



# BOXBOROUGH RENTAL ASSISTANCE PROGRAM



## APPLICATION FORM

June 14, 2018

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### Application Process

The Boxborough Rental Assistance Program (BRAP) is a program funded by the Community Preservation Act (CPA). The CPA funding is annually appropriated by Town Meeting; as such BRAP will make funding requests on an annual basis.

### Application Deadline

Applications for assistance will be available by **June 14, 2018** and must be submitted by **August 14, 2018**. Rental assistance will be disbursed on **October 1, 2018** and will continue for a one-year duration after the start of the assistance. Further assistance will depend upon the applicant's status and the approval of next-year funding for the BRAP by Town Meeting.

**ALL APPLICANTS MUST IDENTIFY A CURRENT OR INTENDED BOXBOROUGH ADDRESS IN ORDER TO BE FOUND ELIGIBLE FOR THIS PROGRAM.**

**HOUSEHOLDS RECEIVING ANY FEDERAL OR STATE HOUSING ASSISTANCE, SUCH AS SECTION 8, ARE NOT ELIGIBLE TO PARTICIPATE IN THE BRAP.**

Complete applications and supporting materials must be submitted to:

**Lauren Abraham, LICSW  
Community Services Coordinator  
Boxborough Town Hall  
29 Middle Road  
Boxborough, MA 01719**

The deadline to submit this application is:

**4:00 PM on Tuesday, August 14, 2018**

If you have questions or need assistance completing this application, please contact the Community Services Coordinator Lauren Abraham by phone at 978-264-1730 or email: [LAbraham@Boxborough-MA.gov](mailto:LAbraham@Boxborough-MA.gov).

Incomplete applications will not be processed. Please complete all information requested on the application and submit all required documentation to verify income. If a question is not applicable, please write N/A. Please ensure that all adults (age 18+) in your household sign this application. If you need additional space to provide an answer, please attach additional sheet(s).

### Privacy

The entire application and all supporting documents will be submitted to the Community Services Coordinator at Boxborough Town Hall. Your personal information will be kept confidential to the extent permitted by law except for necessary communications between you, your landlord, and the administering organization. Your application will be qualified and ranked by a small committee, who will review only the data relevant to your qualification and ranking. This data will be stripped of any identifying information to ensure that your identity is kept confidential from the committee.

**Applicant Information**

**Application ID for Household (for office use only)**

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Please list information for all adults in the household. Continue on a separate sheet if necessary.

First Adult Household Member

<i>Name of Household Member</i>		<i>Best Way to Reach Household Member</i>		
<i>Current Residence Address</i>	<i>Apt. No</i>	<i>City / Town</i>	<i>State</i>	<i>Zip</i>
<i>Home Phone</i>	<i>Cell Phone</i>	<i>Work Phone</i>	<i>E-mail Address</i>	
<i>Mailing Address (If Different)</i>	<i>Apt. No</i>	<i>City / Town</i>	<i>State</i>	<i>Zip</i>

Second Adult Household Member

<i>Name of Household Member</i>		<i>Best Way to Reach Household Member</i>		
<i>Current Residence Address</i>	<i>Apt. No</i>	<i>City / Town</i>	<i>State</i>	<i>Zip</i>
<i>Home Phone</i>	<i>Cell Phone</i>	<i>Work Phone</i>	<i>E-mail Address</i>	
<i>Mailing Address (If Different)</i>	<i>Apt. No</i>	<i>City / Town</i>	<i>State</i>	<i>Zip</i>

**Household Information**

Please list all the individuals who will live in the intended rental unit.

First & Last Name	Primary Contact?	Date of Birth	Occupation (Employed, At Home, Handicapped, Student)
	Yes		

Language spoken at home:		Would you like an interpreter?		
			Yes	No
Is a member of your household disabled?		Is a member of your household age 60 or older?		
	Yes No		Yes	No
Is a member of your household under age 18?	Yes No	Does anyone in the household currently live or work in Boxborough or attend the Acton-Boxborough Regional School System?		
			Yes	No

**Rental Apartment**

Please provide information on the apartment in which your household will be living during the period in which rental assistance through the BRAP will be provided.

<i>Apartment Address</i>	<i>Apt. #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Does your household presently live in this apartment?	Yes	No	What is the monthly rent?	Rent
If your household lives in this apartment, is it under a lease agreement?	Yes	No	What are the dates in which the lease is in effect?	From To
If your household plans to move into this apartment, when will your household start to reside at this address?				
Please circle the utilities you pay separately from rent.	Electricity	Heat (gas)	Heat (electric)	Heat (oil or propane)
# of bedrooms				

**Landlord**

Please provide information on the landlord of the apartment in which your household will be living during the period in which rental assistance through the BRAP will be provided.

