

Housing Authority Letterhead

THIS BOX IS FOR OFFICE USE ONLY

Date of receipt: _____

Time of Receipt: _____

Applicant ID: _____

Bedrooms: _____

APPLICATION BY TENANT TO ADD MEMBER TO HOUSEHOLD RESIDING IN STATE-AIDED PUBLIC HOUSING

Incomplete applications will not be processed. Please complete all information requested on the application. If a question is not applicable, please write N/A. Make sure you sign the last page.

This is an application to add a member to your household. If the application is granted, the individual will become a member of the household authorized to reside in the unit under your lease. If the application is rejected, the individual will be permitted to stay with you only as a guest. The occupancy of any guest is limited to a total of three weeks per year. You are responsible for the conduct of your household members and guests while they are on Housing Authority property.

(PLEASE PRINT)

1. Name of Tenant: _____

2. Current Address: _____ Apt. No. _____

3. Home Telephone: (_____) _____ Work Telephone: (_____) _____

Mobile Telephone No: (_____) _____ Email address: _____

INFORMATION REGARDING PROPOSED HOUSEHOLD MEMBER

1. Name: _____

2. Current Address: _____

3. Telephone: _____

4. Date of Birth: _____ 5. Gender: _____

6. Social Security Number* _____

7. Amount of Annual Income and Source of Income or School Grade: _____



8. Relation to Tenant: _____

*This information will be used to verify income, assets, and criminal record information.

IF PERSON TO BE ADDED IS UNDER 17 YEARS OLD AND HAS NEVER BEEN CRIMINALLY CHARGED AS AN ADULT, STOP HERE, SIGN AND DATE APPLICATION.

FOR A PERSON AGE 17 OR OVER, OR, IF UNDER 17, A PERSON WHO HAS BEEN CRIMINALLY CHARGED AS AN ADULT, CONTINUE BELOW.

9. CRIMINAL RECORD**: Pursuant to 803 CMR 5.05, the Housing Authority will obtain Criminal Record Information for all proposed household members.

(a) Has the person that you want to add to the household been convicted of a crime? Yes No

(b) If yes, please explain: _____

(c) Does the person that you want to add to the household have any criminal matters pending? Yes No

(d) If yes, please explain: _____

****PERSONS WITH SEALED RECORDS PLEASE READ BELOW.**

For persons with sealed records: You are not required to list convictions that are included in a record that has been sealed.

An applicant for employment or for housing or an occupational or professional license with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment or for housing or an occupational or professional license with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. An applicant for employment, housing or an occupational or professional license with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests or criminal court appearances.

10. List the person's addresses for the last five years in reverse order:



1) Address: _____ Apt. No. _____ Year _____ to present
City/Town _____ State _____
Name of Landlord: _____ Telephone: (_____) _____

2) Address: _____ Apt. No. _____ Years _____
City/Town _____ State _____
Name of Landlord: _____ Telephone: (_____) _____

3) Address: _____ Apt. No. _____ Years _____
City/Town _____ State _____
Name of Landlord: _____ Telephone: (_____) _____

11. Has the person ever received housing assistance from this or any other housing agency?

Yes No

a) If yes,

Name of Tenant at that time: _____

Name of Housing Agency: _____

Date of Move Out: _____

Reason moved out: _____

b) Did the person move out while in compliance with the lease?

Yes No

If no, please explain: _____

TENANT and PROPOSED HOUSEHOLD MEMBER'S CERTIFICATION

We, the undersigned tenant and proposed household member, authorize the Housing Authority to make inquiries to verify the information that we have provided in this application. We certify that the information that we have given in this application is true and correct. We understand that any false statement or misrepresentation will result in rejection of this application. It is



understood that the Housing Authority will request Criminal Offender Record Information from the Department of Criminal Justice Information Services for the proposed adult household member.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY.

Tenant's Signature _____ Date _____

Proposed Household Member's Signature _____ Date _____

