

# St. Stephen's Tower

## AFFORDABLE PRE-APPLICATION

### THIS COMMUNITY HAS AGE-RESTRICTED APARTMENTS

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

Instructions for Head of Household:

1. Complete all sections by printing in **ink**. Please do not leave any section blank, including sections which do not apply to you. If you need to make a correction, put one line through the incorrect information, write the correct information above, and initial the change. Do not use correction fluid of any kind (e.g., "Whiteout").
2. All household members (aged 18 or older) must sign and date the Pre-Application. All information must be complete and correct. **False, incomplete, or misleading information will cause your household's pre-application to be declined.**
3. As long as your pre-application is on file with us, it is your responsibility to contact us whenever there is a change in your address, telephone number, income situation, or household composition (if you need to add or remove a person from your pre-application). It is also your responsibility to respond to all waitlist updates within 14 days of receipt. These updates will be sent to the address we have on file.
4. After we receive your pre-application, we will make a preliminary determination of eligibility. If your household does not appear eligible, you will receive a denial letter and will not be placed on our waitlist. If your household appears to be eligible for housing, your pre-application will be placed on a waiting list, but this does not mean that your household will be offered an apartment. If later processing establishes that your household is not actually eligible or not actually qualified for housing, your pre-application will be declined. We will process your pre-application according to our standard procedures, which are summarized in the Tenant Selection Plan. If there is no wait for an apartment and your pre-application appears to be eligible, we will contact you to continue processing your pre-application.
5. Filling out a pre-application does not guarantee eligibility for an apartment at our community.
6. Return completed pre-application to the management office via email, fax, or in person.

NOTE: Upon request to the Management Agent, you have the right to receive a copy of the Tenant Selection Plan which summarizes the pre-application process including eligibility and screening requirements for occupancy in this Community.



This is an important document, if you require language interpretation, please call the telephone number below or come to our Leasing and Management Center.

Este es un documento importante. Si necesita interpretación, por favor llame al número de teléfono que aparece abajo o visite nuestras oficinas.

這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室。

Este é um documento importante. Caso precise de interpretação, por favor chame o número de telefone abaixo, ou compareça aos nossos escritórios.

Это важный документ. Если Вам требуется перевод, пожалуйста, позвоните нам (телефонный номер ниже). Или придите в наш офис.

Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng hãy gọi cho số điện thoại bên dưới hoặc đến các văn phòng của chúng tôi.

**នេះគឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីយល់កម្ពុក ចាំបាច់ត្រូវចង់បានការបកប្រែ សូមទូរស័ព្ទលេខខាងក្រោមនេះមកកាន់ ឬអញ្ជើញទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងខ្ញុំ។**

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.

Tani waa dokumenti muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayad.

هذه وثيقة مهمة. إذا كنت بحاجة إلى ترجمة فورية، يرجى الاتصال على رقم الهاتف المذكور أدناه، أو تفضل بزيارتنا في مكاتبنا.  
این یک سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفاً با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.

Telephone Number: (781) 593-1080 or TTY 711



## Affordable Pre-Application for St. Stephen's Tower

25 Pleasant Street, Lynn, MA 01902

TEL: (781) 593-1080 TTY: 711

EMAIL: StStephens@BeaconCommunitiesLLC.com

*This form must be filled out in English. Please print neatly in ink. All fields are required.  
Read the instructions on the cover page before completing each item.*

### 1. Name and address of head of household (HOH)

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Mailing Address Apartment Number

\_\_\_\_\_  
City State Zip Code

( ) --  
Area Code / Telephone Number  Home  Cell  Work

\_\_\_\_\_  
Email Address

**2. What bedroom size(s)/type are you requesting?**  Studio  1-BR  2-BR  Accessible

**3. List all the States where all household members have lived:**

**Note: If your and/or your household member(s) criminal record is SEALED, you may answer "NO" to the applicable questions asked below.**

**4. Have you or any household member been convicted of, found guilty, or pled guilty or no contest to a Felony, Drug-related criminal offense, or Sexual offense?**  Yes  No

