Puddingstone at Chestnut Hill c/o Maloney Properties, Inc. 27 Mica Lane Wellesley, MA 02481 Phone: (617) 209-5448 / Relay: 711 Email: <u>puddingstone@rentchr.com</u> Web Address: <u>www.CHR-apartments.com/puddingstone-chestnut-hill</u>

Dear Applicant Household:

Thank you for your interest in Puddingstone at Chestnut Hill. Attached please find the application package that you requested. It is extremely important that you fully understand the application as well as all documents enclosed; therefore, if you should need assistance understanding and/or filling anything out, please contact us and we will be happy to assist you.

This property includes 50 units governed by the Low-Income Housing Tax Credit (LIHTC) program. The units consist of 18 one-bedroom, 27 two-bedroom, and 5 three-bedroom apartments. The attached flyer provides detailed information regarding the property's affordable housing program rents, income limits, minimum income requirements (as applicable) and information regarding the lottery.

Please see below (as well as the attached ad/flyer on the last page of this packet) for important dates, deadline and application submission location if you want your application to be considered for entry into the lottery. If you do, you must complete your application in full and submit all documents detailed herein that are applicable to your household; and you must mail, email or drop off your completed application package in person to the location for application submission detailed below so it is postmarked or received by management by Monday, May 13, 2024 at 5PM.

Lottery Application Period:	3/14/2024 – 05/13/2024	
Deadline for <u>Postmark or Receipt of</u> <u>Completed Application by Management</u> for Entry of Application into the Lottery:	Monday, May 13, 2024 at 5PM	
Methods for Application Submission:		
Via Mail:	Puddingstone at Chestnut Hill c/o Maloney Properties, Inc. 27 Mica Lane, 3 <sup>rd</sup> Floor Wellesley, MA 02481	
In-Person:	Maloney Properties, Inc. 27 Mica Lane Wellesley, MA 02481 Place in First Floor Drop Box (in Lobby)	
Via Email:	Puddingstone@RentCHR.com	

Please be aware that in addition to income eligibility requirements, the programs at this property also have student eligibility requirements. Please be sure to answer student questions for all household members you list on this application. Listed below you will find a brief description of the forms that are attached to this application. Please be aware that if the application is incomplete at submission, it will be rejected, returned to you, and will not be evaluated until all required information has been resubmitted.

The following is included with this package. Please complete and return with your application if specified below:

**Local Preference:** The property has a local preference for up to 70% of the units during the initial lease up. You must complete this form and submit with your application by the lottery deadline if you would like to be included in the lottery for this local preference.

Notice of Non-Discrimination and the Right to Reasonable Accommodation for Persons with Disabilities, and the Right to Free Language Assistance for People with Limited English Proficiency; and Reasonable Accommodations Request Form: Maloney Properties, Inc. is committed to complying with all applicable Fair Housing laws; making reasonable accommodations which are changes in rules, policies and procedures, and physical modifications to enable applicants and tenants with disabilities to have an equal opportunity to apply to and enjoy their housing; and providing free language assistance to applicants/residents who have limited English proficiency. Please review this important notice and follow the applicable procedures if you would like to request a reasonable accommodation.

**1(A)** Application Addendum - Demographics Data Collection and Consent Form: Similar to the Notice of Non-Discrimination and the Right to Reasonable Accommodation for Persons with Disabilities, state agencies that fund and/or monitor state and federal affordable housing programs must gather information from Owners/Lottery Agents to determine the populations who are and are not being served by these programs. This form asks the necessary questions and includes the necessary consent to gather and share this information with state agencies so they can in turn report on the information, as applicable. Please read this form carefully, complete it in accordance with the instructions on the form and have all adult members of the household sign/date it and return with your completed application.

**DHCD Resident Notice and Consent Form:** Similar to the above, this form is required to be completed for state and federal affordable housing programs (other than HUD programs). This form asks the necessary questions and is required to be completed for any household applying to/participating in the applicable programs. **Please read, complete and sign/date this form and return with your completed application.** 

<u>Advertisement/Marketing Flyer</u>: This document details the eligibility requirements (income limits), rents, number of units etc. as well as important dates and deadlines for entry of your application into the lottery.

Within 30 days of receiving a complete application submission, provided your application is postmarked or received by the application deadline for entry into the lottery, Lottery Agent will send written notification to you confirming receipt and notifying you of your preliminary determination of eligibility for the purposes of entering your application into the lottery. If your application is postmarked or received after the application deadline for entry by Lottery Agent will send notification informing you that your application was received after the lottery date and will be placed on the post-lottery waiting list along with the approximate wait time for an apartment. When you reach the top of the lottery/waiting list, we will contact you for an interview. At that time, the head, spouse, co-head, and all adult members of the family will be asked to sign the required individual verification forms authorizing management to verify family income, assets, student status and other eligibility factors throughout the application process.

We look forward to hearing from you and receiving your application! Please feel free to contact the Lottery Agent at (617) 209-5448 / Relay: 711 if you have any questions or if we can be of any assistance in explaining or filling out your application.

Sincerely, Lottery Agent, Maloney Properties, Inc.



Maloney Properties Inc. does not discriminate on the basis of any protected status, including disability, in the admission of or access to, or treatment or employment in its programs and activities. Maloney Properties, Inc. provide persons with disabilities the opportunity to request a Reasonable Accommodation in order to apply to and participate in such programs and activities. Maloney Properties, Inc. also provides people whose primary language isn't English and as a result have limited English proficiency the opportunity to request free language assistance in order to apply to or participate in its programs and activities. Pam Moynagh coordinates Maloney Properties' compliance with all nondiscrimination requirements, including Section 504. Contact her with any questions or concerns relating to Maloney Properties' compliance with nondiscrimination requirements: Telephone (781) 943-0200 x255 / Relay: 711, or at Maloney Properties, Inc., 27 Mica Lane, Wellesley, MA 02481.



