

Common Pre-Application

Applicant Instructions

- The MassHousing Housing List is available on-line, see the following link www.masshousingrental.com, where you can access information about different properties and their locations.
- **Important:** Do not send you Common Pre-Application to MassHousing. The Common Pre-Application must be sent directly to the properties that you are applying to for housing. MassHousing does not manage or process applications.
- You may want to consider calling the development that you are interested in applying to prior to sending in the Common Pre-Application. You can ask information on income limits, vacancies, waitlist time, rents and other valuable information like whether it's family, elderly/disabled or both. The telephone number for each development is located on the MH Housing List. www.masshousingrental.com.
- There is an additional list, at the end of the MassHousing Housing List, that identifies 100%Section 8 subsidized properties.
- The Common Pre-Application (CPA) Form is available in English and eight other languages www.masshousingrental.com. The Application must be completed in English. Applications not completed in English will be returned.
- The Common Pre-Application, available on MassHousing's Rental web page, can be filled in on-line, printed, signed, and mailed or hand delivered to the chosen development(s).
- The directions for filling out the Common Pre-Application are on page 1 of the CPA, please read them carefully. All Common Pre-Applications must be signed and dated.
- If you are applying to more than one development, it is important that you keep either a copy of your Common Pre-Application or a master list with the developments that you have applied to and the date that you applied.
- If you do not receive a written response from the Management Agent of the development that you applied to, within 30 days of your submitting the CPA, please contact the Management Agent directly.
- Filling out a Pre-Application, does not guarantee eligibility or qualification for an apartment at this development. The Management Agent will determine if you are eligible to live at the development based on income, age and program regulations for the property. If you are determined eligible to be placed on the waitlist, Management will

contact you when you near the top of the list, to complete a more extensive application form with information on landlord history, income, employment, etc. At that time, the Management Agent will complete a screening process to assess both eligibility and suitability.

- It is important to note that not all developments will accept the Common Pre-Application. If you receive a notice that the development does not accept the Common Pre-Application, a Comprehensive Application should be included with that notice. Upon receipt, complete the Comprehensive Application and resubmit it to the Management Agent. If you do not receive the Comprehensive Application with the notice, call the Management Agent directly and request that one be sent to you. (the developments telephone numbers are located on the MH Housing List).