

## **Instructions for Completing Rental Application**

### **Please Read These instructions In Full Before Completing Your Application**

1. You must fill out the application and required attachments completely. If there is information that doesn't apply, please write "N/A" in the blank.
2. Information provided on this Application will be treated as confidential.
3. Your household can file only one application and no household member can appear on more than one application.
4. You intend to reside in the development as your primary residence.
5. You may apply for more than one unit type however, your household size and composition must be appropriate for the unit size.
6. Information for all adults over the age of 18 planning to reside in the apartment must be provided.
7. All information provided will be verified. If you have intentionally falsified information, your application will be rejected.
8. **Your total household income and assets must be within the required limits:**  
Include as income: income of all household members 18 years of age and older, including gross income from employment, including overtime; bonuses and commissions; pensions; annuities; dividends; interest on assets; social security; social security supplement; alimony and child support; veterans' benefits; unemployment and disability compensation; welfare assistance; regular gifts; etc.  
Include as assets: the current value of all savings, checking and investment accounts (including retirement and educational accounts), real estate, investment property, etc. (Do not include automobile(s) and other personal property).
9. Divestment of assets within two years of application for greater than \$1,000 for less than fair market value will be counted for imputation of income at full and fair value.
10. You must have sufficient income to afford the rent. Generally, you should be paying no more than 40 percent of your gross income to rent, or have assets equal to at least two years of rent.
11. Credit/Criminal background checks and rental references will be obtained for all adult household members over 18 years of age.
12. You have not committed any fraud in connection with any federal or state housing assistance program, and you do not owe rent or other amounts in connection with housing assistance.
13. Applications will be reviewed as quickly as possible to determine preliminary eligibility.
14. Priority for the accessible units will be for families which require physical accommodations.
15. If you are disabled and require an accessible unit, an extra bedroom for equipment or for a Personal Care Attendant, a reasonable modification of the housing, or a reasonable accommodation of rules, policies, practices or services, please include a letter from your primary health care provider explaining such special requirements.
16. Completed applications may be mailed or returned in person to the management office at the property.
17. For more information, please call the management office.

*It is unlawful to discriminate against any person because of race, color, religion, national origin, gender, disability, familial status, marital status, sexual orientation, genetic information, veteran/military status, and receipt of public assistance, ancestry, age, gender identity or other basis prohibited by federal, state, or local government.*





**Harbor Village**  
 206 Main St., Gloucester, MA 01930  
 P: 791.794.1000  
 MA TTY: Dial 711 or 800.439.2370  
 E: harborvillage@peabodyproperties.com

<b>MANAGEMENT USE ONLY</b>
Date/Time Application Received: _____
_____
Lottery Number: _____

# RENTAL APPLICATION

**SITE** \_\_\_\_\_

APPLYING FOR: 1BR  2BR  3BR

NAME 1: _____	_____	_____	_____	_____
FIRST	MI	LAST	SOCIAL SECURITY NUMBER	
NAME 2: _____	_____	_____	_____	_____
FIRST	MI	LAST	SOCIAL SECURITY NUMBER	

ADDRESS: \_\_\_\_\_

STREET	APT #	TOWN OR CITY	STATE	ZIP CODE
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ADDRESS: \_\_\_\_\_

STREET	APT #	TOWN OR CITY	STATE	ZIP CODE
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RESIDED SINCE: \_\_\_\_\_, \_\_\_\_\_

(1) HOME TEL.: \_\_\_\_\_ MOBILE: \_\_\_\_\_ OTHER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

(2) HOME TEL.: \_\_\_\_\_ MOBILE: \_\_\_\_\_ OTHER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Reason for applying at this development? \_\_\_\_\_

How did you hear about this development? \_\_\_\_\_

## PRESENT LANDLORD

\_\_\_\_\_ TEL.#: \_\_\_\_\_ FAX #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STREET	APT #	TOWN OR CITY	STATE	ZIP CODE
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Is apartment rented to you? YES  NO  If NO, explain: \_\_\_\_\_

Are you presently under lease? YES  NO  If YES, when does lease expire? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Amount of rent per month \$ \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_ No. of Occupants: \_\_\_\_\_

Do you usually pay rent in a timely manner? \_\_\_\_\_

Did you receive any notice of termination of tenancy? YES  NO  If YES, explain: \_\_\_\_\_

