

3R Norquarta Drive (Miacomet Village): Year round rental available in December. 1 bedroom, 1 bathroom newly constructed, energy-efficient house for a 1-2 person household. Rent is \$1050 per month. Utilities are not included. 1st month's rent and security deposit due on lease signing. Preference will be given to veterans and current year-round residents of Nantucket.

Name: _____ Phone: _____

Address: _____

Address: _____

Do you check your email often? If so please provide your email address: _____

The table below shows qualifying income based on household size. **If your household size and income falls within the eligible range, your household will qualify to be placed in the lottery for this home.**

Household Size	1	2
Qualifying Income Range:	\$39,263-\$52,350	\$44,888-59,850

Please list everyone to live in household:

Name	Relation to Head of Household	Date of Birth	Student (yes or no)
1.	head		
2.			

Is the Head of Household currently a year-round resident of Nantucket? ____yes ____no

Please estimate your gross anticipate income for the next 12 months, from all sources (wages, alimony, child support, social security, etc.), for all household members 18 years and older.

\$ _____ Source: (if wages, include name of employer) _____

\$ _____ Source: (if wages, include name of employer) _____

\$ _____ Source: (if wages, include name of employer) _____

\$ _____ Source: (if wages, include name of employer) _____

\$ _____ Source: (if wages, include name of employer) _____

\$ _____ **Total Annual Income** (from all sources)

Do you or any household member own or have any interest in any real estate, life insurance, IRA's, stocks, bonds, boat, or other form of capital? ____yes ____no. If yes, please list the value in the table below.

Description (bank acct, real estate, trust, etc.) Location (bank, etc.); acct # if applicable Total Value

1. _____

2. _____

3. _____

Do you earn over \$100.00 in interest from your total assets annually? ____yes ____no.

You must complete the front, then read and sign the reverse side of this form. If you have questions please call 508-228-4422 Return this form to Housing Nantucket, 15 Teasdale Circle Nantucket MA 02554. Incomplete Forms Will Not Be Placed in the Lottery. Complete Forms Must Be Received by November 30, 2009 at 2 pm.

Housing Nantucket will not discriminate on the basis of race, color, creed, religion, national or ethnic origin, citizenship, ancestry, class, sex, sexual orientation, familial status, disability, military/veteran status, source of income, age, or other basis prohibited by local, state or federal law in any aspect of tenant selection or matters related to continued occupancy. Disabled persons are entitled to request a reasonable accommodation of rules, policies practices, or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing. Housing Nantucket will hold a lottery for all qualified applicants. Housing Nantucket will contact all applicants after the lottery. Housing Nantucket will consider mitigating circumstances regarding difficulties in obtaining required support documentation. Housing Nantucket reserves the right to disqualify any applicant who does not meet the requirements for the rental in question, whose documentation of income is insufficient, whose credit and/or landlord references are poor, who fails to provide for release of information, fails to complete a personal interview, or whose application is otherwise incomplete.

REQUIREMENTS for submission into the lottery:

► **Income Verification:**

- Tax forms: copies of the past two (2) years Federal Income Tax Returns with W2s, 1099s, and all schedules attached
- Pay Stubs: Eight (8) most recent pay stubs
- Employer Verification: all employers listed will be contacted and will be asked to provide a verification of income
- Bank and/or Asset Accounts: Two (2) most recent statements for all accounts (checking, savings, other assets)
- Other Income: For any other listed income, verification of that income stream for the two (2) most recent months
- Credit Check: Housing Nantucket 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.

► **Residency Verification** (some combination of the following may be required, where applicable):

- Employment; Voter registration; Drivers' license; Vehicle registration; Income tax returns; Past leases; Bills addressed to Nantucket address; Children attending Nantucket schools

► **Current and Previous Landlord References** for all rentals in the previous five (5) years; poor or questionable references will be grounds for disqualification.

► **Personal Interview** with Housing Nantucket (includes review of income/assets and other relevant rental questions)

► **Release of Information Form(s)** for income verification, credit report, residency verification and landlord references

I/We, the applicant(s), understand the information provided on this application will be utilized by Housing Nantucket to determine eligibility for the rental program.

I/We understand that only applicants who provide all of the required documentation will be allowed to participate in this program.

I/We understand that additional information including, but not limited to, verification of employment, income, tax statements, residency, rental references and credit information is required by Housing Nantucket, and I/We will provide such information as required.

I / We certify that all information given for the purpose of obtaining income qualification from Housing Nantucket is true and correct to the best of my/our knowledge. I/We understand that any false statement or misrepresentation may result in the cancellation of my/our application. I/We give the staff of Housing Nantucket permission to verify all information contained in this application. This information will be kept in confidence and will be used solely to assist in the eligibility of the applicant for the rental program. (All household members 18 years and older must sign)

Principal Applicant

Date

Co-Applicant

Date

**Housing Nantucket
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 Housing Nantucket 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 Housing Nantucket 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 Housing Nantucket 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 your for your assistance and cooperation in this matter.

Applicant Signature

Date

Applicant Signature

Date

**Housing Nantucket
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 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: _____

HOUSING NANTUCKET RENTAL PROGRAM

TENANCY HISTORY

Please return AS SOON AS POSSIBLE, preferably by _____:

Please fill out the following tenancy information, starting with your most recent rental. Please list all household members covered by this tenancy history.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If there are household members with different tenancy histories, please complete a separate form for each.

_____	_____	_____
move-in date	move out date	CURRENT rental address

		CURRENT landlord's name

		CURRENT landlord's address

		CURRENT landlord's address

		CURRENT landlord's phone

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	rental address

		landlord's name

		landlord's address

		landlord's address

		landlord's phone

move-in date

move out date

rental address

landlord's name

landlord's address

landlord's address

landlord's phone

move-in date

move out date

rental address

landlord's name

landlord's address

landlord's address

landlord's phone

move-in date

move out date

rental address

landlord's name

landlord's address

landlord's address

landlord's phone

Principal Applicant

Date

Co-Applicant (If Applicable)

Date