**5. Have you or any family member been convicted of, found guilty, or pled guilty or no contest to the manufacture of methamphetamines on the premises of a federally assisted unit?**  Yes  No

**6. Are you or any member of your household a lifetime registered sex offender?**  Yes  No

If "Yes", for which States: \_\_\_\_\_

**7. Does the household currently have a section 8 (mobile) voucher (e.g., Housing Choice Voucher, MRVP, HUD-VASH, etc.)?**  Yes  No

If Yes, list Agency: \_\_\_\_\_

8. List yourself and all others who will live with you. Include all unborn children and live-in aides.						
#	Relation	Last Name	First Name	Social Security Number	Birthdate (mm/dd/yyyy)	Student Status (Y/N) (FT/PT)
1	Head of Household					
2						
3						
4						
5						
6						
7						
8						

8a. Do you anticipate a change in your household composition in the next 12 months?  Yes  No

If "Yes," please explain: \_\_\_\_\_

8b. Are any family members temporarily absent from the home?  Yes  No

9. Optional Information: Gender, Ethnicity, Race and Disability Status of Household Members				
#	Gender (Male, Female, Decline)	Ethnicity (Hispanic, Non-Hispanic, Decline)	Race (White, Black or African American, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, Other or Decline)	Disabled (Y/N)
1				
2				
3				
4				
5				
6				
7				
8				

**10. Income and assets for all household members. Provide gross (not net) amounts for all questions.**

10a. Total monthly income \$ \_\_\_\_\_  
 Include income from all family members. You may estimate. Put zero (0) if no income.

10b. Income Source(s): Check all that apply.

- Wages                       SSA                       SSI – Federal                       SSI – State
- Child support/Alimony       Pension                       Unemployment                       Public Assistance
- Interest/annuity income       Worker’s Compensation       Someone pays my bills/gives me money
- Other income source: \_\_\_\_\_                       Household has no income

10c. Value of household assets \$ \_\_\_\_\_  
 Assets include bank accounts, investments, and real estate of all household members.

**11. Do you anticipate a change in your household income in the next 12 months?**     Yes     No

If Yes, please explain \_\_\_\_\_

**12. How did you hear about this Beacon Community?** \_\_\_\_\_

**13. Smoke-Free Community**

I understand that this is a smoke-free community, which means that smoking is prohibited in the individual apartments, interior and exterior common areas and all locations of this community. \_\_\_\_\_(initial here)

**14. What is your current monthly rent or mortgage payment?** \$ \_\_\_\_\_

**15. Reasonable Accommodation**

Do you or any member of your household require any reasonable accommodation to be made to your apartment (i.e., wheelchair access, apparatus for the hearing impaired, visual aids (Braille), etc.)?

If yes, please describe: \_\_\_\_\_

**16. Rental History**

**Current Address**

Years at Current Address	Rental Amount	Landlord Name	Landlord Phone Number
--------------------------	---------------	---------------	-----------------------

**Previous Address**

Years at Previous Address	Rental Amount	Landlord Name	Landlord Phone Number
---------------------------	---------------	---------------	-----------------------

---

**Previous Address**

---

Years at Previous Address	Rental Amount	Landlord Name	Landlord Phone Number
---------------------------	---------------	---------------	-----------------------

If you need additional space for your rental history, please check this box  and attach a blank sheet of paper.

**Certification of applicant:** I/We certify that all information in this application is true to the best of my/our knowledge, and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must complete an application. In consideration for being permitted to apply for this apartment, I, Applicant, do represent all information in this application to be true and that the owner/manager/employee/agent may rely on this information when investigating and accepting this Rental Application. Applicant hereby authorizes the owner/manager/agent to make independent investigations to determine my credit, financial standing, criminal background, including sex offender registration history, landlord history, and character standing. Applicant authorizes any person or background checking agency having any information on him/her to release all information to the owner/manager/employee or their agents or background checking agencies. Applicant hereby releases, remises, and forever discharges, from any action whatsoever, in law and equity, and all owners, managers and employees or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold harmless from any suit or reprisal whatsoever. Beacon Residential Management Limited Partnership or NDC Real Estate Management LLC, Agent for this community, does not discriminate based on any state, federal, or local protected class in the access or admission to its programs or employment, or in its programs, activities, functions, or services.

