



Preventing homelessness.  
Improving lives.  
One room at a time.

## Caritas Housing: Preliminary Application to Move-in

Thank you for your interest in Caritas Housing. We offer safe, well-maintained, affordable, private rooms in buildings with shared kitchen and bathroom facilities. These units are for one person only, and no overnight guests are permitted. We are unable to rent to couples or families. Leases are for a minimum of one year (renewed annually). We do not provide temporary housing. Applicants must make between \$18,000 and \$66,400 annually to qualify for most of our market rate rooms. Those making under that income can apply to our subsidized housing in Salem, or, if applicable, our Veterans housing in Bedford and New Bedford.

These are the steps required to obtain housing at a Caritas Communities property:

1. **Preliminary Application:** An application can be download from our website and fill out completely. If you don't have access to a computer, call our vacancy hotline at 781-843-1606
2. **Waiver:** The last page of the preliminary application is a waiver that you must sign, date, and include your social security number. If you wish to speed up the process, please sign the waiver and mail, email, or fax it to us prior to your intake appointment.
3. **Unit Showing:** Units are shown to eligible applicants who have completed and submitted a preliminary application and meet minimum eligibility requirements. If no unit is available for showing, your name will be added to a waitlist.
4. **Intake appointment:** After seeing a unit, if you are interested in signing a lease, you will need to come to our office for an intake interview. We will verify your income, assets, employment, and perform a background check. You will need:
  - Your 8 most recent consecutive weeks of paystubs (for EACH job you work)
  - Fax numbers or email addresses for your employer(s) to send verification forms
  - Any benefit award letters (SSI, SSDI, EAEDC, unemployment, pension, etc) dated in the last 90 days
  - Checking and savings account numbers
  - If you have a prepaid debit card (Chime, Rush Card, Direct Express) bring both the card and a balance printout from any ATM.
5. **Security Deposit and Lease signing:** If you meet income eligibility, pass a background check, and successfully provide all documentation for the intake interview, the next step is lease signing. We require first month's rent and a security deposit equal to one month's rent. For example, if your rent is \$700 a month, we require two separate money orders of \$700 for a total of \$1400 at move in.
6. **Move in:** Congratulations! As soon as your lease is signed, you receive your key and are welcome to move in to your Caritas home.

**Indicate property preference below**

- |                                    |                                     |                                  |   |                                      |
|------------------------------------|-------------------------------------|----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Allston   | <input type="checkbox"/> Brookline  | <input type="checkbox"/> Everett | <input type="checkbox"/> Roxbury                        | <b><u>Veteran Preference</u></b>     |
| <input type="checkbox"/> Arlington | <input type="checkbox"/> Cambridge  | <input type="checkbox"/> Medford | <input type="checkbox"/> Salem<br>(Subsidized waitlist) | <input type="checkbox"/> Bedford     |
| <input type="checkbox"/> Boston    | <input type="checkbox"/> Chelsea    | <input type="checkbox"/> Melrose | <input type="checkbox"/> Wakefield                      | <input type="checkbox"/> New Bedford |
| <input type="checkbox"/> Braintree | <input type="checkbox"/> Dorchester | <input type="checkbox"/> Quincy  |   |                                      |

Income minimums vary by property and unit type. An income under \$1500 a month (\$18000/year) only qualifies for Salem, Bedford, and New Bedford.

Name:	DOB:	Social Security No:
Address:	City:	Zip:
Phone:	Email:	
Where did you hear about us?		

Do you have a mobile section 8 voucher? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you previously a resident of Caritas Communities? <input type="checkbox"/> Yes <input type="checkbox"/> No If so where?	
Are you a convicted sex offender? <input type="checkbox"/> Yes <input type="checkbox"/> No Circle Level/Status: 1 2 3 Pending	
Are you currently homeless or have you been homeless in the past (6) months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be in the next year / have you been in the last 5 months a full-time student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Answering "yes" to the following questions will not automatically disqualify an applicant.  
 Please attach a description for any "yes" answer to help us determine the best housing situation for you.  
 Discovery of undisclosed/unexplained history regarding any of these matters may be grounds for rejection of your application.

Do you have a history of illegal drug use? <i>If yes attach description</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony? <i>If yes attach description</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been evicted from any housing? <i>If yes attach description</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Please provide income information from all sources of income**

Fixed Income (SSI, Pension, etc.)	Salaried Income (Employment)	Wage Income (Employment)
<b>First Source:</b> I receive \$ _____ Circle One: Weekly Monthly Annually From (source): _____  <b>Second Source:</b> I receive \$ _____ Circle One: Weekly Monthly Annually From (source): _____	<b>First Source:</b> I am paid \$ _____ Circle One: Weekly Monthly Annually  <b>Second Source:</b> I am paid \$ _____ Circle One: Weekly Monthly Annually	<b>First Job:</b> I make \$ _____ per hour. I average _____ hours a week. <b>Only if applicable:</b> My commissions/tips/bonuses average \$ _____ per week.  <b>Second Job:</b> I make \$ _____ per hour. I average _____ hours a week. <b>Only if applicable:</b> My commissions/tips/bonuses average \$ _____ per week.



## REFERENCES

<b>Current Landlord:</b>		<b>Previous Landlord:</b>
Name:		Name:
Address:		Address:
Home Phone:		Home Phone:
Length of Stay:		Length of Stay:
<b>Current Employer:</b>		<b>Former Employer:</b>
Position:		Position:
Supervisor:		Supervisor:
Phone:		Phone:
Dates Employed:		Dates Employed:
<b>Personal Reference:</b>	<b>Relationship:</b>	<b>Phone:</b>
<b>In case of emergency notify:</b>		<b>Relationship:</b>
Address:		Phone:
<b>Do you have a social worker/case manager?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:		Agency:
Email:		Phone:

- I understand I must pay a security deposit for this room prior to occupancy, making move in costs up to two months rent.
- I understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria.
- Under penalty of perjury, I certify that the information presented in this application is true and accurate to the best of my knowledge. The undersigned further understands that providing false statements or information constitutes an act of fraud. False, misleading or incomplete information will lead to cancellation of this application or termination of a lease agreement after occupancy.
- I understand that I am responsible for reporting any substantial changes in eligibility to Caritas Communities, Inc. (e.g. income changes, student status changes, sex offender status changes). Failure to do so in a timely manner may result in the cancellation of my application or, if applicable, termination of my lease.
- I agree to comply with income recertification requirements, including the annual submission of information regarding all sources of income from employers and government programs, including income from assets such as bank accounts, CD's, & 401K's.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Completed applications should be returned via:

**Mail:** Frank Connell  
 Caritas Communities, Suite 206  
 25 Braintree Hill Office Park  
 Braintree, MA 02184

**Email:** [housing@caritascommunities.org](mailto:housing@caritascommunities.org)

**Fax:** 781-773-4199





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**Authorization To Release Information**

**RE: Applicant/Tenant:** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

As managing agents for this Low Income Housing Tax Credit Project (or other applicable program designation), 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. A signed authorization for your release appears below. Please complete the attached form and return it to the address below at your earliest convenience.

Thank you for your assistance.

_____	_____
Authorized Signature	Housing Management Coordinator
_____	_____
Frank Connell	Title
_____	_____
Print Name	Date

***Release by Applicant/Tenant***

I hereby authorize you to furnish all requested information.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

***Verification form is attached.***