

Harbor Village Preliminary Application

AFFORDABLE RENTAL

Please see application instruction sheet

Please print clearly so information provided is legible.

FOR INCLUSION IN THE LOTTERY
COMPLETED APPLICATION MUST BE
POSTMARKED **by 2/8/2021.**

Applications will continue to be accepted after
this date, but will not be included in the lottery.

Application may be mailed/mailed to:
Peabody Properties, Inc., c/o Harbor Village Lottery
536 Granite Street, Braintree, MA 02184;
EMAIL: harborvillage@peabodyproperties.com

Management use only:

Date/Time Rcd _____

Application # _____

Applying for : 1 BR 2 BR 3 BR

Applying for Accessible Unit:

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

Mobility Vision Hearing Other Please specify _____

Applicant's Name: _____ Soc. Sec. # _____

Address: _____ City: _____ State: _____ Zip: _____

Home #: _____ Work #: _____ Cell #: _____ Email _____

Co-Applicant's Name: _____ Soc. Sec.# _____

Address:(if different) _____ City: _____ State: _____ Zip: _____

Home #: _____ Work #: _____ Cell #: _____ Email _____

INCOME VERIFICATION (Income must be reported for all household members 18 and over.) Total gross income: Includes income from all sources such as employment, investments, social security, child support, alimony, etc.

	Household Members – Include ALL household members occupying the unit including children and infants	Relationship	Date of Birth	Gross Annual Income	Source of Income	Full Time Student Yes/No
1	Self	Self				
2						
3						
4						
5						
6						

ASSET VERIFICATION (including Checking, Savings, CD, Retirement Accounts, Real Estate, etc.) Must be reported for all household members 18 an over.

	Household Members	Type of Asset	Total Balance/Value of all assets
1	Self		
2			
3			
4			

RENTAL ASSISTANCE: Do you have any rental assistance? I.E. Section 8, Mobile Voucher, MRVP (Mass Rental Voucher Program)
If yes, provide name of the Housing Authority/Agency providing your voucher : _____

Yes No

PREFERENCE - PLEASE CHECK APPLICABLE BOX

1. Are you seeking preference as a current resident of the Town of Gloucester? Yes No

2. Are you seeking preference as a Municipal Employee of the Town of Gloucester, such as teacher, janitor, firefighter, police officer, librarian, or town hall employee? Yes No

3. Are you seeking preference as a current employee of a local business located in the Town of Gloucester? Yes No



4. Are you seeking preference as an applicant who has been hired to work in the Town of Gloucester? Yes No

5. Are you seeking preference as a current household with children enrolled in the Town of Gloucester school system? Yes No
If yes to any of the above questions, you will need to provide supporting documentation at the time of your interview.

Preference will be given to households who are currently homeless or at the risk of becoming homeless for eight units.

1. Are you currently Homeless? Yes No
If yes, a certification from the shelter you are currently staying in, or a letter from your case worker will be required at the time of your interview.

2. Are you at risk of becoming homeless? Yes No
If yes, you will need to provide supporting documentation at the time of your interview. I.E. Notice of foreclosure, letter from landlord, etc.

Preference will be given to households where at least one member of the household is a veteran for five units.

1. Are you or a member of your household a veteran? Yes No
If yes, you will need to provide supporting documentation at the time of your interview.

YOU WILL NOT BE GIVEN THE PREFERENCE IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED at the time of your interview.

EQUAL OPPORTUNITY / FAIR HOUSING INFORMATION

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.

RACE OR NATIONAL ORIGIN (Your response to this section is voluntary)

- Not - Hispanic / Latino Native American or Alaskan Native Black / African American Asian
- Hispanic / Latino Native Hawaiian or Pacific Islander White / Non-Minority Other

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.

PLEASE READ EACH ITEM BELOW CAREFULLY BEFORE YOU SIGN.

1. I hereby certify that the information provided in this application is correct to the best of my knowledge.
2. I understand that this application and the information provided does not guarantee housing. Additional information and verifications will be necessary to complete the standard application process.
3. I understand that I may submit only one application per household and that duplicate household applications will disqualify my household.
4. ALL adult household members 18 years and older MUST sign the Lottery Application or it will be returned without review.

Applicant's Signature

Date

Co-Applicant's Signature

Date

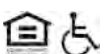
Co-Applicant's Signature

Date

How To Apply

Please fill out application and save to your desktop.