If you have difficulty understanding this notice because of limited English proficiency you may request oral interpretation at no cost to you. For this assistance, please contact your Property Manager. Если Вам не понятно это сообщение из за недостаточного знання Английского языка, Russian

 Вы можете обратиться к Менеджеру дома и Вам бесплатно устно переведут.

 AKO TI IMAS PROBLEM RAZUMIJEVANJA ILI OGRANICEN GOVOR ENGLESKOG
 Bosnian

 MOZES IMATI PREVODIOCA DA TEBE NECE KOSTATI. ZA OVU POMOC MOLIM
 DASE OBRATITE SVOME MENAGERU.

 Caso tiver dificuldade em entender esta nota, você pode pedir a sua interpretação gratis. Para tal assistência, por favor, contacte a Administração do Prédio.
 Portuguese

 Si usted tiene dificultad leyendo este aviso por Ingles limitado usted puede solicitor la
 Portuguese

cción de la información a ningún costo a usted. Para esta ayuda, comunicase por favor con la Spanish a de la Gerencia de su unidad.

Nếu bạn không hiểu bàn thông cáo này, bởi vì tiếng anh của bạn chỉ có giới hạn bạn có thể yêu cầu thông dịch viên mà không cần phải trà bất cứ lệ phí nào. Nếu bạn cần thêm sự giúp đỡ, xin vui lòng gặp nhân viên quản lý của bạn.

Si vous avez de la difficulté a comprendre cette avis à cause d'une compréhension limitée de la langue Anglais, vous pouvez faire une demande pour le service de traduction orale. French Ceci est un service gratuit. Pour demandez ce service, s'il vous plait, contactez le gérant de votre immeuble.

如果你對閱讀此通告的內容有任何不明白之處是基於英語的理解能力,你可以要求 口述翻譯而不需付額外費用的。如需這協助,請聯絡你的物業經理。

ចើសិនដាលាកអ្នកចិនយល់ឬក៏ការកាសាអរចូសចិនបាននោះសោកអ្នកកាចចានសិន្ននិចស្នើសុំឱ្យចានអ្នក មកខ្វែមជាកាសាសោកអ្នកផ្ទាល់មាត់បានដោយឥតចាន១៥ថ្ងៃ ឈូលនៅនាក់មកខ្វែមនេះស្សើយទ Cambodian បិនយប់តែមសមនាក់ពេចគោនាយកចាត់តែចការរបស់លោកអ្នកដោយផ្ទាល់ ន

# I SPEAK FORM

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
Խսդրում ենւջ նչում կատարեջ այս ջառակուսում, եթե խոսում կամ կարդում եջ Հայերեն:	2. Armenian
যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাব্দ্সে দাগ দিন।	3. Bengali
ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែ ។	4. Cambodiar
Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
如果你能读中文或讲中文,请选择此框。	6. Simplified Chinese
如果你能讀中文或講中文,請選擇此框。	7. Traditional Chinese
Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8.Croatian
Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
Mark this box if you read or speak English.	11. English
اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بزنيد.	12. Farsi

Cocher ici si vous lisez ou parlez le français.	13. French
Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
Marchi questa casella se legge o parla italiano.	21. Italian
日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

Assinale este quadrado se você lê ou fala português.	26. Portuguese
Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
Обележите овај квадратић уколико читате или говорите српски језик.	29. Serbian
Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
Marque esta casilla si lee o habla español.	31. Spanish
Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูคภาษาไทย.	33. Thai
Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
Відмітьге цю клітинку, якщо ви читаєте або говорите українською мовою.	35. Ukranian
اگرآپاردو پڑھتے یابولتے ہیں تواس خانے میں نشان لگائیں۔	36. Urdu
Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish



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The information requested in this form is required by the gov't. agency regulating this project.

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Please do not use whiteout. If you make a mistake, cross it out, write the correct answer and put initials next to the crossed-out information.

# **APPLICATION FOR HOUSING**

Low-Income Housing Tax Credit and/or HUD Subsidized Property

# **Please Print Clearly**

Please complete <u>ALL</u> sections of this application, lottery preference form and all applicable attachments and return to the address at the top of the page. If a question is not applicable to you, please write "N/A" in that section. If all sections are not completed, the application will be returned to you for completion, and, as such, will not be placed on the waiting list. Thank you for your assistance.

# A. GENERAL INFORMATION

Applicant Name(s):						
Address:		Apt. #	City	State	ZIP	
Day Phone:			·	hone:		
E-Mail:						
Additional Contact 1						
Additional Contact I	Phone:		E-Mail:			
Current Unit Size (#	of BRs):		Do you	$\square$ RENT or $\square$	OWN (check one)	
Amount of current n	nonthly rental or m	ortgage paym	ent: <u>\$</u>			
If owned, do you rec	eive monthly renta	al income from	n property?	□ Yes	🗆 No	
Check utilities paid l	by you: 🛛 Hea	t	Electricity	□ Gas	$\Box$ Other (specify)	
Approximate month	ly cost of utilities p	oaid by you (e	xcluding phone a	nd cable TV):	\$	
Bedroom Size Requ	ıested: 🗆 One B	R 🗆 Two	BR	BR		

The following four questions are asked for the sole purpose of providing an equal opportunity to enjoy your housing. Answering them is voluntary, but if you don't let us know what you need to have an equal opportunity to enjoy your housing, we can't satisfy your needs. *This application includes a notice of the right to request a Reasonable Accommodation (Attachment A).* 

1.	Do you need a fully accessible unit for someone with a mobility impairment? $\Box$ Yes $\Box$ No
	Note: If you only need a unit on the first floor and it doesn't need to be fully accessible please
	answer "no" here and respond to question 4 below with a "yes" and let us know your needs.

