



**HOUSING NANTUCKET
18 TICCOMA WAY, GARAGE APARTMENT
RENTAL APPLICATION
EQUAL HOUSING OPPORTUNITY**

MANAGEMENT WILL PROVIDE HELP IN REVIEWING THIS DOCUMENT IF NECESSARY. PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE OR OTHER ALTERNATE FORMATS.

18 Ticcoma Way (Mid-Island): Year round rental available July 1, 2017. One bedroom apartment with two bay garage for 1 or 2 person household. Amenities include hardwood floors, new carpet, washer/dryer. Kitchen is located upstairs; bedroom on first floor. Rent is \$1,191 per month, utilities not included. Tenant will be selected by lottery.

The table below shows qualifying income based on household size. If your household size and income falls within the eligible range and you submit a complete application, your household will be placed in the lottery for this rental home. You may not own real estate of any kind to be considered for this unit.

Household Size	1	2
Qualifying Income Range	\$37,800 - \$50,450	\$43,200 - \$57,650

Completed application must be returned to Housing Nantucket prior to **4pm on Tuesday June 27, 2017**. Lottery to be held on or before June 29, 2017. 1st month's rent and security deposit due on lease signing.

Return application to:
Housing Nantucket
P.O. Box 3149, 75 Old South Road
Nantucket, MA 02554
Phone # - 508-228-4422
Email: info@housingnantucket.org
FAX # - 508-228-4915

Date _____

Note: Please fill in all sections completely. Please contact Housing Nantucket if you need help completing this application.

Name: _____ Phone: _____

Address: _____

Email Address: _____

Race: *(Optional Section: Information will be used for fair housing programs only, as required by State and Federal Laws.)*

American Indian/Alaskan Native

Asian or Pacific Islander

Black (not of Hispanic origin)

Hispanic

White (not of Hispanic origin)

Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternate ways we need to communicate with you? If yes, please explain.

Present Mortgage/Rental Cost Per Month \$ _____ Including Utilities? Yes No

How Long Have You Lived at Present Address? _____ Months/Years (Circle One)

What are the reasons for moving? _____

FAMILY COMPOSITION - List ALL those who will occupy the apartment - INCLUDE YOURSELF

Name	Relation to Head of Household	Social Security Number	Age	Sex	Full time Student?
1.	Head of Household				Y/N
2.					Y/N
3.					Y/N
4.					Y/N
5.					Y/N
6.					Y/N

Please indicate the income received and assets held by each member of your household. List each member by the corresponding number listed above.

EMPLOYMENT INCOME BY HOUSEHOLD MEMBER:

Member # _____
 Name of Present Employer _____ Telephone _____
 Address _____
 Years Employed _____ Position _____ Current Salary \$ _____
 weekly bi-weekly monthly

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 Name of Present Employer _____ Telephone _____
 Address _____
 Years Employed _____ Position _____ Current Salary \$ _____
 weekly bi-weekly monthly

Member # _____
 Name of Present Employer _____ Telephone _____
 Address _____
 Years Employed _____ Position _____ Current Salary \$ _____
 weekly bi-weekly monthly

OTHER SOURCES OF INCOME BY HOUSEHOLD MEMBER:

List all other income such as Welfare, Social Security, SSI, Pensions, Disability Compensation, Unemployment Compensation, Interest, Alimony, Child Support, Annuities, Dividends, Military Pay, Scholarships, and/or grants.

Household Member	Type of Income	Gross Earnings (Before Taxes)
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ per _____
		(week, month, year)

REQUIREMENTS for your application to be considered:

❖ **Income Verification:**

- Tax forms: copies of the past three (3) years Federal Income Tax Returns with W2s, 1099s, and all schedules attached
- Pay Stubs: Five (5) most recent pay stubs
- Employer Verification: all employers listed will be contacted and will be asked to provide a verification of income
- Other Income: For any other listed income, verification of that income stream for the two (2) most recent months
- Credit Check: Once you are selected for housing, The NHA Properties Inc. will perform a credit check on all adult household members; explanations will be required for any issues raised, and a poor or questionable credit rating will be grounds for disqualification.

❖ **Self-employed (if applicable):**

- Schedule C from Previous Year's Tax Return:

Note: If you are self-employed we MUST accept the figure from your previous year's Schedule C "Net Profit" line as your income from self-employment. We cannot accept estimations of current income from self-employment.