<i>Landlord Name</i>		<i>Telephone Number</i>		
<i>Landlord Address</i>	<i>Apt. #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

**Other Housing Assistance**

Are you or anyone in the household currently receiving rental assistance from the Section 8 Program, Mass Rental Voucher Program, or any other rental assistance?		
	Yes	No

**Waiting Lists**

	YES	NO
Are you currently on a waiting list for federal or state or local subsidized housing?		
Will you agree to maintain your position on such list/s if selected for participation?		
If not on a waiting list for federal, state or local subsidized housing will you agree to be listed as a condition of consideration for this program?		

**Household Income**

Provide the anticipated income for ALL household members over age 18 from all sources for the next 12 months. Please specify all sources. You are also required to submit verification documents.

Household Member Name	Type of Income	Name & Address of Employer or Source of Income	Estimate of Income for Next 12 Months
	Gross Salaries, Wages, including Overtime / Tips		\$
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	Interest and Dividend		\$
	Tax Refunds		\$
	Regular Alimony-Support Payments		\$
	Regular Child-Support Payments		\$
	Net Income from Business or Profession		\$
	Unemployment or Disability Compensation		\$
	Regular Social Security Benefits and / or SSI		\$
	VA Disability Income		\$
	Other Income		\$
<b>TOTAL INCOME</b>			\$

Please list any other  
income-related  
factor that we  
should know about.

### Required Documentation Checklist

1.	I/We have provided pay stubs for the last five (5) weeks for all employment income. If you are paid weekly, this includes your 5 most recent pay stubs for the past five weeks.	Yes
	<ul style="list-style-type: none"> <li>If you are paid bi-weekly, this includes your 3 most recent pay stubs covering the past five weeks.</li> <li>If you are paid monthly, this includes your 2 most recent pay stubs covering the past five weeks.</li> </ul>	N/A
2.	I/We have provided 2017 federal tax returns for all household members who filed.	Yes
		N/A
3.	For self-employed persons, I/we have provided the most recent federal income tax returns and a year-to-date profit and loss statement.	Yes
		N/A
4.	I/We have provided current documentation of all other income sources. <i>This may include: pension and retirement account statements; Social Security Benefit Verification letter; the most recent statement of unemployment compensation detailing your compensation; court ordered alimony and child support.</i>	Yes
		N/A
5.	For all persons with no source of income, I/we have signed the “No Income Verification Form” attached to this application.	Yes
		N/A
6.	I/We have provided the required documentation of all asset accounts, including:	
	<ul style="list-style-type: none"> <li>Three (3) most recent monthly statements for all checking accounts</li> </ul>	Yes
		N/A
	<ul style="list-style-type: none"> <li>Three (3) most recent monthly statements for all savings accounts</li> </ul>	Yes
		N/A
	<ul style="list-style-type: none"> <li>Most recent statement for all other asset accounts</li> </ul>	Yes
	N/A	
7.	If applying for Local Preference, I/we have provided the required documentation for the Local Preference criteria that our household is eligible for, including:	
	<ul style="list-style-type: none"> <li>For residents, proof of residency.</li> </ul>	Yes
		N/A
	<ul style="list-style-type: none"> <li>For those employed by the Town of Boxborough, a Town of Boxborough paystub or a signed letter from your supervisor detailing your employment status.</li> </ul>	Yes
		N/A
	<ul style="list-style-type: none"> <li>For those employed by a business or organization in Boxborough, a paystub that includes the business organization address or a signed letter from your employer stating the location of your place of employment.</li> </ul>	Yes
		N/A
<ul style="list-style-type: none"> <li>For those households with a student enrolled in the Acton-Boxborough Regional School System, a current school transcript or an enrollment letter.</li> </ul>	Yes	
	N/A	

**No Income Verification Form**

To be completed by all household members age 18 and older with no source of income.

I, \_\_\_\_\_, do hereby certify that I do not have any sources of income. I rely on my family to provide my basic life necessities. I certify that this statement is true to the best of my knowledge and belief. I understand that false statements or information are punishable under federal law.

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

\_\_\_\_\_  
Date



**APPLICANT'S CERTIFICATION: All household members over age 18 must sign.**

- I understand that it is my responsibility to inform the Community Services Coordinator in writing of any change of addresses, income, or household composition.
- I/We certify that all information furnished in this application for Rental Assistance is true and complete to the best of my/our knowledge.
- I/We understand that any false statement, made knowingly and willfully, will be sufficient cause for rejection of my/our application.
- I/We do not maintain or receive housing assistance through any federal or state housing voucher program.
- I/We understand that a security deposit must be paid for this apartment prior to occupancy.
- I/We understand that enrollment in the Rental Assistance Program does not guarantee that I/we will be able to lease an apartment through the program.
- I/We understand that ANY false information on this application or statements given are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY; I understand that a photocopy of this application and a photocopy of this signature is as valid as the original.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Printed Name: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Printed Name: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Printed Name: \_\_\_\_\_