

FOR OFFICE USE:  
Date and Time Stamp here:

Mashpee Housing Authority  
766 Falmouth Road, Unit A4  
Mashpee, MA 02649  
TTY on all lines  
508-477-6202  
[www.Mashpeehousing.org](http://www.Mashpeehousing.org)

**APPLICATION**  
**GREAT COVE COMMUNITY**  
**BREEZY WAY**  
**MASHPEE, MASSACHUSETTS 02649**

THE AGENT WILL PROVIDE REASONABLE ACCOMMODATION AND/OR LANGUAGE ASSISTANCE IF NEEDED WHEN FILLING OUT THIS APPLICATION. PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE, OR OTHER ALTERNATE FORMATS.

Assinale este quadrado se você lê ou fala português.

Marque esta casilla si lee o habla español.

*The management agent will not discriminate in the selection of applicants on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.*

ADAPTED FOR PEOPLE WITH DISABILITIES We will not discriminate in the selection of applicants on the basis of disability.

If you or a member of your household need a unit with special design features, please check appropriate box:

Mobility  Vision  Hearing

**(Please Print)**

Applicant's Full Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Desired Move-In Date: \_\_\_\_\_

Type and Size of Apartment Desired: \_\_\_\_\_

Note: Please fill in all sections completely. Failure to do so will result in processing delays or rejection of your application. Should you need help in completing this application, please contact the Mashpee Housing Authority @ 1-508-477-6202

**HOUSEHOLD COMPOSITION:**

NAMES OF HOUSEHOLD MEMBERS (First, Middle Initial, Last)	RELATIONSHIP TO HEAD OF HOUSEHOLD	DATE OF BIRTH	GENDER	FULL-TIME STUDENT (Y/N)
	HEAD			

Do you expect any changes to your household in the next 12 months? Yes:  No:

Provide all residences for the previous five (5) years.

**PRESENT RESIDENCE:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Lived There From: \_\_\_\_\_ to: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
Mailing address, if different: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_ Landlord Name: \_\_\_\_\_  
Landlord Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord Telephone/Cell: \_\_\_\_\_ Comments: \_\_\_\_\_

**PREVIOUS RESIDENCE #1:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Lived There From: \_\_\_\_\_ to: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_ Landlord Name: \_\_\_\_\_  
Landlord Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord Telephone/Cell: \_\_\_\_\_ Comments: \_\_\_\_\_

**PREVIOUS RESIDENCE #2:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Lived There From: \_\_\_\_\_ to: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_ Landlord Name: \_\_\_\_\_  
Landlord Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord Telephone/Cell: \_\_\_\_\_ Comments: \_\_\_\_\_

Please list all states that applicant(s) (age 18+) have lived in: \_\_\_\_\_

**DISABILITY STATUS:**

1. Would you or anyone in your household benefit from the features of an accessible unit? Yes:  No:
  2. Would you like to be placed on a priority waiting list for an accessible unit? Yes:  No:
  3. Are you seeking admission based on a disability? Yes:  No:
  4. Do you require any modifications to the unit? Yes:  No:
- If so, please list the specific modifications needed:

\_\_\_\_\_  
\_\_\_\_\_  
*This information will only be used for Fair Housing programs as required by Federal and State laws.*

**RACE & ETHNICITY:**

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.

Is the Head of Household (Check only one)      Hispanic :       Non-Hispanic:

Is the Head of Household (Select as many as appropriate):

White     Black/African American     American Indian/Alaskan Native     Asian   
Native Hawaiian /Other Pacific Islander     Other (please specify) \_\_\_\_\_

**STUDENT STATUS:**

Are you or anyone in your household currently taking classes in an accredited institute of higher learning, or planning to within the next 12 months? Yes:     No:     If yes, please explain: \_\_\_\_\_

**GENERAL INFORMATION:**

**Have you, your spouse, or any other proposed occupant ever:**

- |  |                               |                              |
|--|-------------------------------|------------------------------|
| 1. Filed for bankruptcy?                                   | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| 2. Been evicted from any residence?                        | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| 3. Willfully or intentionally refused to pay rent?         | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| 4. Have you been convicted with any misdemeanor or felony? | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |

If yes, please explain: \_\_\_\_\_

- |   |                               |                              |
|---|-------------------------------|------------------------------|
| 5. Have you been convicted for possession, sale or delivery of any illegal or controlled substance? | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
|---|-------------------------------|------------------------------|

If yes, please explain: \_\_\_\_\_

- |  |                               |                              |
|--|-------------------------------|------------------------------|
| 6. Been required to register as a sex offender?  | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| 7. Are you currently living in subsidized housing?   | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| 8. Have you or any other proposed occupant ever, while living in a subsidized community, had tenancy or assistance terminated for fraud, nonpayment of rent or failure to cooperate with the recertification procedures? | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| 9. Do you have any pets? If yes, please contact the Property Manager to find out if pets are allowed. (This excludes service animals).   | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |

- |   |                               |                              |
|---|-------------------------------|------------------------------|
| 10. Conflict of Interest: Do you work for or have any immediate family members who work, or have any business or consulting relationship with ( <i>insert name of Development and Management Company here</i> )? Immediate family ties include (whether by blood, marriage, or adoption) the spouse, parent (including a step-parent), child, (including a step-child), brother, sister (including a step-brother or step-sister), grandparent, grandchild, or in-laws of the applicant(s). | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
|---|-------------------------------|------------------------------|

**EMERGENCY CONTACT** - Please provide information for two people not planning to occupy the Premises whom we may contact in the event of an emergency, or to locate you:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Note: Upon request to the Agent, you have the right to receive a Tenant Selection Plan which summarizes the tenant application process, including eligibility and screening requirements, for occupancy in the Development.