2.	Do you need only certain accessible features of a unit? $\Box$ Yes $\Box$ No	
	If yes, please list the features that you need to be accessible:	

3. Do you need a unit with special features for someone with a hearing and/or visual impairment?

□ Yes	$\Box$ No	If yes, please spec	fy feature(s) needed:	□ Hearing features	□ Visual features
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4. Does any member of the household have any accessibility or reasonable accommodation requests or alternate ways we need to communicate with you?

□ Yes □ No If yes, please explain:\_\_\_\_\_

HOUSEHOLD COMPOSITION & STUDENT STATUS ELIGIBILITY						
List ALL	persons who will liv	ve in the apartment.	List the	head of ho	usehold first.	
1.	Name	Relationship to Head of Household	Birth Date	Age (optional)	Social Security#	Student Status (F1) (Must Circle as Applicable to <u>EACH</u> Member)
Head		Head				Full-time / Part-time / Not Student
Co-T						Full-time / Part-time / Not Student
3.						Full-time / Part-time / Not Student
4.						Full-time / Part-time / Not Student
5.						Full-time / Part-time / Not Student
6.						Full-time / Part-time / Not Student
7.						Full-time / Part-time / Not Student
8.						Full-time / Part-time / Not Student

2. Do you anticipate	any changes to the household in the next twelve months? $\Box$ Yes	□ No
If yes, explain:		

**C. INCOME** List ALL sources of gross income anticipated to be received by any/all household members in the next 12 months as requested below. If an income source doesn't apply, cross out or write N/A over that source name.

Household Member Name	Source of Income	Gross Monthly Amount
1.	Social Security F12	\$
	Social Security F12	\$
	Social Security F12	\$
2.	SSI Benefits F12	\$
	SSI Benefits F12	\$
	SSI Benefits F12	\$
3.	SSP Payments (State Supplement Program) F9a&b	\$
4.	Pension F13 List source:	\$
5.	Veteran's Benefits <b>F8</b> List claim #:	\$
		\$
6.	Unemployment Compensation F11	\$
	Unemployment Compensation F11	\$
7.	Worker's Compensation F11	\$
8.	Title IV/TANF/TAFDC/Public Assistance <b>F9</b>	\$
9.	Interest Income F19 List source:	\$
10.	Other Income (including recurring gifts, lottery winnings, rental property, net income from a business, etc.)? <b>Verify as applicable</b> List source:	\$
11.	Does any member receive any Student Financial Assistance (scholarships, grants, private sources, work study, etc.)? F1 Addendum, F2 & Obtain Current Financial Aid Award Letter for Each Recipient	☐ Yes ☐ No If yes, list recipient name(s):

Household Member Name	Source of Income	Monthly Amount
12.	Employment Income F5	\$
	Employer:	
	Employer Address:	
	Employer Phone:	
	Position Held: How long em	iployed:
12		φ
13.	Employment Income F5	\$
	Employer:	
	Employer Address:	
	Employer Phone:	
	Position Held: How long en	iployed:
14.	Employment Income F5	\$
	Employer:	
	Employer Address:	
	Employer Phone:	
	Position Held: How long em	ploved:
15.	Alimony F15, F16	
	a. Are you <i>entitled</i> by a court order or other legal	
1	agreement to receive alimony?	□ Yes □ No
	If yes, list the amount you are <i>entitled</i> to receive.	\$
	b. Do you receive alimony?	□Yes □ No
	If yes list amount you receive.	\$
16.	Child Support F15, F16	
	a. Are you <i>entitled</i> by a court order or other legal agreement to receive child support?	🗆 Yes 🗆 No
	If yes list the amount you are <i>entitled</i> to receive.	\$
	b. Do you receive child support?	□ Yes □ No
	If yes, list the amount you receive.	\$
17. Are any adult members 18 or o	lder and not employed but are receiving	
	curity, SSI, Public Assistance, Unemployment,	□ Yes □ No
18. Are any adult members 18 or o	lder, not employed and not receiving any	□ Yes □ No
unearned income from any source?		
<b>19. TOTAL GROSS ANNUAL INCOM</b>	ME (Monthly amounts listed above x 12)?	\$
20. TOTAL GROSS ANNUAL INCOM	ME FROM PRIOR YEAR (Based on last tax year)?	\$
21. Do you anticipate any changes i	in this income in the next 12 months?	□ Yes □ No
If yes, explain:		
22. Do you file income tax returns? Af yes, provide prior year's taxes w	Yes □ Yes □ No ith W-2(s), 1099(s), etc. for all members 18 and olde	r with annlication)
D. ASSETS		- with application)
	ease request an additional form. If a section doesn't apply, c	ross out or write N/A.

Household Member Na	ame:					
1. Checking Accts		Bank:	Acct:		Balance	÷ \$
F19		Bank:	Acct:		Balance	: \$
		Bank:	Acct:		Balance	\$
2. Savings Accts		Bank:	Acct:		Balance	: <b>\$</b>
F19		Bank:	Acct:		Balance	•
		Bank:	Acct:		Balance	•
2 Direct Express	Member:				Balance	•
3. Direct Express Debit Card (SSA)	Member:				Balance	
Current Stmt/ATM Receipt	Member:				Balance	
4. Other Debit	Member:				Balance	: \$
Acct Cards	Member:				Balance	: \$
Current Stmt/ATM Receipt	Member:	1			Balance	: \$
5. Cash on Hand F30					Amount	t \$
6. Trust Account		Bank:	Acct:		Balance	\$
F22		Bank:	Acct:		Balance	÷ \$
7. Certificates of		Bank:	Acct:		Balance	e \$
Deposit F19		Bank:	Acct:		Balance	\$
8. Savings Bonds		Maturity D	ate		Value \$	
F19		Maturity D			Value \$	
9. Life Insurance					· · ·	
Policy F20	Ins. Co:		Acct:		Cash Va	alue \$
10. Life Insurance						
Policy F20	Ins. Co:		Acct:		Cash Va	alue \$
11. Mutual Funds <b>F19</b>	Name: Bank Name:	#Shares:	Annual Interest or Dividend	1 ¢		Value ¢
12. Stocks	Name:	#Shares:	Annual Interest or Dividend	• •		Value \$
F19	Bank Name:		Annual Interest or Dividend	1\$		Value \$
13. Bonds	Name:	#Shares:				
F19	Bank Name:		Annual Interest or Dividend			Value \$
	Name:			Value	\$	
	Source:				• 1	
15. Investment Property F23	Name:			Appra Value		
1 Toperty 1 23	Source:			Value	<u> </u>	
16. Real Estate Prop	erty: Does any household	member ov	wn any property? F24,	F25		s 🗆 No
<i>a</i> . If yes, Name of H	Iousehold Member:		b. Type of	f prope	erty:	
c. Location of prope	rty:					
d. Appraised Market	t Value:				\$	
e. Mortgage or outst	anding loans balance due:				\$	
f. Amount of annual	insurance premium:				\$	
g. Amount of most r	recent tax bill:				\$	

