? ☐ yes ☐ no

Please Specify: _____

7. Do you need a wheelchair accessible apartment? ☐ yes ☐ no

8. Number of Bedrooms needed: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Note: Most elderly / handicapped housing developments only have 1 bedroom units.

9. Are you currently living in a non-permanent transitional housing which is subsidized under the Massachusetts Alternative Housing Voucher Program? ☐ yes ☐ no

10. Does anyone in your household own a car? ☐ yes ☐ no

Make of car: _____ Year: _____ Reg. Number: _____

Make of car: _____ Year: _____ Reg. Number: _____

11. Members of household to live in unit, including **Head** of Household:

| First & Last Name | Relationship To Head of Household | Racial Designation* | Ethnic Designation** | Social Security Number*** | Sex | Date of Birth | Occupation • Employed • At Home • Handicapped • Student |
|-------------------|-----------------------------------|---------------------|----------------------|---------------------------|-----|---------------|---|
| | Head | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

***Racial Designation:** American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander, White; Other (specify).

****Ethnic Designation:** Hispanic/Latino or Not Hispanic/Latino

Responding to these questions is optional. Your status with respect to tenant selection procedures may be affected by this information. "Minority" does not include "White" unless there is also a designation of another race or "Hispanic/Latino".

***This information will be used to verify income, assets, and criminal record information.

12. Is a change in the household composition expected? ☐ yes ☐ no

If yes, what type? _____

When? _____

13. **Income Before Deductions:** Estimate the Gross Income anticipated for ALL household members from all sources for the next 12 month. Specify all sources.

| Household Member Name | | Name & Address of Employer or Source of Income | Gross Income for Next 12 Months |
|-----------------------|---|--|---------------------------------|
| | Salaries, Wages, including Overtime / Tips | | \$ |
| | Salaries, Wages, including Overtime / Tips | | \$ |
| | Net Income from Business or Profession | | \$ |
| | Trust Income, Interest & Dividends | | \$ |
| | Unemployment or Disability Compensation | | \$ |
| | Pensions & Annuities | | \$ |
| | Regular Social Security Benefits and / or SSI | | \$ |
| | VA Disability Income | | \$ |
| | TAFDC or Public Assistance | | \$ |
| | Regular Alimony Support Payments | | \$ |
| | Other Income | | \$ |
| Total Gross Income: | | | \$ |

14. **Expenses:**

| | |
|--|----|
| Un-reimbursed Medical Expenses: | \$ |
| Alimony of Child Support Payments: | \$ |
| Health Insurance: | \$ |
| Other (i.e. expense for care of sick children, or sick incapacitated person if necessary for employment) | \$ |

15. **Assets:** Do you own any real estate? ☐ yes ☐ no

If yes, please provide the address: _____

List below the assets of everyone to live in the unit. Include **all** bank accounts, stocks and bonds, trusts, real estate, etc. **DO NOT** include clothing, furniture or cars. Use additional paper if necessary.

| Household Member | Asset Type | Asset Value or Current Balance | Name of Financial Institution | Account No. |
|------------------|------------|--------------------------------|-------------------------------|-------------|
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |

16. Have you sold, transferred or given away any real property or assets in the last three (3) years? ☐ yes ☐ no

If yes: Date of sale / transfer: Month _____ Day _____ Year _____
Amount of the sale / transfer: _____
Value of the sale / transfer: _____



17. **References:** List two references. These should not be relatives or household members.

