

Worcester Community Housing Resources, Inc.

11 Pleasant Street, Suite 300, Worcester, MA 01609
508.799.0322 ■ fax 508.799.7771

Thank you for your interest in sober housing through WCHR. This application is for a rooming house. That means you would get a room, fresh twin bed, and bureau. You would share the kitchen and bath with the other tenants. The rooming houses are co-ed. Income requirements vary by property. They are shown below. Utilities (other than cable and telephone) are included in your rent.

Room options are (check the ones you wish to apply for):

- 2 Oread Street. Sober, subsidized rooms with attached rent subsidies (Section 8) through RCAP Solutions. You will need to qualify for the Section 8 program, including a complete CORI check.
- 866 Main Street. Sober, subsidized rooms with attached rent subsidies (Section 8) through RCAP Solutions. You will need to qualify for the Section 8 program, including a complete CORI check
- Sober rooms at 32 Irving Street are at a subsidized reduced rent, but do not have rental assistance (Section 8) subsidies attached to them. All our buildings accept Section 8 and other housing assistance vouchers.

Fill out the application completely. Partially completed applications will be returned and you will not be placed on the waiting list. You can mail the completed application to the address above, or fax it to us at (508) 799-7771. If you wish to submit it electronically, you need to email rentals@wchr.org to request a secure upload link. You must upload using that link to be considered. You may also email any questions to that email address. Minimum requirements to be placed on the waiting list:

- ◆ Sobriety of at least six (6) months
- ◆ Five (5) years of housing history for you, and each member over 18. Even if you do not know the landlord's address or were staying with friends or family, we need your physical addresses for the past five years.
- ◆ The names and addresses of at least (3) personal or landlord references that are not related to you –all references need mailing addresses; we will be mailing them a form.
- ◆ You may provide up to five (5) references either personal or former landlords.
- ◆ We will only accept one reference from one address/program.

We cannot do preferred or emergency placement. Once your references are obtained, your name moves onto the waiting list.

When you are at the top of the list, you will need:

- ◆ Verification of income – not more than 30 days old
- ◆ Verification of food stamps – not more than 30 days old
- ◆ Original or certified copy of your birth certificate
- ◆ Original social security card
- ◆ Original picture ID card or passport issued by a government agency

If you are applying for a rent subsidized room, you will be given a packet of paperwork that will need to be filled out and brought to the RCAP Solutions office in Worcester. It takes 5-10 business days to get approval. If you do not pass the CORI, RCAP will contact you directly. It is your responsibility to check the status of your application and make sure we receive all your references back and that we have all the documentation needed. During the process you will also need to keep us informed of any changes to your address and phone number, failure to do so may result in being taken off the wait list.



Dear Rental Applicants:

Printed Name

Please answer the following questions which will help us determine if you are eligible for the rental assistance:

1. Are you a US citizen or legal immigrant?
YES _____ NO _____ If not, please explain.

2. Have you ever received rental assistance (public housing, Section 8) in the past?
YES _____ NO _____

3. if yes, did you leave the housing in “good standing”?
YES _____ NO _____

4. Have you been arrested or convicted of any drug related or violent crimes within the past five (5) years?
YES _____ NO _____ if yes, please explain.

5. Can you provide documentation of your income, two (2) landlord references (or five years total), the required number of personal references and citizenship status?

6. You understand and acknowledge that you will need to qualify with RCAP Solutions to be placed in either the Oread or Main Street buildings.

Please initial _____



2018 Application Approval Guidelines for Rooming Houses

Worcester Community Housing Resources, Inc. (WCHR) will review the items listed below before approving applications for our subsidized and market rate rooms. These items are reviewed for both determining the individual's eligibility for subsidized housing, as well as approving applicant(s) by WCHR standards.

Income: When looking at income, we look at two factors; does the individual meet the income guidelines for the subsidy, and does the individual have sufficient stable income to pay their rent or rent share.

Credit: We will obtain a recent credit history when reviewing your application. This report may also include evictions and criminal convictions.

References: We require three references, at a minimum, if one is from a former landlord. If you do not have any landlord references, we will require five (5) personal references not related to you. You may submit up to five names, but no processing will be done until we receive either three returned, or five if you do not have any landlord references. Use the back of the form if you want to provide more than five.

Employment: If income is from employment, we will require an employment reference verifying salary and indicating that employment will continue.

Other Income: If income is received from sources other than employment, we require written documentation. This may be either a print out, signed and stamped by the appropriate worker, or a signed letter on agency letterhead stating the monthly benefits you receive.

Bank Accounts: A letter from your bank on bank letterhead or a recent print-out from your bank stating your account balance and annual percentage rate if applicable. RCAP Solutions will also require three consecutive months of bank statements.

