

Houghton Village

37 Hamlet Street, Newton Centre, Massachusetts 02459

Tel: 617-244-5196 • Fax: 617-928-1281 • TDD: 800-439-2370 • E-mail: houghtonvillage@ncdfinc.org

Rental Application for Market Rate Apartments

Please complete this application in its entirety to avoid processing delays.

Applicant Information			
Name (First):	Middle Initial:	(Last):	
Address:	City:	State:	Zip:
Home Tel:	Cell:	Email:	@

List all those who will occupy the apartment, INCLUDING YOURSELF.					
Name	Relationship	Date of Birth	Sex	Occupation	Social Security Number
	SELF				

Residence History	
How long have you lived at your present address? / / to present	Do you presently own or rent? own <input type="checkbox"/> rent <input type="checkbox"/>
If own, what is your monthly mortgage? \$	If rent, what is your monthly rent? \$
What is your mortgage balance? \$	Are you presently under a lease? Yes No
Do you intend to sell your home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, when does your lease expire? / /
If yes, what is the market value?	Reason for leaving?

Please provide the full name, address and contact information for current landlord and previous residences in the last five years.

(use reverse side if necessary)

Present Landlord			
Name:			
Address:			
City:		State:	Zip:
Email: _____ @ _____		Phone:	

Previous Landlord				
Name :				
Address:		City:	State:	Zip:
Applicant's address:		City:	State:	Zip:
Length of tenancy: from / / to / /		Amount of rent per month: \$		
Reason for leaving?				

Personal References (Please list three non-related individuals)				
Name	Relationship	Address	Telephone	Email
1.				
2.				
3.				

Employment Information (for each household member)				
Name of family member employed:				
Current employer:				
Employer address:		Dates of employment: from / / to current		
City:	State:	Zip:	Phone:	
Fax:	Email: _____ @ _____			
Position:	Gross wages/salary \$ [] weekly [] bi-weekly [] annually			



Employment

Name of family member employed:			
Current employer:			
Employer address:		Dates of employment: from / / to / /	
City:	State:	Zip:	Phone:
Fax:	Email: _____ @ _____		
Position:	Gross wages/salary \$ _____ [] weekly [] bi-weekly [] annually		

Sources of Income, other than employment (for all household members)

	Per month	Name	Per month	Name
Social Security	\$		\$	
Supplemental Security Income (SSI)	\$		\$	
Pension/Annuity/Trust	\$		\$	
Child support/Alimony	\$		\$	
Other income(please specify)	\$		\$	

Assets- List the assets of anyone living in your household (include checking, savings, IRA, money market account, term certificates, stocks, bonds and real estate)

Asset description	Source/bank name	Amount of value	Account number

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	Zip:	
Email: _____ @ _____	Phone:		
Relationship:			

Do you have a household pet? Yes No (If yes, please specify species, and breed and refer to Houghton Village pet policy)

Do you own a vehicle? Yes No

Year: _____ Color/Make/Model: _____ License plate: _____ State _____
 Year: _____ Color/Make/Model: _____ License plate: _____ State _____

EQUAL OPPORTUNITY / FAIR HOUSING INFORMATION:

Newton Community Development Foundation, Inc. does not discriminate on the basis of age, gender, pregnancy, disability, perceived disability, sexual orientation, race, national origin, citizenship, religion, color, marital status, veteran's status, genetic background, familial status, gender identity and other class of individuals protected from discrimination under the state or federal law.

The following information will be required by the Federal Government to monitor 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.

(Optional)

ETHNIC CATEGORIES Hispanic or Latino Non-Hispanic or Latino

RACE CATEGORIES

- American Indian or Alaska Native Asian Black or African American
- Native Hawaiian or Other Pacific Islander White Other
- I do not wish to furnish the above information**

RIGHT TO A REASONABLE ACCOMODATION

Newton Community Development Foundation, Inc. will consider a reasonable accommodation, upon request for qualified applicants with disabilities when an accommodation is necessary, not just desirable, to ensure equal access to the development, its amenities, services and programs. Reasonable accommodations may include changes to the building, grounds, or an individual unit and changes to policies, practices, and procedures.

If you require a reasonable accommodation in completing this application, please contact NCDF's ADA Coordinator, Marissa Wheeler at 617-467-3052 or email mwheeler@ncdfinc.org or via TDD at 800-439-2370

I hereby certify that the information furnished in this application is true and complete to the best of my knowledge and belief and hereby acknowledge the understanding that this application constitutes a request for consideration as a tenant(s) at Houghton Village. It does not constitute a lease or a promise by the owner or management agent that an apartment will be made available and understand that additional information may be requested to complete processing of this application.

I understand and grant permission for all of the above information to be verified by the owner/agent and further understand and grant permission to authorize a credit bureau service to make any consumer report, investigative consumer report and criminal and lifetime sex offender screening, whereby information is obtained through public records, personal or telephone interviews with supplied references. This inquiry may include information as to character, credit worthiness, credit standing, and credit capacity and 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.

I understand that a false statement or misrepresentation of any information on this application will affect approval for residence; and, in the event that I take occupancy, it shall be considered material non-compliance with the lease and a basis for termination of tenancy.

Finally, I understand and grant permission that information regarding my tenancy can and will be made available to a consumer credit agency, criminal checks, and/or other inquiring about my tenancy with the owner/management agent during and after my tenancy period.

Signed under the pains and penalty of perjury (Must be signed by anybody over the age of 18 who will occupy the apartment):

Signature: _____ Date: _____
Applicant

Signature: _____ Date: _____
Applicant

Signature: _____ Date: _____
Applicant

Houghton Village is professionally managed by Newton Community Development Foundation, Inc., an Equal Opportunity Employer at 425 Watertown Street, Suite 205, Newton, MA 02458 617-244-4035.