## PREVIOUS LANDLORD

\_\_\_\_\_ TEL.#: \_\_\_\_\_ FAX #: \_\_\_\_\_

LANDLORD ADDRESS: \_\_\_\_\_

STREET	APT #	TOWN OR CITY	STATE	ZIP CODE
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APPLICANT'S ADDRESS: \_\_\_\_\_

STREET	APT #	TOWN OR CITY	STATE	ZIP CODE
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Was apartment rented to you? YES  NO  If NO, explain: \_\_\_\_\_

Length of tenancy: from \_\_\_\_\_ to \_\_\_\_\_ Amount of rent per month \$ \_\_\_\_\_

Were you then under a lease? YES  NO  If YES, did you remain for its term? YES  NO

Did you receive any notice of termination of tenancy? YES  NO  If YES, explain: \_\_\_\_\_

The reason for your leaving: \_\_\_\_\_

Please provide list of all states in which any household member has resided: \_\_\_\_\_

Previous Apartment Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Address: \_\_\_\_\_

Why did you leave this apartment? \_\_\_\_\_

Did you ever receive any notices of termination of tenancy while at this apartment? YES  NO  If yes, please explain:

Complete the following information for each member of your family, including yourself, who will be occupying the apartment:

NAME	RELATIONSHIP	DATE OF BIRTH	SEX*	OCCUPATION	F.T. STUDENT YES / NO	SOCIAL SECURITY NUMBER

\*The information provided under the column 'sex' is for demographic purposes and is optional.

**EMPLOYMENT** (for each household member aged 18 or over):

Individual Employed: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: FROM \_\_\_\_\_ TO \_\_\_\_\_

Gross Wages / Salary \$ \_\_\_\_\_ PER YEAR TEL. #: \_\_\_\_\_

Contact Person / Supervisor: \_\_\_\_\_ FAX #: \_\_\_\_\_

Individual Employed: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: FROM \_\_\_\_\_ TO \_\_\_\_\_

Gross Wages / Salary \$ \_\_\_\_\_ PER YEAR TEL. #: \_\_\_\_\_

Contact Person / Supervisor: \_\_\_\_\_ FAX #: \_\_\_\_\_

**OTHER SOURCES OF INCOME** (for all Household Members):

	AMOUNT RECEIVED PER MONTH	PERSON RECEIVING SUCH INCOME
Social Security	\$	
Supplemental Security Income (SSI)	\$	
Pension / Annuity / Trust	\$	
Public Assistance (TANF / AFDC / EAFDC / GR)	\$	
Unemployment Compensation	\$	
Worker's Compensation	\$	
Child Support / Alimony	\$	
Student Financial Assistance	\$	
Other Income (please specify)	\$	
Rental Assistance ((i.e. Sec. 8 mobile voucher, MRVP (Mass Rental Voucher)	\$	

**RELATIVES** (Please list two relatives not living with you):

NAME	RELATIONSHIP	ADDRESS	(AREA CODE) TELEPHONE NUMBER

**ASSETS** Please list the assets *now owned or disposed of within the last two years* of anyone living in your household (**Include** Checking, Savings, IRA, Money Market Account, and Term Certificates; and Real Estate, Stocks, Bonds, and Certificates.):

ASSET DESCRIPTION	SOURCE / BANK NAME	AMOUNT OR VALUE	ACCOUNT NUMBER
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

**CREDIT HISTORY** (**Include** payments, loans, credit cards, etc.):

OWED TO	ACCOUNT NUMBER	CURRENT BALANCE	MONTHLY PAYMENT
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

- Do you pay for utilities? YES  NO  If yes, \$ \_\_\_\_\_ per month.
- Do you pay child support? YES  NO  If yes, \$ \_\_\_\_\_ per month.
- Do you pay alimony? YES  NO  If yes, \$ \_\_\_\_\_ per month.
- Do you pay child care? YES  NO  If yes, \$ \_\_\_\_\_ per month.

**ADDITIONAL INFORMATION:**

Are you or any member of the household subject to lifetime sex offender registration requirement in any state? YES  NO

Do you currently have a household pet? YES  NO ; if YES, what type? \_\_\_\_\_

How many cars will be parked at the premises? \_\_\_\_\_ (copies of registration must be provided)

Year: \_\_\_\_\_ Registration #: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Year: \_\_\_\_\_ Registration #: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Have you or any household member ever committed any fraud in connection with any Federal Housing Assistance program?  
YES  NO ; if YES, please explain:

Have you or any household members on Federal Assistance ever been terminated for fraud?  
YES  NO ; if YES, please explain:

## EQUAL OPPORTUNITY / FAIR HOUSING INFORMATION

Peabody Properties, Inc. 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.