Criminal History: To be eligible for these subsidized rooms you cannot have any arrests or convictions for violent or drug related crimes within the past **five** (5) years. In addition certain convictions such as murder will deem you ineligible regardless of how long ago the crime was committed. To qualify for rental assistance, the housing agency responsible for it will conduct a Criminal Offenders Record Inquiry, before approving your application. In addition, we will also review your criminal history in determining if your application is approved.

Pursuant to Section 577 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) "Owners of federally assisted housing are required by QHWRA to deny admissions to any household with a member who the owner determines is, at the time of application for admission, illegally using a controlled substance as that term is defined in the CSA" Marijuana is a controlled substance under the CSA and, therefore owners and operators of federally assisted projects must deny admission at the time of application to any household with a member who the owner determines is using marijuana.

Applicant Signature

Date



Rental Application-Rooming House

Name: _____ SS#: _____ Date of Birth: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

All Rooming houses are single room occupancy- one person per room, no guests in the building between 10pm and 8am. Unless otherwise stated!

Housing History

Please provide a housing history for the last five (5) years. If you were doubled up, please indicate if the landlord knew you were living there. Use the back of this application for additional housing history if necessary.

Present Landlord: _____ Phone # _____

Landlord's address: _____

City: _____ State: _____ Zip: _____

Present Rent: \$ _____

Date you moved in: _____ Date you moved out: _____

Reason for Leaving: _____

Previous Landlord: _____ Phone # _____

Previous Address (yours): _____

Landlord's address: _____

City: _____ State: _____ Zip: _____

Previous Rent: \$ _____

Date you moved in: _____ Date you moved out: _____

Reason for Leaving: _____

Previous Landlord: _____ Phone # _____



Previous Address (yours): _____

Landlord's address: _____

City: _____ State: _____ Zip: _____

Previous Rent: \$ _____

Date you moved in: _____ Date you moved out: _____

Reason for Leaving: _____

If any of your present or previous addresses were residential programs, please answer the following questions:

Are you presently in a program? If not, when were you in a program? _____

Please explain the type of program: _____

Did you complete the program successfully? _____

If you did not complete the program, please explain why: _____

If you are currently homeless, please explain why: _____

If you have been homeless within the past 5 years, please explain why: _____

Present Employer: _____ **Phone #:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____



Supervisor: _____ Length at job: _____

Hours worked per week: _____ Pay rate: \$ _____

Other Income/Benefits: _____ Amount / Month: _____

Contact Person: _____ Phone#: _____

Food Stamps Benefits: _____ Amount / Month _____

Contact Person: _____ Phone#: _____

Vehicle Make: _____ Model: _____

Year: _____ Color: _____ Plate# _____

Have you transferred any assets within the last three (3) years? _____

Do you have any bank accounts? _____ Type of account: _____
Current balance: \$ _____

RCAP Solutions will require three consecutive months of bank statements for verification if you are applying for a room with a rental assistance subsidy.

Personal References with mailing addresses (do not include immediate family members)
WCHR will be mailing a form to them. You may submit up to five names.

Full Name _____ Mailing Address _____

1. _____

2. _____

3. _____

4. _____

5. _____

Emergency Contact: _____

Phone #: _____





Please read thoroughly before signing this application

Have you, recently or in the past:

Filed Bankruptcy: _____

Been Evicted: _____

Refused to Pay Rent: _____

Have Criminal Record: _____

Ever been arrested or convicted of a drug related crime or violent crime within the past FIVE years: _____

If you answered yes to any of the above questions, please explain:

I hereby consent and authorize any representative of Worcester Community Housing Resources to obtain, verify, exchange information on any reports concerning me as are maintained by, but not limited to: City, County, State, Federal Law Enforcement Agencies, Credit Reporting Agencies, Present/Past Employers and Landlords and Housing Assistance Agencies. I understand that any information obtained may be considered by Worcester Community Housing Resources in their sole discretion, as a factor in the decision they make, with respect to the apartment for which I am applying.

I hereby release and hold harmless: Agents, Owners and affiliates of, but not limited to: their Officers, Directors, Employees, Law Enforcement Agencies, Credit Reporting Agencies, Past/Present Employers and Landlords and Housing Assistance Agencies that shall provide information to Worcester Community Housing Resources.

I hereby certify that the information contained in this rental application is accurate, full and complete. Any discrepancy or lack of information will result in the immediate rejection of this application. I/We understand that this is an application for an apartment and does not constitute a Rental Agreement in whole or part.

Applicant's Signature

Date



House Rules

Applicant
Initials

1. **No alcohol or drug use allowed:** Alcohol consumption and/or drug use is strictly forbidden on the premises. Drunken or disorderly behavior will not be tolerated. The sale or use of illegal drugs will result in immediate eviction proceedings and police intervention.

