

# Harbor Management Unassisted Housing Application

Please complete the following application and mail or fax to:

**HANOVER WOODS APARTMENTS**

**65 Frank's Lane**

**Hanover, MA 02339**

**781-826-1185 (Ph) 781-826-8816 (fax)**

**All items** must be completed in order to determine your eligibility. **Incomplete applications will be returned.** Please include a **photocopy of each adult household member's driver's license or state ID.** If an item does not apply to you, please mark "N/A" on that line. Each applicant is required to go through a formal interview to determine eligibility.

<b>A. GENERAL INFORMATION.</b>		<b>Please circle:</b>	<b>MR.</b>	<b>MRS.</b>	<b>MS.</b>	<b>MISS</b>
App ID: _____	<b>(office use only)</b>	Property Name:	<b>HANOVER WOODS APARTMENTS</b>			
Name 1: _____		State ID# or Drivers License #	_____			
Name 2: _____		State ID# or Drivers License #	_____			
Address: _____		City, State, Zip Code:	_____			
Daytime Telephone Number: _____		E-Mail Address:	_____			
Type and Size of Apt.Desired: _____		Desired Move In Date:	_____			

**B. HOUSEHOLD COMPOSITION.** Please list all persons, including yourself, who will live in your apartment:

NAME (List Head of Household first)	RELATIONSHIP	BIRTH DATE	SOCIAL SECURITY NUMBER
1.	Head of HH		- -
2.			- -
3.			- -
4.			- -
5.			- -

**C. INCOME (ALL SOURCES).** Please list all sources of Household's regularly received monies. All sources of income must be listed regardless of recipient's age.

HOUSEHOLD MEMBER NAME	SOURCES OF INCOME	AMOUNT
	Wages – Gross Monthly Amount Employer Name: _____	\$
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	Social Security/Pension – Gross Monthly Amount	\$
	AFDC – Gross Monthly Amount	\$
	Child Support/Alimony - Monthly Amount	\$
	Interest Income - Gross Monthly Amount (i.e., interest earned from bank accounts, CD's, stocks, bonds, etc.)	\$
	Other Monthly Income	\$



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**D. CURRENT LANDLORD REFERENCE. Please provide for each adult household member.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State & Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Date Rental Began: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_ Per: **MONTH / WEEK**

**E. PREVIOUS LANDLORD(S) REFERENCES. Please provide for each adult household member.**

LANDLORD NAME	LANDLORD'S ADDRESS	PHONE NUMBER	APT. ADDRESS	DATES RENTED
1.				From: To:
2.				From: To:

**F. PROFESSIONAL REFERENCES. (Examples include past/present employers, teachers, clergy, etc.) Please list two (2) references for each adult household member, using a separate sheet of paper if necessary. Please do not list relatives or friends.**

PROFFESIONAL REFERENCE NAME	REFERENCE'S ADDRESS	PHONE NUMBER
1.		
2.		

**G. OTHER INFORMATION.**

1. Have you or any member of your household ever been evicted or served with a Notice to Quit? Yes  No   
 If yes, please describe reason(s): \_\_\_\_\_

2. Have you or any member of your household been arrested or convicted of a criminal offense? Yes  No   
 If yes, please list / explain: \_\_\_\_\_

3. List any vehicles that you own: Yr./Make: \_\_\_\_\_ License Plate: \_\_\_\_\_  
 Yr./Make: \_\_\_\_\_ License Plate: \_\_\_\_\_

4. Do you own a pet? Yes  No  If yes, please describe with approx. weight: \_\_\_\_\_

**H. SIGNATURES. These are required for each adult household member to complete application.**

Signed: (✓) \_\_\_\_\_  
**Head of Household** Date

(✓) \_\_\_\_\_  
**Adult Co-Tenant** Date

(✓) \_\_\_\_\_  
**For Hanover Woods Apartments** Date

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# Each Adult Household Member, Please Sign ALL Black Checkmarks:

## Authorization

I/we do hereby authorize **Hanover Woods Apartments** and its staff to contact any agencies, offices, credit bureaus, landlords, or professional references for the purpose of verifying the information I/we have provided on the application. The information provided will be used solely for the determination of my/our eligibility and admission to the housing I/we are applying for and the information that is supplied will be kept confidential.

## Signatures

(✓)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

(✓)

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

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## Signatures

(✓)

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Applicant Signature

\_\_\_\_\_  
Date

(✓)

\_\_\_\_\_  
Co-Applicant Signature

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## Signatures

(✓)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

(✓)

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

## UNASSISTED HOUSING APPLICATION INSTRUCTIONS AND FAQ'S

### Q. How Do I Apply for an Apartment?

**A.** First, print the Unassisted Housing Application Form and **fill it out completely**. You may also call or email the Community's Rental Office and request one be mailed to you. All adult applicants must complete and sign the indicated areas on the form. (Attach additional pages if necessary.) Please make sure you have filled out every section, including noting "n/a" where appropriate. Then mail, fax, or bring it to the Leasing Office of the Apartment Community to which you are applying. The address and fax number is found at the top of the first page of the Application Form.

### Q. What else do I need to include besides the completed Application Form?

**A.** Please also include a **photocopy of each adult applicant's state photo ID or driver's license**, and **Proof of income Documentation**. Proof of Income can be in the form of current pay stubs (8 if paid weekly, 4 if paid bi-weekly); most recent W-2; bank statements (savings accounts, checking accounts, and/or money market accounts); and statements of other financial assets. Please provide 2 months' worth, and include proof of income for ALL sources of household income, regardless of age.

### Q. Is there an application fee?

**A.** No. We're happy to process your application free of charge.

### Q. How is my Application processed?

**A.** When the Leasing Office has received your completed Application, your proof of income will be compared against our community's application criteria, your credit and background will be checked using a computerized electronic credit-scoring and criminal background-checking system, and your Landlord and/or Professional references will be contacted. Feel free to ask questions at any time.

### Q. How long does the Application Process take? When do I learn my Application's status?

**A.** The application process can take as little as two to three business days. We make every effort to process your application as quickly as possible, and you will be contacted immediately with the results of your Application via the contact information you provided on your Unassisted Housing Application Form. If for any reason your application is not accepted, you will receive a letter stating why and the opportunity to appeal that decision if you wish to do so.

### Q. What deposits do you require to sign a lease?

**A.** We require a Security Deposit equal to one month's standard rental rate, and first month's rent, by separate checks, at time of Lease Signing (never after). First month is pro-rated based on your day of move-in. A Security Deposit is required to hold an apartment provided your application has been approved. Security Deposits are held in a separate account and earn interest for the duration of your residency.

***Thank you for your interest in a Harbor Management Community!***