

Worcester Community Housing Resources, Inc.

11 Pleasant Street, Suite 300, Worcester, MA 01609
508-799-0322 * FAX 508-799-7771 * www.wchr.org

Thank you for your interest in family housing through WCHR. Please check off the building(s) you are interested in applying for:

WCHR Family Properties					
	Address	Unit Size	Rent	Utilities	Maximum Income
<input type="checkbox"/>	12-14 Lagrange Street	2 BR	\$ 700	Not included	50%
<input type="checkbox"/>	47 Grosvenor Street	2 BR	\$ 721	Not included	50%
<input type="checkbox"/>	19 Sigel Street	2 BR	\$ 950	Not included	50%
<input type="checkbox"/>	5 King Street	4 BR	*	Included	50%
<input type="checkbox"/>	6-8 King Street	3 BR	\$ 950	Not included	80%
<input type="checkbox"/>	28-30 King Street	2 BR	*	Included	50%
<i>*30% of your income, minimum \$50 monthly</i>					

All our buildings accept Section 8 and other housing assistance vouchers. Income requirements vary by property. They are shown below.

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.

Your application, to be considered complete, must include:

- ◆ 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 the minimum number of references are obtained, your name goes from “in process” to our waiting list.

When you are at the top of the list, you will be notified, and will need to produce:

- ◆ Verification of income – not more than 30 days old
- ◆ Verification of food stamps and other benefits– not more than 30 days old
- ◆ Original birth certificate for each household member.
- ◆ Original social security card for each household member.
- ◆ Original picture ID card or passport for each member over 18

If your contact information changes, it is important you let us know. You may submit changes by mail, fax, or emailing rentals@wchr.org .



Dear Rental Applicant:

Print 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? If not, please explain.
2. If applicable, have you ever received rental assistance (public housing, Section 8) in the past? If so, did you leave the housing in “good standing”?
3. Have you been arrested or convicted of any drug related or violent crimes within the past five (5) years? Please explain.
4. Can you provide documentation of your income, two (2) landlord references, personal references, and citizenship status?
5. I/we understand that I/we will be **required** to go through an annual recertification process, to insure you are qualified to reside in a lower income unit.
6. I/we understand this is a smoke free building.
7. I/we understand there is no parking provided.
8. I/we understand there are no pets allowed.

Applicant's Initials



Application Approval Guidelines for Subsidized Housing

Worcester Community Housing Resources will review the items listed below before approving applications for our affordable apartments. These items are reviewed for both income eligibility and suitability for the project(s) applied for.

Income: When looking at income, we look at two factors; does the individual meet the income guidelines and does the individual have enough stable income to pay their rent or rent share? Income guidelines may change with the individual apartment you are applying for. WCHR will provide maximum income limits for each unit you are applying for.

If your yearly income exceeds these figures, you will not be eligible for these affordable apartments.

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 to respond. No exceptions. You may submit up to five names, but no processing will be done until we receive these minimums. At least one landlord reference is preferred, but if unavailable, we will process without.

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 printout, 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.

Criminal History: To be eligible 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. WCHR will administer a criminal history check for each adult in your household. Any of the above-mentioned arrests or convictions will deem you ineligible for these affordable units. Other criminal results will be evaluated individually.



Family Housing Rental Application

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

Co-applicant: _____ SS#: _____ Date of Birth: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Cell/Home Phone Number: _____ Work Phone Number: _____

List occupants who will reside in the unit	Relationship	Date of Birth
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Housing History

Please use the back if you need more space.

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: _____

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

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Length at job: _____

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

Other Income/Benefits: _____ **Amount:** _____

Contact Person: _____ Phone#: _____

Vehicle Make: _____ Model: _____

Year: _____ Color: _____ Plate# _____



Do you have any bank accounts? _____ Type of account: _____

Current balance: \$ _____

Have you disposed of any assets in the last two (2) years? _____

Amount Received: \$ _____

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#: _____

Have you, recently or in the past:

Filed Bankruptcy: _____

Been Evicted: _____

Refused to Pay Rent: _____

Have Criminal Record: _____

Been arrested or convicted of a drug related crime or violent crime within the past five (5)
years: _____

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



Please read thoroughly before signing this application

I/We 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/We are 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

Co- Applicant's Signature

Date

Maximum Income Requirments - Family Housing							
Household Size							
Please consult with WCHR to see what size apartment you qualify for							
	2	3	4	5	6	7	8
50% Maximum	39,300	44,200	49,100	53,050	57,000	60,900	64,850
80% Maximum	62,800	70,650	78,500	84,800	91,100	97,350	103,650

