



**Instructions for: Affordable apartments at
The Residences at Highland Glen**

Enclosed please find the Affordable Housing Application you requested. Please note the following:

- Your affordable application is only valid for affordable apartments at The Residences at Highland Glen.
- **Applications must be completed in full. Please pay close attention to the checklist.**
- Listed below are the current income limits and affordable housing rent levels:

Maximum Income	<u>Household Size</u>	<u>Income Limit</u>
Limits:	1	\$54,750
	2	\$62,550
	3	\$70,350
Rents:	<u>1 Bedroom</u>	<u>2 Bedroom</u>
	\$1,321	\$1,537

Please contact the Management Office if you have any questions at 781-329-7755.

Updated on 6/29/2017

Residences at Highland Glen Affordable Application

General Information

Name

Address

City

State

Zip Code

Home Telephone Number ()

Work Telephone Number ()

Number of persons in household

Household Information

Please list ALL household members, regardless of age, who will occupy the affordable home:

Name

Date of Birth

Social Security #

Relationship

How many bedrooms do you need? (1 or 2) _____

Do you own any real estate? _____

Employment Status

Applicant's Name: _____

Occupation: _____

Present Employer
Contact Information: _____

Name/Title of Supervisor: _____

Date of Hire: _____ Annual Gross Salary _____

Co-Applicant's Name: _____

Occupation: _____

Present Employer
Contact Information: _____

Name/Title of Supervisor: _____

Date of Hire: _____ Annual Gross Salary _____

If other adult household members are employed, please attach a separate sheet with their current employment information.

Income Information

Please complete the following information for all persons receiving income in the household at the time of applicant.

Household income includes gross wages, retirement income (if drawing on it for income), business income, veteran’s benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.

In addition to completing the following, please attach all income documentation (**See page 6 for a list of the required documents**).

Applicant

Salary: \$ _____
Interest & Dividends \$ _____
Alimony/Child Support \$ _____
Other Income & Source \$ _____
TOTAL INCOME: \$ _____

Co-Applicant

Salary: \$ _____
Interest & Dividends \$ _____
Alimony/Child Support \$ _____
Other Income & Source \$ _____
TOTAL INCOME: \$ _____

If there are other adult household members who are earning income, please attach a separate sheet with their current income information.

Asset Information

Please complete the following Asset Information for all household members. Assets include liquid assets, such as cash in checking or savings accounts, stocks, bonds and other forms of capital investments, excluding equity accounts in homeownership programs or state assisted public housing escrow accounts.

In addition to completing the following, **please attach all asset documentation such as bank statements, brokerage statements, etc.**

Applicant

Name on Account: _____

Bank Name/Address: _____

Amount in Savings: _____

Amount in Checking: _____

Other Accounts: _____

Co-Applicant

Name on Account: _____

Bank Name/Address: _____

Amount in Savings: _____

Amount in Checking: _____

Other Accounts: _____

If there are other adult household members who have assets, please attach a separate sheet with their current asset information.

Applicant Signature

Co-Applicant Signature

Date

**The Residences at Highland Glen Affordable Apartments
Westwood, MA**

Your application is not considered complete without the following documents:

Completed and signed application

- **Federal tax returns:** Latest year filed and 2 years prior (total of 3 years)
- **W-2s and 1099-R Forms:** Latest year issued
 - ✓ **Statements for assets:**
 - ✓ Checking accounts: Three most recent, consecutive statements (all pages)
 - ✓ Savings accounts: Most recent statement (all pages)
 - ✓ All other Investment/Retirement accounts: Three most recent statement (all pages)
 - ✓
- **For social security:**
 - ✓ Official Award letter from social security that reflects the monthly amount received for the year in review.
 - ✓ Statement of total amount received for the latest tax year.
- **For pension:** Statements indicating amount received for year in review and statement of total amount received for the latest tax year.
- **For IRA or other income derived from assets:** Statements indicating regular amounts received and total amount received for latest tax year.
- **For regular employment:** Five most recent, consecutive statements for all jobs (check or direct deposit stubs)
- **For unemployment:** Copies of unemployment checks or verification from Department of Revenue stating the benefits received.
- **For Child Support and Alimony:** Documents indicating payment amount
- **Students:** Proof of student status for dependent householders over the age of 18 and full –time students (transcripts; letter from registrar).
- **Signed Disclosure Form**

Disclosure Form

The Residences at Highland Glen Affordable Apartments

Please initial and fill in the following items

_____ I/We certify that our household is _____ persons

_____ I/We certify that our annual household income is _____. Income from all family members has been included.

I/We certify that the information contained in this application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that perjury will result in disqualification from further consideration.

I/We further authorize The Residences at Highland Glen to verify any and all income and asset and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to Highland Glen II, and consequently the project's monitoring agency, for the purpose of determining income eligibility for The Residences at Highland Glen.

Applicant Signature

Date

Co-Applicant Signature

Date