X \_\_\_\_\_  
 Signature of Applicant Date

X \_\_\_\_\_  
 Signature of Applicant Date

X \_\_\_\_\_  
 Signature of Applicant Date

X \_\_\_\_\_  
 Signature of Applicant Date

**If you are signing this application electronically, the Head of Household must check this box  and complete the statement below:**

I, \_\_\_\_\_, acknowledge and understand that by signing this rental application electronically, that all electronic signatures are the legal equivalent of your manual/handwritten signature, and I consent to be legally bound to this agreement.

**PENALTIES FOR MISUSING THIS CONSENT:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at \*\*208 (a) (6), (7) and (8).\*\* Violation of these provisions are cited as violations of 42 U.S.C. Section \*\*408 (a) (6), (7) and (8).\*\*

## Property Specific Preferences

*Optional questions to ascertain if an applicant is eligible for a preference status.*

INSERT APPLICABLE PREFERENCES Please indicate by checking off the box below whether you are eligible for one of the following preferences:

- Are you an applicant who is homeless due to displacement by natural forces as defined below?
- i. Fire not due to the negligence or intentional act of applicant or a household member;*
  - ii. earthquake, flood or other natural cause; or*
  - iii. a disaster declared or otherwise formally recognized under disaster relief laws.*
- Are you an applicant who will be displaced within 90 days or who was displaced within 3 years prior to this application who is homeless due to displacement by Public Action (Urban Renewal) as defined below?
- i. Any low rent housing project as defined in M.G.L. c. 121B 1; or*
  - ii. a public slum clearance or urban renewal project initiated after January 1, 1947; or*
  - iii. other public improvement.*
- Are you an applicant who is being displaced or has been displaced within 90 days prior to application, by enforcement of minimum standards of fitness for human habitation established by the State Sanitary Code or local ordinances, provided that:
- i. Neither the applicant nor a household member has caused or substantially contributed to the cause of enforcement proceedings; and*
  - ii. the applicant has pursued available ways to remedy the situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.*

**NOTE: For purposes of this subsection, "enforcement" is interpreted as a formal condemnation of the apartment. Citation for code violations does not, without more, constitute a condemnation.**

- Are you an applicant who has been, or is being, involuntarily displaced by domestic violence, rape, sexual assault, or stalking (DVRSAS), as defined in M.G.L. c. 186, 23? An applicant is involuntarily displaced by DVRSAS if:
- i. The applicant has vacated a housing unit because of DVRSAS; or*
  - ii. the applicant lives in a housing unit with a person who engages in DVRSAS.*

***In addition, for Federally Assisted Housing and Developments Receiving Federal Housing Assistance (i.e., programs listed in 42 U.S.C. 14043e-11(a)(3), including Low Income Housing Tax Credits), which are subject to the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. 14043e-11) and regulations promulgated in accordance therewith at 24 CFR Part 5, Subpart L:***

An applicant, otherwise eligible and qualified, who is a victim of domestic violence, dating violence, sexual assault, or stalking (DVDVSAS), as defined in HUD's Final Rule – Violence Against Women Reauthorization Act of 2013 (81 FR 80724).

Head of household must initial verifying the Preference status selection here:

\_\_\_\_\_ (HOH initials)

**VERIFICATION OF LANDLORD HISTORY**

ALL APPLICANTS: PLEASE SIGN BELOW ONLY

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_  
FROM: St. Stephen's Tower  
25 Pleasant Street  
Lynn, MA 02048

SUBJECT: Verification of information supplied by the Applicant shown below for Housing Assistance

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

RELEASE: I hereby authorize the release of the requested information.