17. Has any household member sold/disposed of any property in the last 2 years? F17	□ Yes	□ No
If yes, Name of Household Member: Type of property:		
Market value when sold/disposed	\$	
Amount sold/disposed for	\$	
Date of transaction		
18. Has any household member disposed of any other assets in the last 2 years? (Example:	Given aw	av
		-
money to relatives, set up Irrevocable Trust Accounts)?F17, F22a. If yes, Name of Household Member:b. Describe Asset:	Yes $\Box$ N	0
c. Date of disposition:		
d. Amount disposed: \$		
e. Does any member have any assets not listed above? $\Box$ Yes $\Box$ No		
If yes, please list: Household Member Name: Type of Asset:		
E. ADDITIONAL INFORMATION		
1. How were you referred to this property?		
Notice for the following question: We do not discriminate based on Voucher/ Certificate holder		
status. These questions are asked for the sole purpose to: (1) determine an applicant household's		
ability to pay rent for a unit that does not have Project Based Section 8; or		
(2) to advise applicant households who are applying for a unit with Project-based Section 8 that if		
they move into such a unit that already has Section 8 with the unit, they will be required by their voucher agency to give up their mobile voucher.		
2. Do you currently have a mobile Voucher/Certificate? (If yes, please attach copy.)	□ Yes	□ No
Failure to respond to the questions below may jeopardize approval of your application.		
3a. Are you, or any member of your household (including any live-in aide) listed in		
Section B above, currently illegally using a controlled substance?	□ Yes	□ No
3b. Do you, or any member of your household (including any live-in aide) listed in Section B		
above, have a pattern or illegal drug use or abuse of alcohol that has threatened or would		
threaten the health, safety and right to peaceful enjoyment of others?	□ Yes	
4a. Have you, or any member of your household (including any live-in aide) listed in	□ Yes	🗆 No
Section B above, been convicted of a felony in the last 7 years? NOTE: A "yes" answer		
does not automatically result in the household's inability to obtain housing. Mitigating		
circumstances are considered.		
4b. Are you, or any member of your household (including any live-in aide) listed in		
Section B above, subject to any State Sex Offender Lifetime Registration requirement?	<b>Ves</b>	
If yes to 4 (a or b), specify whether (a) and/or (b) along with member name(s) and describe. A	Attach add	itional
pages(s) if necessary:		

5. Provide a <u>complete li</u>	<u>st of ALL States</u> ir	which any a	applicant household member has eve	er resided:	
6. Are you an owner, de Agent or consultant of the		1 0	ect (or officer, employee, Lottery )?	□ Yes	□ No
If yes, please describe:					
8. Have you ever filed f	for hankrunter?			□ Yes	□ No
	or bankruptey:				
If yes, describe:					1
9. Will you take an apar	rtment when one is	available?			
Briefly describe your re	asons for applying	•			
	addresses resided a		five years and the names, addresses a et if necessary, to include all landlord		
	Name:				
	Address:				
1. Current Landlord	Home Phone:				
	Bus. Phone:				
	Address You Resided At:				
	How Long?	From:	To:		
	Name:				
	Address:				
2. Prior Landlord	Home Phone:				
	Bus. Phone:				
	Address You Resided At:				
	How Long?	From:	То:		
3. In case of emergency					
Address:					
Relationship:			Phone #:		
4. In case of emergency	notify:				
Address:					
Relationship:			Phone #:		

# **G. CERTIFICATION**

I/We hereby certify that I/We do/will not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is accurate and complete to the best of my/our knowledge, and I/We understand that intentional false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. I/We hereby authorize the release of information regarding a criminal background and credit check, and landlord authorization. All adult household members, 18 or older, must sign the application. Further, any head, co-head or spouse, who is an emancipated minor, must also sign below.

# (Signature of Tenant) Date (Signature of Co-Tenant) Date (Signature of Co-Tenant) Date (Signature of Co-Tenant) Date Attachments: Application Cover Letter, as applicable, based on program(s) at property Application Attachments below, as applicable, based on program(s) at property Notice of Nondiscrimination, Right to a Reasonable Accommodation Attachment A: and Free Language Assistance for People with LEP Attachment B: 1(A) Application Addendum - Demographics Data Collection & Consent Form Attachment C: DHCD Resident Notice and Consent Form Attachment D: Advertisement/Flyer for Puddingstone at Chestnut Hill

# SIGNATURE(S):



Maloney Properties Inc. does not discriminate on the basis of any protected status, including disability, in the admission of or access to, or treatment or employment in its programs and activities. Maloney Properties, Inc. provide persons with disabilities the opportunity to request a Reasonable Accommodation in order to apply to and participate in such programs and activities. Maloney Properties, Inc. also provides people whose primary language isn't English and as a result have limited English proficiency the opportunity to request free language assistance in order to apply to or participate in its programs and activities. Pam Moynagh coordinates Maloney Properties' compliance with all nondiscrimination requirements, including Section 504. Contact her with any questions or concerns relating to Maloney Properties' compliance with nondiscrimination requirements: Telephone (781) 943-0200 x255 / Relay: 711, or at Maloney Properties, Inc., 27 Mica Lane, Wellesley, MA 02481.



