

For Office Use Only: Date & Time Completed Application Received: _____ _____ AM/PM



Application for Affordable *Market-Rate* Apartments (Please Print)

Only use this application if you are **not** looking for subsidized housing.

Please complete this application and return it to Westbrook Housing (WH) at the address listed below. If you have any questions, call our office Monday through Friday 8:00 a.m. – 4:00 p.m. at (207)-854-9779 and ask for the Property Management department. After we receive your completed application, we will send you a letter explaining any next steps. **Please note:** Smoking is forbidden in Westbrook Housing properties.

How did you hear about Westbrook Housing’s properties?

Westbrook Housing website:	<input type="checkbox"/>
Craig’s List:	<input type="checkbox"/>
Word-of-mouth:	<input type="checkbox"/>
American Journal:	<input type="checkbox"/>
Other newspaper:	<input type="checkbox"/>

Advertisement: _____

Other: _____

A. Choose a Market-Rate Apartment

Building	Facilities	Rent & Utilities	Application Fee	✓
783/789 Main Street 783/789 Main Street Westbrook ME 04092 <i>Rehabbed: 2005</i> <i>Manager: Mike Freysinger</i>	<ul style="list-style-type: none"> All ages One- & two-bedrooms On-site storage On-site parking 	<ul style="list-style-type: none"> Rent one-bedrooms: \$750-\$804 Rent two-bedrooms: \$995 Utilities: heat & hot water included 		
Larrabee Heights 20 Liza Harmon Drive Westbrook ME 04092 <i>Built: 1988</i> <i>Manager: Mike Freysinger</i>	<ul style="list-style-type: none"> 62 years+ community Two-bedrooms One-car garage Washer/dryer hookups 	<ul style="list-style-type: none"> Rent: \$895 Utilities: not included 	<ul style="list-style-type: none"> \$50.00 fee required with your application that we apply to your security deposit at lease-signing Make the check payable to "WHA" 	
Mill Brook Estates 300 East Bridge St Westbrook ME 04092 <i>Built: 1991</i> <i>Manager: Joyce Goff</i>	<ul style="list-style-type: none"> 55 years+ community One-bedroom On-site parking 	<ul style="list-style-type: none"> Rent: \$815 Utilities: included 		



B. GENERAL INFORMATION

Applicant/Head of Household
Name _____ Telephone # _____

Mailing
Address _____
Street Apt.# City/Town State Zip

C. FAMILY/HOUSEHOLD COMPOSITION

List **ALL** persons who will live in the apartment beginning with the applicant's name (head-of-household). If you need more space, please use a separate sheet of paper.

<u>Name</u>	<u>Birthdate</u>	<u>Place of Birth</u>	<u>Social Security #</u>
You: _____			
2. _____			
3. _____			
4. _____			

Accommodations

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please describe.

Nature of Accommodation: _____

D. INCOME

1. List all sources of **gross** (pre-tax) income as requested below.

<u>Family Member Name</u>	<u>Source of Income</u>	<u>Gross Amounts</u>
_____	a. Social Security w/Medicare	Mthly \$ _____ Yearly \$ _____
_____	Social Security w/Medicare	Mthly \$ _____ Yearly \$ _____
_____	b. Pension	Mthly \$ _____ Yearly \$ _____
	Source of pension(s) _____	
_____	c. Veterans Benefits	Mthly \$ _____ Yearly \$ _____
_____	d. SSI Benefits	Mthly \$ _____ Yearly \$ _____
_____	e. Unemployment Compensation	Mthly \$ _____ Yearly \$ _____
_____	f. Wages	Mthly \$ _____ Yearly \$ _____
	Employer: _____	
_____	g. Wages	Mthly \$ _____ Yearly \$ _____
	Employer: _____	
_____	h. Interest/Dividend Income	Mthly \$ _____ Yearly \$ _____
_____	i. Other Income	Mthly \$ _____ Yearly \$ _____

2. Multiply the monthly total listed above by 12: \$ _____

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3. Do you anticipate any changes in this income in the near future? **Yes** **No**
 If yes, explain: _____
4. Do you regularly receive monetary gifts or non-cash contributions (for example, food, clothing, someone pays your utilities?) **Yes** **No**

E. ASSETS

If you need more space, please use a separate sheet of paper.

Checking # _____ Bank _____ Balance \$ _____ Interest Rate _____%

_____ Bank _____ Balance \$ _____ Interest Rate _____%

Savings # _____ Bank _____ Balance \$ _____ Interest Rate _____%

_____ Bank _____ Balance \$ _____ Interest Rate _____%

CD's # _____ Bank _____ Balance \$ _____ Interest Rate _____%

_____ Bank _____ Balance \$ _____ Interest Rate _____%

Trust Account # _____ Bank _____ Balance \$ _____ Interest Rate _____%

Stocks Company _____ # of Shares _____ Value \$ _____

Company _____ # of Shares _____ Value \$ _____

Savings Bonds Serial # _____ Date Issued _____ Value \$ _____

Serial # _____ Date Issued _____ Value \$ _____

Mutual Funds/IRA/401K/Keogh: _____

Whole Life/Universal Life Insurance Policy: _____ Cash Value \$ _____

Do you own any property? **YES** **NO**

If yes, type of property: _____

Market Value \$ _____ Mortgage Balance Due \$ _____

F. REFERENCE INFORMATION

Current Landlord: Name _____

Address _____

Telephone _____

Date you moved in: _____

Previous Landlord(s)