(1) Name _____ Telephone No. _____
Address: _____ City _____ State _____ Zip _____

(2) Name _____ Telephone No. _____
Address: _____ City _____ State _____ Zip _____

List Addresses for each Adult Household Member for the Last Five Years in Reverse Order. Please
18. list primary lease holder (head of household) if someone other than yourself. (Use additional sheet if necessary)

| | | | | |
|---|------------------------------------|---------------------|------------------|-----------|
| (1) | Name of Primary Leaseholder: _____ | | | |
| | Address: _____ | Apt # _____ | Date From: _____ | To: _____ |
| | City _____ | | State _____ | Zip _____ |
| | Landlord Name _____ | Telephone No. _____ | | |
| | Landlord Address: _____ | City _____ | State _____ | Zip _____ |
| Did this landlord bring any court action against the leaseholder or you? (check one) <input type="checkbox"/> yes <input type="checkbox"/> no | | | | |
| Did this landlord return your security deposit? (check one) <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | | | | |

| | | | | |
|---|------------------------------------|---------------------|------------------|-----------|
| (2) | Name of Primary Leaseholder: _____ | | | |
| | Address: _____ | Apt # _____ | Date From: _____ | To: _____ |
| | City _____ | | State _____ | Zip _____ |
| | Landlord Name _____ | Telephone No. _____ | | |
| | Landlord Address: _____ | City _____ | State _____ | Zip _____ |
| Did this landlord bring any court action against the leaseholder or you? (check one) <input type="checkbox"/> yes <input type="checkbox"/> no | | | | |
| Did this landlord return your security deposit? (check one) <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | | | | |

| | | | | |
|---|------------------------------------|---------------------|------------------|-----------|
| (3) | Name of Primary Leaseholder: _____ | | | |
| | Address: _____ | Apt # _____ | Date From: _____ | To: _____ |
| | City _____ | | State _____ | Zip _____ |
| | Landlord Name _____ | Telephone No. _____ | | |
| | Landlord Address: _____ | City _____ | State _____ | Zip _____ |
| Did this landlord bring any court action against the leaseholder or you? (check one) <input type="checkbox"/> yes <input type="checkbox"/> no | | | | |
| Did this landlord return your security deposit? (check one) <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a | | | | |



19. Have you, or any member of your household ever received housing assistance from this or any other housing agency? (check one) ☐ yes ☐ no

If yes, Name of Head of Household
at that time: _____

Relation to Applicant: _____

Name of Housing Agency: _____

Date Moved Out: _____

Reason
Moved Out: _____

When you moved out, were you in compliance with the lease and other program requirements?
(check one) ☐ yes ☐ no

If No, Please
Explain: _____

20. Are you a Board Member, employee, or a member of the immediate family of an employee of a board member of this housing Authority? ☐ yes ☐ no If so, this will not necessarily disqualify your application.

If Yes, Please
Explain: _____

21. Do you have any pets? ☐ yes ☐ no If so, how many? _____
Please
describe: _____

22. Emergency Reference: Name of a relative or friend NOT planning to live with you. We will contact this person if we are not able to reach you in the case of an emergency.

Name: _____ Relationship: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____ Business Phone: _____ Cell: _____

Email: _____



23. **Criminal Record:** Have you or any member of your household who will live in the unit ever been convicted of a felony? ☐ yes ☐ no
If Yes, Please
Explain: _____

24. Do you or any member of your household who will live in the unit have any criminal matters pending?
☐ yes ☐ no
If Yes, Please
Explain: _____

APPLICANT'S CERTIFICATION:

I understand that this application is not an offer of housing. I understand that a Housing Authority will make no more than one offer of an appropriate public housing unit. If I do not accept that offer, my application will be removed from the waiting list; and, if I reapply, my application will not receive any priority or preference that was granted on the prior application for a three (3) year period.

Based on this application, I understand I should not make plans to move or end my present tenancy until I have received a written **Unit Offer** from a Housing Authority. I understand that it is my responsibility to inform the Housing Authority in writing of any change of addresses, income, or household composition. I authorize the Housing Authority to make inquiries to verify the information I have provided in this application. I certify that the information I have given in this application is true and correct. I understand that any false statement or misrepresentation may result in the denial of my application. **I understand that the Housing Authority will request Criminal Offender Record Information from the Criminal History Systems Board and perform credit checks and internet searches for all adult members of the household.**

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY; I understand that a photocopy of this application and a photocopy of this signature as valid as the original.