# LOCAL PREFERENCE ELECTION FORM TO INITIAL APPLICATION

# Name of Head of Household:

**Puddingstone at Chestnut Hill will utilize a local preference for 70% of the units being filled through this lottery at rent-up.** This preference does not make anyone eligible who was not otherwise eligible. Documentation to support the request for preference <u>must</u> be provided. A request for preference will be denied without proper documentation received **no later than the application deadline**. Please check yes if you qualify for a local preference and N/A if you do not qualify. Again, you **must** provide documentation of qualifying for the local preference by the application deadline.

I currently live in Brookline at the time of application.	□ Yes □ N/A
Note that this includes a shelter located in one of these cities, or if you are homeless, the last place you resided before becoming homeless.	
I am an employee of the Town of Brookline such as a teacher, janitor, firefighter, police officer, librarian, or town hall employee.	□ Yes □ N/A
I am an employee of a business located in Brookline.	□ Yes □ N/A
I have a child/children attending school in the Brookline public school district.	□ Yes □ N/A

Corroborating Documentation for Preference, as applicable, includes:

- Documentation to demonstrate residence within Brookline includes:
  - o Copy of current utility bill, taxes, or
  - Voter registration in applicant's name for their current address;
- Documentation to demonstrate applicant is working in or employed by the Town of Brookline includes:
  - Copy of current paystub; or
  - Letter from employer detailing applicant is or has been hired to be a town employee or an employee within the town with a definitive start date;
- Documentation to demonstrate applicant has a child/children attending school in the Brookline public school district includes:
  - School registration or letter from the Brookline school district

I certify the info is true and correct:

Signature of Head of Household

# NOTICE OF NON-DISCRIMINATION, THE RIGHT TO REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES, AND THE RIGHT TO FREE LANGUAGE ASSISTANCE FOR PEOPLE WITH LIMITED ENGLISH PROFICIENCY

# Non-Discrimination

Maloney Properties, Inc. does not discriminate on the basis of any status protected by federal, state, or local law, in the admission or access to, or treatment or employment in, its programs, services and activities including, but not limited to, the following: race, color, religion, sex, national origin, familial status, disability, sexual orientation, gender identity or expression, marital status, age, ancestry, genetic information, membership in the armed services or status as a veteran , receipt of public assistance, because someone is, has been or is threatened with being the victim of domestic violence, dating violence, sexual assault or stalking, or has obtained, or sought, or is seeking relief from any court in the form of a restraining order for protection from domestic abuse

Maloney Properties, Inc. has designated Pam Moynagh to coordinate compliance with applicable federal and state nondiscrimination requirements and to address grievances applicants and residents may have. The following is her contact information:

Maloney Properties, Inc. 27 Mica Lane Wellesley, MA 02481 Telephone: (781) 943-0200, extension 255; Relay: 711

Also, if you believe you have been discriminated against, you may file a formal complaint with the Department of Housing and Urban Development (HUD) and local Fair Housing Agency. The contact information for HUD's Fair Housing Office and the Fair Housing Agencies in the states where our sites are located is attached to this notice.

# **Reasonable Accommodation for People with Disabilities**

If you or any member of your household have a disability and as a result need any of the following in order to have an equal opportunity to apply to or live in our development, or participate in services and programs we offer, please let us know:

- A change in a rule, policy, procedure or service;
- A physical change or modification in your apartment, such as grab bars or lowering the cabinets;
- A specific type of unit such as one that is accessible to individuals with mobility impairments, visual impairments or hearing impairments;
- A physical change or modification in some other part of the housing site; and
- A preferred way for us to communicate with you or give you information, such as Braille, large print or using a hearing interpreter;

These kinds of changes are called reasonable accommodations. We will provide a requested reasonable accommodation if:

- your disability is obvious, or you can document that you have a disability;
- the nexus or connection between your disability and the need for the accommodation is obvious or you can document it; and

Maloney Properties Inc. does not discriminate on the basis of any protected status, including disability, in the admission of or access to, or treatment or employment in its programs and activities. Maloney Properties, Inc. provide persons with disabilities the opportunity to request a Reasonable Accommodation in order to apply to and participate in such programs and activities. Maloney Properties, Inc. also provides people whose primary language isn't English and as a result have limited English proficiency the opportunity to request free language assistance in order to apply to or participate in its programs and activities. Pam Moynagh coordinates Maloney Properties' compliance with all nondiscrimination requirements, including Section 504. Contact her with any questions or concerns relating to Maloney Properties' compliance with nondiscrimination requirements: Telephone (781) 943-0200 x255 / Relay: 711, or at Maloney Properties, Inc., 27 Mica Lane, Wellesley, MA 02481.





 your request does not pose an undue financial and administrative burden or fundamental change in the program, which means in simple language if it is not too expensive and too difficult to arrange or do, or does not require us to do something that the housing program is not designed to do or would prevent us from doing what we are required to do.

We will give you an answer as to whether we can provide the accommodation within ten (10) business days unless there is a problem getting the information we need, or unless you agree to a longer time. We will let you know if we need more information or documentation from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons. If you want, you may then give us information that addresses the reason why we turned down your request.

A REASONABLE ACCOMMODATION REQUEST FORM is available at the management office listed below. Let us know if you need help filling out the form or if you want to give us your request in some other way. Reasonable Accommodations may be requested orally or in writing. Please do not hesitate to contact the management office.