*YOU DO NOT HAVE TO SIGN THIS FORM IF EITHER THE REQUESTING ORGANIZATION OR THE ORGANIZATION SUPPLYING THE INFORMATION IS LEFT BLANK.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the Property Manager of the property shown at the top of this form. Your prompt return of this information will help to assure timely processing of the pre-application for assistance. Enclosed is a self-addressed, stamped envelope for this purpose. The applicant/resident has consented to this release of information as shown here.

**INFORMATION BEING REQUESTED:**

1. When did the referenced applicant move in: \_\_\_\_\_
2. When did the references applicant move out: \_\_\_\_\_
3. How many bedrooms: \_\_\_\_\_; how many persons lived in the unit: \_\_\_\_\_
4. What was the monthly rent: \$\_\_\_\_\_. Please circle which utilities were included in the monthly rent:  
Gas                      Electric                      Water
5. Was the applicant ever late in the payment of the monthly rent? \_\_\_\_\_ If yes, and if after the 5<sup>th</sup> day of the month, how many times was the applicant late over the past (12) months? \_\_\_\_\_
6. What living conditions did the applicant maintain? Please check below:  
\_\_\_\_\_ Acceptable housekeeping (safe and sanitary)  
\_\_\_\_\_ Unacceptable housekeeping – please describe below (including but not limited to pest infestation, hoarding, etc.)



7. Was the applicant destructive to the apartment/home or the surrounding public areas? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
8. Did you receive any resident complaints in reference to the applicant? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
9. Did the applicant give proper vacate notice? \_\_\_\_\_ What was the reason given for vacating? \_\_\_\_\_
10. Would you re-rent to the applicant in the future? \_\_\_\_\_ If not, please explain why: \_\_\_\_\_
11. Additional comments: \_\_\_\_\_

Print Name and Title of Person Supplying Information

Name of Agency/Organization

Signature of Person Supplying Information

Date

Telephone Number

**PENALTIES FOR MISUSING THIS CONSENT:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at \*\*208 (a) (6), (7) and (8).\*\* Violation of these provisions are cited as violations of 42 U.S.C. Section \*\*408 (a) (6), (7) and (8).\*\*

# Applicant's and Resident's Right to Request a Reasonable Accommodation

If you have a disability and, as a result of that disability, you need:

- A **change or waiver in the rules or policies** of the community to afford equal access and full enjoyment of your apartment home, the common facilities or to participate in special programs located at the community;
- A **physical modification** in your apartment or to some other feature of the community which would afford you equal access and full enjoyment of your apartment home or use of the facilities located at the community; or
- A **more effective means of communication** to provide official information or permit you to contact the management office.

Then you can request these modifications or exceptions to how the community conducts its operations by making a request for a Reasonable Accommodation. The right to request a Reasonable Accommodation is established under federal and state law.

If you have a physical or mental limitation (disability) which meets the legal definitions under federal and state law and have a request that is not too expensive or difficult to arrange **and** this request will provide you with improved use of your apartment home or the common facilities of the community, then we will try to fulfill your request.

You may make this request in writing by completing a Reasonable Accommodation Request Form, or by contacting Management to initiate the process. If you require additional information about our procedures, we will be happy to explain them in a manner that is fully comprehensible by you. If this requires the use of sign language or another alternative form of communication, we will attempt to meet your needs.

We will give you an answer within ten (10) working days of receiving documentation that provides sufficient information to be able to issue a decision on your Reasonable Accommodation Request. If we require additional time, we will notify you and explain the reason for the delay. We will let you know if we require additional information or if we would like to propose an alternative solution which has an equal outcome to the accommodation requested.

If for any reason we are unable to fulfill your accommodation request, we will provide you with an explanation. You will then have ten (10) working days from the date of denial to provide additional information before we consider the matter closed.

You may obtain a Reasonable Accommodation Request Form at the management office. If you have a disability and have any comments on your experience at the community, please contact the onsite Property Manager who will make arrangements for you to be contacted to discuss your experience.

\_\_\_\_\_  
Applicant/Resident Signature

\_\_\_\_\_  
Date