The following information will be required by the Federal Government to monitor this owner / management agent's compliance with Equal Housing Opportunity and Fair Housing Laws. The law provides that an applicant may not be discriminated against on the basis of the information supplied below whether or not the information is furnished.

**Note: HUD Race and Ethnicity Data Form(s) must be attached for Subsidized Sites.**

### ETHNIC CATEGORIES

- Hispanic or Latino  Not-Hispanic or Latino

### RACE CATEGORIES

- American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or Other Pacific Islander  White  Other  
 I do not wish to furnish the above information

I hereby certify that the information provided in this application is true and complete to the best of my knowledge and hereby acknowledge the understanding that this application constitutes my request for consideration as a tenant in the above development. It does not constitute a lease or a promise by the owner or management agent that an apartment will be made available to me. I understand that additional information may be requested to complete processing of my application.

I understand and grant permission for all of the above information to be verified by the owner/agent. I further understand and grant permission to authorize a credit bureau service to make any consumer report and investigative consumer report, whereby information is obtained through public records, personal or telephonic interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry may include information as to my character, credit worthiness, credit standing, and credit capacity. I understand that I have the right to make a written request within a reasonable period of time to receive information about the nature and scope of any such report that is made.

I understand that a false statement or misrepresentation of any information on this application will affect approval for residence; and, in the event that I take occupancy, it shall be considered material non-compliance with the lease and a basis for termination of tenancy.

Finally, I understand and grant permission that information regarding my tenancy can and will be made available to a consumer credit agency, criminal checks, and/or other inquiring about my tenancy with the apartment complex during and after my tenancy period.

### RIGHT TO REASONABLE ACCOMMODATION

Peabody Properties, Inc. will consider a reasonable accommodation, upon request for qualified people with disabilities when an accommodation is necessary, not just desirable, 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 and changes to policies, practices, and procedures.

\_\_\_\_\_ Please check here if you would like to make a request for a reasonable accommodation. Management will then provide you with a Request for a Reasonable Accommodation Form (RA-1) and complete a Referral Form (RA-2) to the property's Resident Service Coordinator to follow-up with you directly consistent with Management's Reasonable Accommodation Policies and Procedures.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Signatures and proof of identification will be required of all those who sign lease.**

### FOR MARKET USE ONLY

A deposit is required with this application. It will be based as follows:

1. Applied to your first month's rent if application is approved;
2. Returned to the Applicant if application is not accepted with explanation of denial;

Amount of Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_ Occupancy Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out application and save to your desktop. Options:

1. Email pdf application to the community email address: harborvillage@peabodyproperties.com
2. Print application and mail to the community address.



Peabody Properties, Inc.  
Rental Application Attachment  
*(for all affordable housing programs)*

This community may have certain preference criteria in place or a housing programs whereby certain deductions or considerations may apply. Upon request to management, you may receive a copy of the Tenant Selection Plan which describes the occupancy requirements, the application process and resident selection criteria including eligibility and screening requirements for residency at the property.

If you would like to be considered for a preference, deduction or special consideration should they apply to the property for which you are submitting this application, please respond to the following questions. Documentation will be required to verify eligibility for a preference, deduction or other special consideration.

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1. Are you homeless due to displacement by natural forces such as fire, earthquake, flood, natural cause or declared disaster?  Yes  No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you or are you about to be homeless due to displacement by Urban Renewal?  Yes  No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are you or are you about to be homeless due to overcrowding in housing that is too small for your family?  Yes  No

4. Have you or any member of your household suffered actual or threats of physical violence by a spouse or another member of the household?  Yes  No  
*(If yes, household member will be requested to complete form HUD-5382)*

5. Are you displaced as a result of government action or a presidentially declared disaster?  Yes  No  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are you a local resident who lives or works in the town where this property is located?  Yes  No

7. Are you or any member of your household a veteran?  Yes  No

8. Are you currently seeking housing through CBH or DMH?  Yes  No

9. Are you or any member of your household a person with a disability?  Yes  No  
If yes, please provide name(s) of the household members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does any member of your household require an apartment with accessible features?  Yes  No  
If yes, please indicate type:

Wheelchair Adapted  Hearing/Visually Adapted