

Common Rental Pre-Application

UPON REQUEST, 2LIFE COMMUNITIES SERVICES, INC. WILL PROVIDE HELP IN EXPLAINING THIS DOCUMENT. IF NECESSARY, PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE, OR OTHER ALTERNATE FORMATS AND ADDITIONAL ASSISTANCE CAN BE PROVIDED.

INSTRUCTIONS FOR HEAD OF HOUSEHOLD:

1. Complete all sections of this application by either typing or handwriting your information (in ink). Please do not leave any section blank and if the section does not apply to you, put "N/A." If you are submitting a handwritten application and you need to make a correction, put one line through the incorrect information, write the correct information above, and initial the change. Do not use correction fluid of any kind (e.g. "Whiteout"). Incomplete applications will not be accepted. **Please make sure that you sign and date the last page.**
2. The Rental Pre-Application must be completed in its entirety. All household members 18 years of age and older who are applying for housing must sign and date the Application. All information must be complete and correct. **False, incomplete or misleading information will cause your household's application to be denied.**
3. Once your Pre-Application is complete and on file with 2Life Communities Services, Inc., it is your responsibility to contact 2Life Communities Services, Inc. in writing whenever there is a change in your address, telephone number, income situation or household composition (if you need to add or remove a person from your Pre-Application). It is your responsibility to respond to any waiting list application updates sent to you by 2Life Communities Services, Inc..

Filling out a Pre-Application does not guarantee eligibility or qualification for an apartment at this development.

After 2Life Communities Services, Inc. receives your completed Pre-Application, they will make a preliminary determination of eligibility based on program and property criteria. If your household appears to be eligible for housing, your household will be placed on a waiting list, but this does not mean that your household will be offered an apartment. Every household must be screened to qualify for an apartment. When your name nears the top of the waiting list, you will be contacted to provide additional information for eligibility, screening and suitability.

If your household does not appear eligible, you will receive a letter denying your Pre-Application and you will not be placed on the waiting list. You will have the right to appeal this decision. Instructions for the appeal process will be provided with the appeal letter.

The Pre-Application process will be completed in accordance with 2Life Communities Services, Inc.'s standard procedures, which are summarized in each development's site-specific copy of the Tenant Selection Plan. Upon request to 2Life Communities Services, Inc., you have the right to receive both the Tenant Selection Plan and the Tenant Selection Plan Resource Guide, which summarize eligibility and screening requirements for occupancy in the development.

If you do not receive any information from 2Life Communities Services, Inc. within 30 calendar days of submitting this application, please contact 2Life Communities Services, Inc. directly.

Name of Development(s) Applying to: (Check all that apply)

- Brown House Coleman House Golda Meir Expansion Golda Meir House Kurlat House
 Leventhal House Shillman House Ulin House Weinberg House Shirley Meadows

Development Address

2Life Communities Services, Inc.

Management Agent

Development Phone Number

This form must be filled out in English. Please type or print neatly in ink. All fields are required. Read the instructions before completing each item. Complete applications may be submitted by mail to 2Life Communities, 30 Wallingford Rd, Brighton, MA 02135; by fax to (617) 912-8429; or by email to Leasing@2LifeCommunities.org.

1. Name and address of Head of Household

Last Name

First Name

Middle Initial

Mailing Address

Apt. #

City

State

Zip

Telephone

Mobile Phone

Email

2. How many bedrooms does the household require? Studio 1 2

3. Do you require any modification to the unit for mobility and/or sensory impairment? Y N

If yes, please describe:

4. List all the states where all household members have lived:

5. Are you or any household member required to register as a Sex Offender under Massachusetts or any other state law? Y N

If yes, list the name of the person(s); the state where registration(s) needs to be filed and the length of time for which the registration is required.

6. Does the household have a Federal or State mobile housing voucher? Y N

Where is your voucher from?

Agency

2Life Communities Services, Inc. will not discriminate based on mobile voucher holder status. This question is asked for the sole purpose to: (1) determine an applicant household's ability to pay rent for a unit that does not have project based rental subsidy; or (2) advise applicant households who are applying for a unit with project-based rental subsidy that if they move into such a unit that already has subsidy with the unit, they will be required by their voucher agency to give up their mobile voucher.

7. As of January 31, 2010 were you 62 or older and receiving HUD rental assistance at another location? Y N

8. List all persons who will live with you, (include unborn children and live-in-aides). If you anticipate any household composition change in the next 12 months, please include all persons you expect to live with you.

#	Relationship	Last Name	First Name + Middle Initial	Social Security Number (###-##-####)	Birthdate (mm/dd/yyyy)	Student? (Y/N) Full Time (FT) or Part Time (PT)	Disabled (Y/N)
1	Self						
2							
3							
4							
5							
6							

9. Ethnicity, race and disability status of household members

(Optional Information, your answers will not affect your application)

	Name	Ethnicity (Hispanic/Non-Hispanic/Decline)	Race (White/Black/Asian/American Indian/Native Hawaiian/Other/Decline)	Disabled (Y/N)
1				
2				
3				
4				
5				
6				

******2Life Communities Services, Inc. will not discriminate based on Disability status.**

10. Total Income: A household’s income is the total anticipated amount of money received by ALL members of the household over the next 12 months based on their current income and any income earned from assets (starting from the date of application and projecting forward 12 months). This excludes income earned by live-in-aides.