**Please indicate if the following preference below applies to your current situation:**

If you answer "yes", you may qualify for a preference. In order to receive a preference, you must provide verification of the priority. (Please note that all preference claims will be verified prior to the offering of an apartment.)

**CBH Unit Preference:**

An applicant, otherwise eligible and qualified, must also have :

- (1) have a disability, (2) be institutionalized or at risk of institutionalization, and (3) not be eligible for the Facilities Consolidation Fund Program (FCF).

**Local Resident Preference:**

- Local preference is defined as: A household in which one or more members is living in the city or town, works in the city or town or has children at the local school system at the time of application. If yes, attach proof of residency (lease, utility bill, car registration, pay stub, letter from employer, etc.)

\*

**INCOME:**

U.S. Department of Housing and Urban Development and Section 42 of the Internal Revenue Codes regulations require that all applicants/residents reveal all sources of income and assets. Applicants/residents for housing in this property must complete this disclosure form by filling in the requested information and certifying this form. This form must be completed in its entirety. Please provide the mailing address and phone number for each of these sources in the area provided. Should you need assistance completing this form, feel free to ask the Property Manager for assistance, he/she would be more than happy to help. To determine your eligibility to occupy a unit in this project, we need the total amounts of all income sources earned by your household. You must list any income in which you and your household members receive. (You must place a "0" in each column describing each source from which no income is received)

INCOME SOURCES	HOUSEHOLD MEMBER(S) WHO RECEIVES THE INCOME	MONTHLY GROSS AMT. RECEIVED <small>(Please place a "0" in each column where no income is received from that source.)</small>	PHONE NUMBER & ADDRESS TO SEND VERIFICATION FORM <small>(Please Provide)</small>
Salary / Wages / Employment Tips / Bonuses			
Self-Employment / Unearned Income Workers Compensation			
Social Security Benefits/ SSI			
Disability Pension / Death Benefits/ Pension/ Retirement Funds			
Welfare/ AFDC /TANF			
Rental Income			
Child Support / Unearned income from a family member under 17 years of age			
Alimony			
Military Payments / GI Bill / VA			
Unemployment			
Interest on Check/Savings Acct.			
Interest on Bonds/CD's			
Stock Dividends / Annuities / Trusts			
Recurring gifts/monetary or not			
Other			

Do you anticipate any changes in income during the next 12 months? Yes:  No:

Explanation: \_\_\_\_\_

**CHILD SUPPORT:**

We must count court-ordered support whether or not it is received, unless legal action has been taken to remedy. We must also count support that is not court-ordered, rather received directly from payor.

1. Are you or any member of your household **entitled** to receive child support payments?  
Yes:  No:
2. **If yes**, are you **currently** receiving any child support payments?  
Yes:  No:
3. **If yes**, are your child support payments court ordered?  
Yes:  No:
4. **If money is not actually received, are you taking legal action to remedy?**  
Yes:  No:

**Explanation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ASSETS:** (You must place a "0" in each column describing each source from which no income is received)

Type of Assets	Value	Account #	Organization Name, Phone & Address	FOR OFFICE USE ONLY
Checking Accounts				
Checking Accounts				
Savings Accounts				
Savings Accounts				
Cash on Hand/At Home				
Trust Accounts/Revocable or Irrevocable				
CD's				
C D's				
Credit Union				
IRA's/Pensions/401K/ Mutual funds				
Stocks/Bonds/Money Mkt.				
Whole Life				
Money in a safety deposit box				
Savings bonds				

Personal property held as an investment				
Other (Describe)				

**REAL ESTATE:**

Do you own any property? Yes:  No:

If yes, type of property: \_\_\_\_\_ Location: \_\_\_\_\_  
 \_\_\_\_\_

Appraise Market Value: \$ \_\_\_\_\_

Do you receive any rent from your property? Yes:  No:

If yes, type of property: \_\_\_\_\_ Location \_\_\_\_\_

Amount received per month: \$ \_\_\_\_\_

**ASSETS DISPOSED OF:**

Applicants/residents must also disclose any assets disposed of for less than fair market value in the two years preceding the effective date of the certification/recertification. This includes but is not limited to assets or money given away or sold for less than their true value if offered for sale to the public.

Did you have any assets (excluding personal assets) in the last two years not listed above?

Yes:  No:

If yes, did you dispose of any assets for less than fair market value?

Yes:  No:

**Please list assets disposed of:**

ASSET	MARKET VALUE	AMOUNT RECEIVED	DATE DISPOSED

**NOTE:**

In considering this application from you, Landlord will rely heavily on the information which you have supplied. It is most important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information and you authorize

**Management to verify any information that you have listed.**

I do hereby certify that the information listed on this form and the questions answered are true and complete to the best of my knowledge. I further certify that I have revealed all assets currently held or previously disposed of and that I have no other assets than those listed on this form (other than personal property).

I realize that false statements are fraudulent and are a criminal offense which is punishable by fine or imprisonment or both. U.S. Department of Housing and Urban Development has also established a process to match resident wage and benefit date with federal and state records to assure that applicants/residents are fully disclosing income.

I hereby certify that if I am applying for a federally subsidized apartment, it will serve as my permanent residence, and that I will not maintain a separate subsidized rental unit in a different location.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_  
\_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_  
\_\_\_\_\_