NOTE: All information you provide will be kept confidential and be used only to enable you to have an equal opportunity to apply to or enjoy your housing, including services and the common areas.

# Free Language Assistance for People with Limited English Proficiency

If your primary language is not English and as a result you have difficulty reading, writing or understanding English, we will provide you free language assistance so you can apply to our housing program or communicate with us regarding a housing related matter. If your primary language is not English and as a result you have Limited English proficiency, please put a checkmark next to your primary language on the attached "I SPEAK" form and return the form to the management office as listed below. We will do our best to try to accommodate your request in a timely manner. Please contact the management office if you have any suggestions regarding how we can best meet your language needs or if you have any questions about our free language assistance.

### **Property Contact Information:**

Name of Property:	Puddingstone at Chestnut Hill
	c/o Maloney Properties
Office Address:	27 Mica Lane, Wellesley, MA 02481
Telephone:	(617) 209-5448 / Relay: 711
Email:	puddingstone@rentchr.com

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# Contact Information for the Department of Housing and Urban Development Region I FHEO Office and State Fair Housing Agencies Where Maloney Properties, Inc. Conducts Business

#### The Department of Housing and Urban Development

Boston Regional Office of FHEO U.S. Department of Housing and Urban Development Thomas P. O'Neill, Jr., Federal Building 10 Causeway Street, Room 321 Boston, MA 02222-1092 Phone: (617) 994-8300 Toll Free: (800) 827-5005 TTY: (800) 877-8339 Fax: (617) 565-6558 E-Mail: <u>ComplaintsOffice01@hud.gov</u>

# Massachusetts

Massachusetts Commission Against Discrimination (MCAD)

Boston Office One Ashburton Place, Sixth Floor, Room 601 Boston, MA 02108 Phone: (617) 994-6000 TTY: (617) 994-6196 Fax: (6170 994-6024 E-Mail: mcad@mass.gov

Springfield Office 436 Dwight Street, Room 220 Springfield, MA 01103 Phone: (413) 739-2145 TTY: (617) 994-6196 (Boston Office) Fax: (413) 784-1056 E-Mail: mcad@mass.gov

Worcester Office Worcester City Hall 484 Main Street, Room 320 Worcester, MA 01608 Phone: (508) 453-9630 TTY: (617) 994-6196 (Boston Office) Fax: (508) 755-3861 E-Mail: mcad@mass.gov

New Bedford Office 128 Union Street, Suite 206 New Bedford, MA 02740 Phone: (774) 510-5801 TTY: (617) 994-6196 (Boston Office) Fax: (774) 510-5802 E-Mail: <u>mcad@mass.gov</u>

# New Hampshire

NH Commission for Human Rights 2 Industrial Park Drive, Bldg. One Concord, NH 03301 Phone: (603) 271-2767 Fax: (603) 271-6339 E-mail: humanrights@nh.gov

# **Rhode Island**

Rhode Island Commission for Human Rights 180 Westminster Street, 3rd Floor Providence, RI 02903 Phone: (401) 222-2661 TTY: (401) 222-2664 Fax: (401) 222-2616 E-Mail: mailto:RICHR.Housing@richr.ri.gov

# Vermont

Vermont Human Rights Commission 14-16 Baldwin Street Montpelier, VT 05633 Phone: 802-828-2480 Vermont Toll Free: (800) 416-2010 TDD: (877) 294-9200 Fax: (802) 828-2481 E-mail: human.rights@vermont.gov

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# 1(A) Application Addendum Demographics Data Collection & Consent Form Use an additional form for households with 6 or more members

**Purpose:** The information requested below is being gathered by State Agencies to determine the populations who are and are not being served by state and federal housing assistance programs in the state. State agencies will evaluate and report on this data to state legislature (and other interested parties in a manner consistent with all applicable privacy laws) to ensure that housing choice, equitable housing opportunities, and inclusive patterns of housing are available across the state in an effort to affirmatively further fair housing.

<u>Instructions</u>: This form must be completed and signed/dated by the head of household, all adult members of the household and the Owner/Agent. <u>The designation of a specific race (including choosing a sub-category for Asian or Native</u> <u>Hawaiian/Pacific Islander), ethnicity and whether a household member has a disability</u> that meets the Fair Housing Act definition for handicap/disability (definition detailed below) <u>are completely voluntary</u>; however, if any household member chooses <u>not</u> to disclose race, ethnicity and/or disability status for any member, the applicable "I do not wish to disclose" box under the Race, Ethnicity and Disability Status sections for each member must be checked. Fair Housing Act Definition for Handicap/Disability

The member has a physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment, or being regarded as having such an impairment. For a definition of "physical or mental impairment" and other terms used in this definition, please see 24 CFR 100.201, available at

http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs\_fhu\_100-201.

"Handicap" does not include current, illegal use of or addiction to a controlled substance.

An individual shall not be considered to have a handicap solely because that individual is a transvestite."

#### 1. Full Name of Head of Household:

#### **Race of Head of Household**

- $\square$  1 White
- 2 Black/African American
- 3 American Indian/Alaska Native
- □ 4 Asian (please choose a sub-category)
  - □ 4a Asian India
  - □ 4b Chinese
  - □ 4c Filipino
  - □ 4d Japanese
  - □ 4e Korean
  - □ 4f Vietnamese
  - $\Box$  4g Other Asian
- □ 5 Native Hawaiian/Other Pacific Islander (please choose a sub-category)
  - □ 5a Native Hawaiian
  - 🗆 5b Guamanian or Chamorro
  - 🗆 5c Samoan
  - □ 5d Other Pacific Islander
- $\square 6$  Other
- $\square$  7 I do not wish to disclose

#### Disability Status of this Member that Meets the Fair Housing Act Definition Above:

- $\Box$  1 Member has a disability
- $\square$  2 Member does not have a disability
- $\hfill\square$  3- I do not wish to disclose the disability status.