1. Email: harborvillage@peabodyproperties.com (press "Submit" button to the right)
2. Fax: 781-794-1081 (print application and fax)
3. US Mail: (print application and mail to address)



Please Note: If returning this application via email, you are sending through an unsecure email account. Please send encrypted or; remove your social security number prior to sending. To the extent you choose to submit your application via email without encryption, or via a secure upload, our organization accepts no liability for the content of, or for the consequences of any actions taken on the basis of the information provided; **We strongly recommend sending it via fax or by US Mail. Fax submissions to 781-794-1081.**

The attached consent form needs to be copied and signed by all adult household members who will be residing in the unit and needs to be attached to your application. The form will not be used if it is determined you are not eligible for the lottery.

Consent for Release of Information

Applicant/Resident: _____

As managing agents for this Affordable Housing Development, which may include one or more housing programs such as the Low Income Housing Tax Credit Program, HOME, HSF, HIF, etc., Federal Regulations require we verify the program eligibility of all members of families applying for admission and verify this information periodically for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this family.

I, the above-named individual, have authorized Peabody Properties, Inc., Managing Agent to verify the accuracy of the information which I have provided, including but not limited to the following sources:

_____ Credit Agencies _____	_____ Landlords _____
_____ Banks _____	_____ Employers _____
_____ Public Assistance _____	_____ Unemployment Agencies _____
_____ Financial Institutions _____	_____ Social Security Office _____
_____ Veteran's Department _____	_____ Insurance Agencies _____
_____ Brokerage Firms _____	_____ Mortgage Companies _____

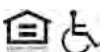
I hereby give you my permission to release this information to the Managing Agent, subject to the condition that all information be kept confidential. I would appreciate your prompt attention in supplying the information requested on the attached page to Peabody Properties, Inc., within five (5) days of receipt of this request.

I understand that a photocopy of this authorization is as valid as the original
Thank you for your assistance and cooperation in this matter.

Signature of Applicant/Resident

Date

This consent form expires 15 months after signed.



Preliminary Rental Application Instructions

Please read this notice in full before completing your application.

Additional information and applications are available by calling Peabody Properties at 781-794-1000
or E-mail: harborvillage@peabodyproperties.com
For TTY/TTD assistance, please dial Mass relay 711

Eligibility Criteria

1. 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, include 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. Please include prior year Federal Tax Returns or W2 and/or 1099-R Forms.
 - **Include as assets:** the current value of all savings, checking, debit cards and investment accounts (including retirement and educational accounts), real estate, investment property, etc. (Do not include automobile(s) and other personal property).
2. Divestment of assets within one year of application for less than full value and fair cash value will be counted for imputation of income at full and fair value.
3. If claiming a local preference, your application must include verification of the preference.
4. Your household size and composition must be appropriate for the unit size.
5. You must be credit-worthy, have sufficient income to afford the rent. Generally, you should be paying no more than 40 percent of your gross income to rent or assets equal to at least two years of rent.
6. You have not committed any fraud in connection with any federal or state housing assistance program, and not owe rent or other amounts in connection with housing assistance.
7. You intend to reside in the development as your primary residence.
8. Note: Individuals with a financial interest in the development and their families are not eligible to apply.

Application Process

You must fill out the application **completely** and **return postmarked no later than 2/8/2021** to Peabody Properties, Inc. Mail completed application to Peabody Properties, Inc., c/o Harbor Village, 536 Granite Street, Braintree, MA 02184 or E-mail completed application to: harborvillage@peabodyproperties.com

PLEASE NOTE: If unsigned or incomplete, your preliminary application will be rejected.

1. Information provided on this application will be treated as confidential.
2. All information provided will be verified. If you have intentionally falsified information, your application will be rejected.
3. Your household can file only one application, and no household member can appear on more than one application.
4. Preliminary applications will be reviewed as quickly as possible. You will be notified by mail of receipt of your application, your application number, and your eligibility for the rental housing lottery.
5. The lottery consists of a blind selection, from a container, of coupons bearing applicant identification numbers. The order in which your coupon is drawn, plus your preference category, if any, determines your ranking for a particular unit type.
6. Priority for the accessible units will be for families which require physical accommodations.
7. If your lottery rank application indicates that you have a high likelihood of being offered a unit, you will be required to attend an interview and complete a rental application.
8. 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.
9. The Lottery will be held on 2/22/2021 via a live Zoom meeting. Approved Applicants will receive an email with details. Applicants may, but are not required to witness the Lottery selection.

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 law.