Applicant's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

Sutton Housing Authority
Orchard Apartments
5 Church Street
Sutton, MA 01590
508-865-3821

GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION

Name: _____
Address: _____

I, the above named individual, have authorized the SUTTON HOUSING AUTHORITY to verify the accuracy of the information which I have provided to the housing authority, from the following sources (specify):

The groups or individuals that may be asked to release the above information (depending on program requirements) includes but are not limited to

Previous landlords (including Public Housing Agencies)
Court and Post Offices
Schools and Colleges
Law Enforcement Agencies
Support and Alimony Providers
Veterans Administration
Banks & Financial Institutions
Credit Providers

Past & Present Employers
Welfare Agencies
State Unemployment Agencies
Social Security Administration
Medical & Child Care Providers
Credit Bureaus
Retirement Systems

I hereby give you my permission to release this information to the SUTTON HOUSING AUTHORITY 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 the SUTTON HOUSING AUTHORITY within seven (7) business days of receipt of this request.

I understand that a photocopy of this authorization is as valid as the original.

Signature

Date Signed





**Sutton Housing Authority
5 Church Street
Sutton, MA 01590**

FAIR INFORMATION PRACTICES ACT STATEMENT OF RIGHTS

The Sutton Housing Authority collects information about applicants and tenants for its housing programs as required by law in order to determine eligibility, amount of rent, and correct apartment size. the information collected is used to manage the housing programs, to protect the public's financial interest and to verify the accuracy of information submitted. When permitted by law, it may be released to government agencies, other housing authorities, and to civil or criminal investigators or prosecutors. Otherwise, the information will be kept confidential and used only by housing authority staff in the course of their duties.

The Fair Information Practices Act established requirements governing housing authorities' use and disclosure of the information it collects. Applicants and tenants may give or withhold their permission when requested by a housing authority to provide information, however, failure to permit the housing authority to obtain the required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an applicant or tenant, you have the following rights in regard to the information collected about you:

1. No Information may be used for any purpose other than those described above without your consent.
2. No information may be disclosed to any person other than those described above without your consent.
3. You or your authorized representative have a right to inspect and copy information about you.
4. You may ask questions and receive answers from the housing authority about how it will collect and use your information.
5. You may object to the collection, maintenance, dissemination, use, accuracy, completeness or type of information the housing authority holds about you. If you object, it will investigate your objection, and either correct the problem or make your objection part of the file. If you are dissatisfied, you may file a grievance under the housing authority's grievance procedure.

I have read and understood this Fair Information Practices Act Statement of Rights and have received a copy for future reference.

Date: _____

Applicants Signature







This form is not to be faxed. Please return form to organization.

Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations conducting CORI checks for housing purposes.

SUTTON HOUSING AUTHORITY

(Organization)

is registered under the provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening applicants for the rental or lease of housing. As an 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

SUTTON HOUSING AUTHORITY

(Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing SUTTON HOUSING AUTHORITY(Organization) with written notice of my intent to withdraw consent to a CORI check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date





**THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF
PUBLIC SAFETY AND SECURITY Department of Criminal Justice Information
Services** 200 Arlington Street, Suite 2200, Chelsea, MA 02150 TEL: 617-660-4640 | TTY: 617-660-
4606 | FAX: 617-660-5973 MASS.GOV/CJIS **SUBJECT INFORMATION**



Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: ____ -- ____ ☐ No Social Security Number

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date



Sutton Housing Authority
Orchard Apartments
5 Church Street
Sutton, MA 01590
508-865-3821

July 1, 2015

Dear Applicant,

Please be advised that effective **July 1, 2015**, it will be the Policy of the Sutton Housing Authority to be **"SMOKE FREE"**. That means Smoking will not be allowed anywhere, on the property, by Tenants, Guests, Staff, or Contractors.

There is no "grandfathering". Should you apply, you must be willing to accept and abide by this policy. Should you become a tenant, you will be required to sign a "Lease Addendum" regarding this Policy.