Puddingstone at Chestnut Hill App Packet Data Collection & Consent Form ©Maloney Properties, Inc. 4-2017 Page 1 of 4

Date of Birth:

#### **Ethnicity of Head of Household**

- □ 1 Hispanic or Latino
- □ 2 Not Hispanic or Latino
- $\square$  3 I do not wish to disclose

#### 2. Full Name of Spouse/Co-head: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

#### **Race of Spouse/Co-head**

- $\square$  1 White
- □ 2 Black/African American
- □ 3 American Indian/Alaska Native
- □ 4 Asian (please choose a sub-category)
  - □ 4a Asian India
  - □ 4b Chinese
  - □ 4c Filipino
  - □ 4d Japanese
  - 🗆 4e Korean
  - □ 4f Vietnamese
  - □ 4g Other Asian
- □ 5 Native Hawaiian/Other Pacific Islander (please choose a sub-category)
  - □ 5a Native Hawaiian
  - □ 5b Guamanian or Chamorro
  - □ 5c Samoan
  - □ 5d Other Pacific Islander
- $\square 6$  Other
- $\square$  7 I do not wish to disclose

#### Disability Status of this Member that Meets the Fair Housing Act Definition Above:

- $\square$  1 Member has a disability
- □ 2 Member does not have a disability
- □ 3- I do not wish to disclose the disability status.

#### 3. Full Name of HH Member #3: \_\_\_\_\_

#### Race of HH Member #3

- $\square 1$  White
- □ 2 Black/African American
- □ 3 American Indian/Alaska Native
- □ 4 Asian (please choose a sub-category)
  - □ 4a Asian India
  - □ 4b Chinese
  - □ 4c Filipino
  - □ 4d Japanese
  - 🗆 4e Korean
  - □ 4f Vietnamese
  - $\Box$  4g Other Asian
- □ 5 Native Hawaiian/Other Pacific Islander (please choose a sub-category)
- □ 5a Native Hawaiian
- □ 5b Guamanian or Chamorro
- □ 5c Samoan
- □ 5d Other Pacific Islander
- $\square$  6 Other
- $\square$  7 I do not wish to disclose

### Disability Status of this Member that Meets the Fair Housing Act Definition Above:

- $\Box$  1 Member has a disability
- $\square$  2 Member does not have a disability
- $\square$  3- I do not wish to disclose the disability status.

#### **Ethnicity of Spouse/Co-head**

- □ 1 Hispanic or Latino
- □ 2 Not Hispanic or Latino
- $\square$  3 I do not wish to disclose

Date of Birth:

#### **Ethnicity of HH Member #3**

- □ 1 Hispanic or Latino
- □ 2 Not Hispanic or Latino
- $\square$  3 I do not wish to disclose

#### 4. Full Name of HH Member #4: \_\_\_\_\_

#### Race of HH Member #4

 $\square 1$  - White

- 2 Black/African American
- $\square$ 3 American Indian/Alaska Native
- $\Box$  4 Asian (please choose a sub-category)
  - $\square$ 4a Asian India
  - $\square$  4b Chinese
  - □ 4c Filipino
  - $\Box$  4d Japanese
  - $\Box$  4e Korean
  - $\square$  4f Vietnamese
  - $\Box$  4g Other Asian
- □ 5 Native Hawaiian/Other Pacific Islander (please choose a sub-category)
  - □ 5a Native Hawaiian
  - 🗆 5b Guamanian or Chamorro
  - 🗆 5c Samoan
  - □ 5d Other Pacific Islander
- $\square 6$  Other
- $\square$  7 I do not wish to disclose

#### Disability Status of this Member that Meets the Fair Housing Act Definition Above:

- $\square$  1 Member has a disability
- $\square$  2 Member does not have a disability
- $\hfill\square$  3- I do not wish to disclose the disability status.

#### 5. Full Name of HH Member #5:

#### **Race of HH Member #5**

- $\square$  1 White
- □ 2 Black/African American
- 3 American Indian/Alaska Native
- □ 4 Asian (please choose a sub-category)
  - $\square$ 4a Asian India
  - □ 4b Chinese
  - □ 4c Filipino
  - □ 4d Japanese
  - □ 4e Korean
  - □ 4f Vietnamese
  - $\Box$  4g Other Asian
- 5 Native Hawaiian/Other Pacific Islander (please choose a sub-category)
- 🗆 5a Native Hawaiian
- □ 5b Guamanian or Chamorro
- 🗆 5c Samoan
- □ 5d Other Pacific Islander
- $\square 6$  Other
- $\square$  7 I do not wish to disclose

#### Disability Status of this Member that Meets the Fair Housing Act Definition Above:

- □ 1 Member has a disability
- $\square$  2 Member does not have a disability
- $\square$  3- I do not wish to disclose the disability status.

Date of Birth: \_\_\_\_\_

#### **Ethnicity of HH Member #5**

- □ 1 Hispanic or Latino
- □ 2 Not Hispanic or Latino
- $\square$  3 I do not wish to disclose

Date of Birth: \_\_\_\_\_

#### Ethnicity of HH Member #4

- □ 1 Hispanic or Latino
- □ 2 Not Hispanic or Latino
- $\square$  3 I do not wish to disclose

### Certification and Consent by Applicant(s)/Resident)s):

I/We, the adult members of the household, do hereby give consent to the Owner/Manager to share with state agencies and offices of the state and federal governments, and their designated subcontractors and agents, the information I/we have supplied above, as well as demographic and other information about my household (income, age of members, family composition, use of Section 8 assistance, and monthly rental payments) in accordance with the Housing and Economic Recovery Act (HERA) of 2008 and in a manner that is compliant with federal and state privacy laws and regulations. I/We, the adult member(s) of this household, understand there is no penalty if I/we chose to not disclose the race, ethnicity and/or disability status of household member(s).