- ❖ **Release of Information Form(s)** for income verification, credit report, residency verification and landlord references
- ❖ **Current and Previous Landlord References** for all rentals in the previous five (5) years (the Housing Office will provide forms); poor or questionable references will be grounds for disqualification.
- ❖ **Personal Interview** with NHA Properties Inc. (includes review of income/assets and other relevant rental questions)

NHA Properties Inc.
General Authorization for Release of Information

Name: _____

Address _____

Address _____

Social Security Number: _____

Date of Birth: _____

Name: _____

Address _____

Address _____

Social Security Number: _____

Date of Birth: _____

I/we, the above named individual(s), authorize the NHA Properties Inc. to verify the accuracy of the information which I/we have provided or to secure information from the following sources:

- | | |
|------------------------------|-----------------------------------|
| Employer | Banks and Credit Bureaus |
| Social Security | Retirement & Pensions Systems |
| Department of Public Welfare | Department of Employment Security |
| Veteran's Administration | Payor of Child Support |
| Trust Administrators | Insurance Companies |
| Other: _____ | |

I/we hereby give permission to release this information to the NHA Properties Inc. subject to the condition that it be kept confidential. I/we would appreciate your prompt attention in supplying the information requested on the attached page to the NHA Properties Inc. within five (5) days of receipt of this request.

I/we understand that a photocopy of this authorization is as valid as the original. This authorization is valid for a period of one year from the date noted below.

Thank you for your assistance and cooperation in this matter.

Applicant Signature

Date

Applicant Signature

Date

NHA Properties Inc.
Verification of Employment

PART I. APPLICANT INFORMATION (To be completed by Applicant)

Applicant: _____

Applicant Address: _____

Phone: _____ SSN: _____

Signature: _____

PART II. EMPLOYER INFORMATION (To be completed by Applicant)

Name of Employer _____

Address of Employer _____

Phone: _____

PART III. EMPLOYMENT INFORMATION (To be completed by your Employer)

1. Date of Employment _____ Position/Occupation _____
2. Date of Termination (if applicable) _____
3. Current Rate of Regular Pay \$ _____ per hour, week, month or year (circle one)
4. Current Rate of Overtime Pay \$ _____ per hour, week, month or year (circle one)
5. Gross income for the last 8 weeks \$ _____.
6. Do you anticipate any change in the employee rate of pay in the near future? Yes _____ No _____
If yes: Revised Rate \$ _____ Effective Date: _____
7. Number of hours employee typically works per week: _____ Weeks per year: _____
8. Do you anticipate any change in the number of hours the employee works? Yes _____ No _____
If yes, please explain _____
9. Anticipated average amount of overtime per week _____
10. Gross annual earnings you anticipate for this employee for the next 12 months \$ _____
11. Does the employee receive tips, bonuses, overtime, commissions? Yes _____ No _____
Please indicate annual amount: Tips \$ _____ Bonuses: \$ _____ Overtime \$ _____ Commissions \$ _____
12. If the employee's work is seasonal or sporadic, indicate lay-off periods _____
13. Additional Comments: _____

Completed By (signature): _____ Date: _____

Name and Title: _____

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Applicant Address: _____

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13. Additional Comments: _____

Completed By (signature): _____ Date: _____

Name and Title: _____

NHA PROPERTIES INC. RENTAL PROGRAM

TENANCY HISTORY

Please submit this form with your application. Please fill out the following tenancy information, starting with your most recent rental and covering five years' worth of rental history. If there are household members with different tenancy histories, please indicate in margin which household member the entry covers.

Please list all household members covered by this tenancy history:

CURRENT RENTAL: We will not contact your current landlord until we have finished as many other verifications/references/checks as possible.

move-in date

move out date

CURRENT rental address

Please do not contact
my current landlord

CURRENT landlord's name

CURRENT landlord's address

CURRENT landlord's address

CURRENT landlord's phone

PREVIOUS RENTALS:

move-in date

move out date

rental address

landlord's name

landlord's address

landlord's phone

move-in date _____
move out date _____
rental address

landlord's name

landlord's address

landlord's phone

move-in date _____
move out date _____
rental address

landlord's name

landlord's address

landlord's phone

move-in date _____
move out date _____
rental address

landlord's name

landlord's address

landlord's phone

NOTE: If you are unable to furnish a landlord or other housing reference, please furnish character references. References must have known you for one (1) year or more and shall not be related to you.

Name of Character Reference _____ Telephone _____
Address _____

Name of Character Reference _____ Telephone _____
Address _____

Principal Applicant _____
Date

Co-Applicant (If Applicable) _____
Date