(past five years): Name _____

Address _____

Telephone _____

Dates you lived there: _____

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WESTBROOK HOUSING

30 LIZA HARMON DRIVE, WESTBROOK, MAINE 04092 ~ (P) 207.854.9779 (F) 207.854.0962

WWW.WESTBROOKHOUSING.ORG



G. OTHER REQUIRED INFORMATION

1. Please provide the name of a character reference (not a relative) whom you have known for 5 years or more: _____
2. Parking is provided for one vehicle. Special arrangements are necessary for more than one vehicle.
Type/Year/Make/Model _____ Plate# _____
3. Westbrook Housing permits one small pet per apartment: one cat, one dog (up to 20 pounds), or one small caged animal. **Please note: We require a pet security deposit of \$300, which can be paid in \$20 installments after an initial payment of \$50.**
Do you own a pet? **YES** Type: _____ **NO**
4. Do you owe money to this housing authority or any other housing authority? **YES** **NO**
If yes, name of agency: _____

Criminal Activity

1. Have you or anyone in your household been convicted of a criminal activity? **YES** **NO**
If yes, explain: _____
2. Are you or anyone in your household using or manufacturing an illegal substance? **YES** **NO**
3. Are you or anyone in your household required to report as a Life-Time Registered Sex-Offender?
YES **NO** If yes, explain: _____

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H. RACE, ETHNICITY, AND GENDER

The information solicited on this application is requested by Westbrook Housing in order to assure the Federal Government, acting through HUD, that Federal Laws prohibiting discrimination against tenant/applicants on the basis of race, color, national origin, religion, sex, marital status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of the individual applicants on the basis of visual observation or surname.

<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Asian
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White (<i>non-Hispanic</i>)
<input type="checkbox"/> Female	<input type="checkbox"/> Male	

Completed by: _____ **Employee's Initials:** _____

I do hereby attest that I have answered all the questions on this form truthfully, and understand it is an illegal act to make false statements in order to obtain Federal Housing Assistance, punishable by Federal Law.

I further certify that the above information is true to the best of my knowledge. I understand that under Federal Law if I commit fraud by submitting false or incomplete information, I may be evicted from my apartment, required to repay all overpaid rental assistance I received, fined up to \$10,000, imprisoned up to 5 years, and/or prohibited from receiving future assistance.

I understand that this application does not obligate me to the Manager/Owner in any way. I further understand that the information herein is to be treated as Confidential.

I hereby authorize Westbrook Housing to process this application with any bank, loan/finance company, credit bureau, employer, or any other source as may be required by you to obtain the necessary information to complete my application.

**Head of Household/
Applicant's signature** _____

Date _____

Co-Applicant's signature _____

Date _____

Power of Attorney's signature _____

Date _____

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Westbrook Housing Police/Credit Authorization Form/Internal Revenue Service Release

NAME: _____
Last First Initial Date of Birth Social Security #

SPOUSE: _____
Last First Initial Date of Birth Social Security #

Maiden Name: _____

Previous Married Names: _____

CURRENT ADDRESS:

Street

City State Zip

Years resided Telephone #

Landlord

Street

City State Zip

PREVIOUS ADDRESS:

Street

City State Zip

Years resided Telephone #

Landlord

Street

City State Zip

YOUR EMPLOYER: _____

SPOUSE'S EMPLOYER: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE #: _____

TELEPHONE #: _____

WARNING:

SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OF MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES GOVERNMENT AS TO ANY MATTER WITHIN ITS JURISDICTION. I FURTHER AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF WESTBROOK TO CONDUCT AND VERIFY CHARACTER, INCOME, AND CREDIT REFERENCES AS DEEMED NECESSARY BY THE HOUSING AUTHORITY; POLICE, CRIMINAL RECORDS, FEDERAL GOVERNMENT AGENCIES, DEPARTMENT OF HUMAN SERVICES, CITY WELFARE OFFICES, CREDIT BUREAU, EMPLOYERS, LANDLORDS, AND SO FORTH.

Signature of Head of Household Date

Signature of Spouse Date

NOTE: You must sign this application or we cannot accept it. Also, please keep us informed of any address or name change in writing. Otherwise, your name could be dropped from our waiting list.

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MARKET RATE APPLICATION FEE POLICY

(Unsubsidized Properties)

A **\$50.00 Non-Refundable Application Fee** must accompany this application for Larrabee Heights before your name can be entered on our waiting list. We will apply this fee to your security deposit when you sign a lease.

Deposit Date and Time: _____

Larrabee Heights

If you are applying for a Larrabee Heights market rate apartment, please make your **\$50.00 check or money order** payable to **Westbrook Housing Authority**. When you sign a lease, we will apply this money to your security deposit.

Mailing Address

If you are mailing in your application and application fee, our mailing address is:

Westbrook Housing Authority
Property Management Intake
30 Liza Harmon Drive
Westbrook, ME 04092

Next Steps

If your application is approved and an apartment becomes available for you, we will notify you at the address on this application. For that reason, you must keep notify us **in writing** of any address changes. Otherwise, you may be dropped from the waiting list and would have to restart the process.

No Refunds

If, for any reason, you or your designees withdraw your application and name from one or more of our waiting list(s) for market rate apartments, the application fee is non-refundable. **THERE ARE NO REFUNDS.**

SEEN AND AGREED TO:

Applicant Signature

Date