Head of Household Signature	Date Signed
Co-Head, Spouse or Other Adult Member	Date Signed
Other Adult Household Member	Date Signed
Other Adult Household Member	Date Signed

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# Massachusetts Department of Housing and Community Development Resident Notice and Consent Form

Pursuant to state law, Chapter 334 of the Acts of 2006, the Department of Housing and Community Development (DHCD) must gather, compile, and report data in order to provide current, accurate, and detailed information on the number, location, and residents of assisted housing units (including privately owned housing with state subsidy or federal subsidy administered by the state). DHCD will also evaluate the data to ensure that housing choice and inclusive patterns of housing are available across the Commonwealth.

In response to the above cited law and the regulations at 760 CMR 61.00, DHCD and the quasi-public agencies Massachusetts Housing Partnership, MassHousing, and MassDevelopment are requiring development sponsors/owners or their delegates to collect and report certain resident household data to a web-based reporting system, including income level and the information requested below. DHCD will annually report to the state legislature on its data collection efforts. DHCD may also share information with the quasi-public agencies and provide reports to other interested parties in a manner consistent with privacy laws, including Massachusetts General Laws Chapter 66A. Massachusetts General Laws Chapter 66A also provides for the rights of data subjects: this includes your right to inspect and copy your personal data and to object to the collection, maintenance, dissemination, use, accuracy, completeness, or relevance of the personal data or type of information held about you.

Please respond to the following data questions:

1) What is the race of the head of household?

Circle all that apply:

White Black or African American Asian American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Other (specify)

- 2) Is at least one adult member of the household a racial minority (Black or African American, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, or other minority) (yes or no)?
- 3) Is the head of household Hispanic/Latino (yes or no)?

4) Is at least one adult member of the household Hispanic/Latino (yes or no)?

5) What is the number of children under 6 years of age in the household that reside in the unit?

6) What is the number of children in the household that are 6 years of age or older but under 18 years of age that reside in the unit?

7) What is the household type?

Circle one of the following choices below:

- Single/non-Elderly
- Elderly
- Related/Single Parent (a single parent household with a dependent child or children)
- Related/Two parent (a two-parent household with a dependent child or children)
- Other (any household not included in the above four definitions, including two or more unrelated individuals)

In signing this consent form, you acknowledge that after reading this form you **voluntarily** provided the information above, that you understand that there are **no penalties** if you do not wish to provide the information, and that you have received a copy of this form for future reference.

Head of household Signature

Date

# **PUDDINGSTONE AT CHESTNUT HILL**

# 201 SHERMAN ROAD, CHESTNUT HILL, MA 02467

#### NEW AFFORDABLE ONE, TWO & THREE BEDROOM APARTMENTS \* PET FRIENDLY \* OFF STREET PARKING



Maximum Gross Income for Eligibility (per Household Size) *AMI = Area Median Income		MONTHLY TENANT RENTS			
HOUSEHOLD SIZE	30% AMI (8 UNITS)	50% AMI (42 UNITS)	# OF BEDROOMS	30% AMI	50% AMI
1 PERSON	\$31,150	\$51,950	1 BEDROOM	\$729	¢1 296
2 PEOPLE	\$35,600	\$59,400	I BEDROOM	\$729	\$1,286
3 PEOPLE	\$40,050	\$66,800	2 BEDROOMS	\$867	\$1.536
4 PEOPLE	\$44,500	\$74,200	2 BEDROOMS		\$1,536
5 PEOPLE	\$48,100	\$80,150	3 BEDROOMS	\$990	\$1,762
6 PEOPLE	\$51,650	\$86,100	3 BEDICOOMS	φ <del>9</del> 90	φ1,702

#### FEATURES INCLUDE IN-UNIT LAUNDRY, OFF-STREET PARKING, BICYCLE STORAGE, FITNESS CENTER, COMMUNITY ROOM AND MORE!

INCOME LIMITS AND RENTAL RATES SUBJECT TO CHANGE. MOBILE VOUCHER HOLDERS ENCOURAGED TO APPLY. TENANTS RESPONSIBLE FOR ELECTRICITY. APPLICANTS MUST MEET THE PROPERTY'S TENANT SELECTION PLAN CRITERIA. PREFERENCES FOR ACCESSIBLE APARTMENTS APPLY BASED ON DISABILITY STATUS.

### Request an Application

### March 14, 2024 through May 13, 2024

EMAIL: Puddingstone@RentCHR.com | WEBSITE: www.chr-apartments.com/puddingstone-chestnut-hill CALL: 617-209-5448 / Relay 711 | PICK UP: Brookline Public Library, 959 W Roxbury Pkwy, Chestnut Hill, MA 02467 OR Chestnut Hill Realty, 1 Hancock Village Drive, Chestnut Hill, MA 02467

### Submit Your Completed Application

EMAIL: Puddingstone@RentCHR.com

Mail OR In-Person Dropbox (Dropbox located on 1st floor) at:

Puddingstone at Chestnut Hill, c/o Maloney Properties, Inc., 27 Mica Lane, 3<sup>rd</sup> Floor, Wellesley, MA 02481 Completed applications must be postmarked or received by May 13, 2024 at 5PM to be included in the lottery.

### VIRTUAL INFORMATION SESSIONS:

March 26, 2024 at 12:30PM & May 1, 2024 at 5PM | Please visit <u>www.chr-apartments.com/puddingstone-chestnut-hill</u> for the Zoom links

#### VIRTUAL LOTTERY DRAWING

May 30, 2024 at 1PM | Please visit www.chr-apartments.com/puddingstone-chestnut-hill for the Zoom link

For more information or if you or a family member has a disability or limited English proficiency, and a result need assistance completing the application and/or require any assistance during the application process, including participating in the Information meetings, please call 617-209-5448 | Relay 711