10a. Total GROSS (before taxes) monthly income: \$ _____

Income means money from ANY source including Wages (tips, bonus and commission, if applicable) Military Pay, Veterans Benefits, Disability Insurance Payments, SSA, SSI Federal, SSI State, Child Support, Alimony, Pension, Adoption Subsidy Payments, Education Grants, Stipends, Scholarships, Trade Union Benefits, Unemployment, Self- Employment Income, Public Assistance, Interest earned from Assets, Annuities, Workers Compensation, and Recurring Contributions such as: money someone gives you to pay your bills OR gives you as spending money OR the person uses to pay your bills directly.

10b. Income earned from assets: \$ _____

Assets include checking and saving accounts, investments, stocks or bonds, mutual funds/trust accounts, certificates of deposit, IRA accounts (for example, 401K, Roth Keogh or other retirement investments), Cash Surrender Value of any Whole Life Insurance policies, and real estate of all household members. If any household member currently owns property, the total amount of equity in the home shall be added to their total value of assets.

11. Priorities and Preferences

Some of the properties that you are applying to may have eligibility requirements, whereby specific priorities/preferences may apply. In order to be considered for certain priorities/preferences, please check below ALL that apply: (Please note: The selection of priorities/preferences could impact where you are placed on the waitlist). Some developments may have additional preferences that are not included on this list. You may contact the development directly to inquire about any additional preferences that may apply.



- Homeless due to Displacement by Natural Forces
- Homeless due to Displacement by Urban Renewal
- Homeless due to Displacement by Sanitary Code Violations
- Involuntary Displacement by Domestic Violence
- Local Preference - Residents of _____

- Local Preference - Works in _____

- Local Preference - Child of household attends school in _____

- HUD VAWA Certification (Violence Against Women Act)
- Victim of Hate Crime
- Other _____
- Other _____
- Other _____

As your application nears the top of the waiting list, management will require documentation to verify the priority/ preference selected.

In completing this Pre-Application, the Applicant has the right to include the name, address, telephone number, and other relevant information of a family member, friend, or advocate as the contact person to provide assistance to the Applicant in connection with this Pre-Application. (Federally assisted housing must include form HUD-92006, Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants)

Contact Person Name	Address	Telephone #
---------------------	---------	-------------

Certification of applicant: (All adult applicants, 18 or older, must sign the Pre-Application.)

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 will lead to rejection of this Pre-Application or termination of tenancy after occupancy;
- that in consideration for being permitted to apply for this apartment, I, Applicant, do represent all information in this application to be true and that the owner/manager/employee/agent may rely on this information when investigating and accepting this Pre-Application;
- that the owner/manager/agent will rely on the information provided by the Applicant, once verified, to make a determination that Applicant is eligible and qualified for housing.
- that I, the Applicant, must notify the properties, for which I have submitted a Pre-Application, of any change of address in writing and I understand that my Pre-Application may be cancelled if I fail to do so.



Applicant hereby authorizes the owner/manager/agent to make independent investigations to determine my credit, financial standing, criminal background, including sex offender registration history, landlord history, and personal references. No determination of actual suitability for housing will be made until the applicant comes to the top of the waiting list, completes the full rental application and screening is completed by the Agent and suitability for housing is determined.

Applicant authorizes landlords, personal references and credit and screening agencies to release any and all information to the owner/manager/employee or their agents or background checking agencies.

Applicant hereby releases, remises and forever discharges, from any action whatsoever, in law and equity, and all owners, managers and employees or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold harmless from any suit or reprisal whatsoever, except as otherwise limited by laws relating to the use of personal information, credit history or criminal background.

<input type="checkbox"/> Signature of head of household	_____	_____
		Date
<input type="checkbox"/> Signature of spouse or co-head of household	_____	_____
		Date
<input type="checkbox"/> Signature of co-head of household	_____	_____
		Date
<input type="checkbox"/> Signature of co-head of household	_____	_____
		Date

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures of improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, for misusing the social security number as provided under the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

RIGHT TO REASONABLE ACCOMMODATION

The Agent for this property provides persons with disabilities the opportunity to request a reasonable accommodation in order to apply to and participate in such programs and activities. The Agent for this property will consider a reasonable accommodation, upon request, for qualified people with disabilities when an accommodation is necessary to ensure equal access to the development, its amenities, services and programs. Reasonable accommodations may include changes to the building, grounds, or an individual unit; changes to policies, practices, and procedures; and mitigating circumstances.

LIMITED ENGLISH PROFICIENCY

The Agent provides people whose primary language is not English and as a result have limited English proficiency, the opportunity to request free language assistance in order to apply to or participate in its programs and activities.

FAIR HOUSING/EQUAL OPPORTUNITY INFORMATION

The Agent for this property does not discriminate on the basis of race, color, religion, national origin, gender, disability, familial status, marital status, sexual orientation, genetic information, veteran/military status, receipt of public assistance, ancestry, age, gender identity or other basis prohibited by federal, state, or local law in the access or admission to its programs or employment or its programs, activities, functions or services.

Please Note: If you do not receive any information from 2Life Communities Services, Inc. within 30 calendar days of submitting this application, please contact 2Life Communities Services, Inc. directly.