



Chelmsford Housing Authority

10 Wilson Street, Chelmsford, Massachusetts 01824 –3160

Phone: (978) 256-7425 x12 Fax: (978) 256-1895

Preliminary Application for Affordable Unassisted Units

This application is for affordable unassisted units at two apartment complexes in Chelmsford: The Kensington Apartments and The Commons at Drum Hill. A portion of one & two bedroom units at both of these complexes have been deemed 'affordable' and as such command a lower than market rent.

Apartment information and rents for the affordable unassisted units at these complexes are detailed at the end of this application. Applicant's income must be under 50% of median income (*see table on back page*). Preference is given to local Chelmsford residents. **Section 8 voucher holders may also apply.**

Currently these affordable units are fully leased; however, applications will be accepted for the waiting list.

UNITS ARE ONE & TWO BEDROOM ONLY

Waiting List Selection:

☐ The Kensington Apartments

225 Littleton Road, Chelmsford, MA 01824

☐ The Commons at Drum Hill

22 Technology Drive, N Chelmsford, MA 01863

PLEASE PRINT CLEARLY

PART A: GENERAL INFORMATION

Applicant name: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

Mailing address: _____

(only if different from current address)

City: _____ State: _____ Zip code: _____

Home phone: _____ Cell phone: _____ Daytime phone: _____

PART B: INFORMATION ABOUT MEMBERS OF THE HOUSEHOLD

List all persons who will be living in the home, beginning with the head of household. Each box must be completed for each member. No one except those listed on this form may live in the unit.

NAME	Relation to Head	Sex M/F	Date of Birth	SS number or Alien number
1.	Head			
2.				
3.				
4.				



Do you require a wheelchair accessible / handicapped unit? ☐ Yes ☐ No
 (If yes, you must provide a letter from a medical practitioner that someone in your household uses a wheelchair, walker or double canes)

Has any household member ever been arrested / convicted for any crime? ☐ Yes ☐ No
 If yes, please explain. (Include when arrested, where arrested and the reason for the arrest. Attach a separate sheet if needed)

PART C: INCOME & ASSETS OF FAMILY MEMBERS

(Income includes money or contributions from any and all sources paid to or on behalf of a family member.)

- Does anyone in the household work in Chelmsford? ☐ Yes ☐ No
 If yes, who? _____ Name & address of employer: _____
- Did you or any family member file a federal income tax return for the past year? ☐ Yes ☐ No
 If yes, who? _____
- List the sources and amounts of all income (money) expected for the coming 12 months for all family members from any and all sources.

Family Member	Income source or employer	Amount \$	Frequency— (Circle one)			
			Week	Bi-Week	Month	Year
			Week	Bi-Week	Month	Year
			Week	Bi-Week	Month	Year
			Week	Bi-Week	Month	Year
			Week	Bi-Week	Month	Year
			Week	Bi-Week	Month	Year

- Do you or any family member own or have access to any of the following?
 Savings account? ☐ Yes ☐ No Checking account? ☐ Yes ☐ No
 Certificate of deposit? ☐ Yes ☐ No Money market account? ☐ Yes ☐ No

Family Member	Bank Name	Account Number	Balance

- Do you or any family member own or have access to any of the following?
 Stocks? ☐ Yes ☐ No Bonds? ☐ Yes ☐ No
 Real property (land)? ☐ Yes ☐ No Trust Funds? ☐ Yes ☐ No
 Pensions? ☐ Yes ☐ No Individual retirement accounts? ... ☐ Yes ☐ No
 Inheritances? ☐ Yes ☐ No Life insurance policies? ☐ Yes ☐ No
 Any other type of capital investment? ☐ Yes ☐ No

- Have you or any member of your household, ever received housing assistance from this or any housing agency or group? This includes Rental Assistance programs. YES () NO ()

If Yes:

Name of head of household
 at that time: _____

Relation to present
 applicant: _____



Name of Housing Agency: _____ Date moved out: _____

Reason moved out: _____

Did you leave as a tenant in good standing? YES () NO ()

If no, please explain: _____

PART D: APPLICANT CERTIFICATION

I understand that it is my responsibility to inform the Chelmsford Housing Authority in writing of any change of address, income or household composition. I understand that I must respond promptly to all Chelmsford Housing Authority inquiries or my application may be cancelled.

I hereby certify that all of the information I have provided on this application is true and complete. I understand that any false statement or misrepresentation may result in the cancellation of my application. I authorize the Chelmsford Housing Authority to make any inquiries from any parties and will submit proof upon request of the Authority for the sole purpose of verifying the truth of the statement contained herein.

I understand that my eligibility for housing will be based on applicable income limits and by the Chelmsford Housing Authority's selection criteria. The Chelmsford Housing Authority will also run a criminal background check for each applicant household member 18 years or older. I understand that when my name comes to the top of the list, the Chelmsford Housing Authority will request additional information from me to determine eligibility.

I understand that any person who attempts to obtain housing assistance or rent reduction by making false statements, by impersonation, by failure to disclose or intentionally concealing information, or any act of assistance to such attempt is a crime under Federal and State law.

WARNING: TITLE 18, SECTION 1001, OF THE UNITED STATES CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AND SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED FOR NOT MORE THAN FIVE YEARS OR BOTH.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY.

IF YOU HAVE FALSIFIED ANY PART OF THE APPLICATION, IT WILL BE DEEMED INELIGIBLE.

All adult applicants, 18 or older, must sign application.

Signature of Head of Household	_____	Date	_____
Other adult	_____	Date	_____
Other adult	_____	Date	_____
Other adult	_____	Date	_____

Please note:

**This application does not guarantee a unit. Incomplete applications will not be accepted.
Faxed copies of this application cannot be accepted.**



****Equal Housing Opportunity****

Applications will be accepted without regard to race, color, religion, sex, handicap, sexual orientation, disability, familial status or national origin.

Income Limits for participation are as follows:

One Person:	\$ 37,700	Two People:	\$43,050
Three People:	\$ 48,450	Four People:	\$53,800

The Kensington Apartments

– 225 Littleton Road, Chelmsford, MA 01824

❖ **29 affordable apartments – 13 one-bedroom and 16 two bedroom units.**

❖ **Rents: (effective April, 2018): one bedroom: \$901.00 two bedroom: \$ 1,069.00 (heat & hot water incl.)**

This 2001 development includes amenities such as an easy accessible elevator, central air, washer and dryer in each unit, dishwasher and disposal, swimming pool and exercise room.

Currently the affordable units at the Kensington are fully leased; however, applications will be accepted for the waiting list.

Preference will be given to applicants who are local residents or who work in Chelmsford.

All applications are subject to review by Kensington Management.

Rents are subject to change

The Commons at Drum Hill

– 1 Technology Drive, North Chelmsford, MA 01863

❖ **22 affordable apartments – 8 one-bedroom and 14 two bedroom units.**

❖ **Rents: (effective September, 2018): one bedroom: \$932.00 two bedroom: \$1174.00 (utilities not included)**

This 2007 development include amenities such as central air, washer and dryer in each unit, dishwasher and disposal. There is a clubhouse on site with a great room, a community kitchen and exercise room. There are no elevators in this complex.

The affordable apartments at The Commons at Drum Hill currently are fully leased; however, applications will be accepted for the waiting list.

Preference will be given to applicants who are local residents or who work in Chelmsford.

All applications are subject to review by Commons at Drum Hill Management.

Rents are subject to change