2. **No Overnight guests allowed:** The house cannot accommodate any more persons than the residents who are already living in the house. **Guests are not allowed during the hours from 10:00 PM to 8:00 AM.**

At 32 Irving Street, overnight guests are allowed Thursday, Friday & Saturday

3. **You are responsible for the actions of your guests:** Anyone whom you allow into the building is your guest. Only one guest is allowed in your room at a time unless they are immediate family. Do not open the door or allow in any persons not visiting you. You are responsible to ensure that your guest respects the peace and privacy of others. You are solely responsible for any damages resulting from the actions of your guests and payment for those damages. Tenants must walk guests out of the building when leaving.

4. **Your guest:** Your guest is not allowed to shower, do laundry or reside in the unit while you are out of the building.

5. **Entering the building:** All tenants and guests must use the front door to enter and exit the building.

6. **Fire exits are for emergency use only:** Fire doors must remain closed at all times except in case of an emergency. The front door is the only entrance to the building. All other doors are alarmed.

7. **Keep your room clean:** There will be periodic room inspections to ensure that rooms meet basic health and sanitary fitness. Dirt and garbage attract insects and create an unsafe environment for all residents. You will receive a 24 hour notice prior to any inspections.

8. **No cooking is allowed in your room:** Cooking must be confined to the kitchen only. Hot plates, crock pots, microwave ovens, toaster ovens, electric skillets or any other cooking devices which heat or cook food are not allowed in the rooms. **This is a fire law.** Anyone found in possession of any cooking device in their room will have 24 hours to dispose of the device or it will be confiscated and stored in the management office until your tenancy terminates.

9. **Electric heaters are not allowed:** They are a fire hazard and anyone found in possession of an electric heater will have 24 hours to discard it or it will be confiscated and stored in the management office until your tenancy terminates. If your room seems exceptionally or unusually cold, please report this to management.



10. **Take out the trash:** Everyone is expected to help keep the house looking and smelling clean. Please discard trash appropriately and empty the trash when it is full. Trash container is located in the rear yard. _____
11. **Clean the kitchen after use:** The kitchen is equipped with a sponge and cleanser for your convenience. Dishes, pots and pans, countertops and the stove must be cleaned immediately after use. It only takes a minute to wipe down the stove, counter or table so they are clean for the next person. Items left in the kitchen sink will be discarded after 24 hours. _____
12. **Clean the bathroom after use:** Take a minute to clean the sink, toilet and/or tub. Items left in the bathroom will be discarded after 24 hours. _____
13. **Clean the laundry room after use:** Take a minute to clean the washer, dryer or counter. Hours of operation are 8AM to 10 PM. _____
14. **Use the bathroom on the floor that you reside on only:** If that bathroom is occupied, use the next nearest bathroom. _____
15. **Attendances at house meetings are mandatory:** You are required to attend scheduled meetings. These meetings allow residents to discuss problems and address concerns. _____
16. **No Pets allowed** – Prior written request and Dr. note required for WCHR Approval _____
17. **No firearms/weapons are allowed in the building:** Anyone found in possession of firearms or weapons will be subject to immediate eviction and police intervention. _____
18. **Be considerate of other tenants:** Noise volume from TV's, radios, stereos, and voices must be kept low at all times so as not to disturb others. Noise volume must not be heard during the hours of 10 PM and 8 AM. _____
19. **Common areas have security cameras:** Please be aware that common areas may have security cameras. Cameras are used maintain security of the building. Footage from common areas cameras is being recorded and may be used as evidence in eviction or criminal proceedings. _____
20. **Annual paperwork:** RCAP Solutions will require each recipient to recertify their income yearly, to insure that you are still qualified for the rental subsidy. I understand that I can be dropped from the program if this is not completed. _____
21. **SRO rooms are Single Room Occupancy:** only one tenant per room allowed. _____
22. **The property is co-ed.** Please dress appropriately in common areas. _____

23. Pursuant to Section 577 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) “Owners of federally assisted housing are required by QHWRA to deny admissions to any household with a member who the owner determines is, at the time of application for admission, illegally using a controlled substance as that term is defined in the CSA” Marijuana is a controlled substance under the CSA and, therefore owners and operators of federally assisted projects must deny admission at the time of application to any household with a member who the owner determines is using marijuana.

I have read and understand the above rules. I agree to respect and abide by these rules while I am a tenant. I understand that if I violate any of these rules, I will be subject to immediate eviction proceedings.

 Applicant Signature
 Date

 Property Manager Signature
 Date

Maximum Income Requirements	
Only one person households are allowed	
30% of Area Median	20,650
50% of Area Median	34,400

WCHR Rooming Houses				
	Address	Rent		Maximum Income
<input type="checkbox"/>	2 Oread Street	*	Included	30%
<input type="checkbox"/>	866 Main Street	*	Included	30%
<input type="checkbox"/>	32 Irving Street	\$525 to \$550.0	Included	50%
<i>*30% of your income, minimum \$50 monthly</i>				

