



HAP

The Region's Housing Partnership

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Northampton, MA 01060
413-584-8495
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SECTION 8 APPLICATION INSTRUCTIONS AND INFORMATION

HAP, Inc. is now accepting applications for Section 8 Housing Choice Voucher Program (HCVP). All qualified people are encouraged to apply to be placed on the Section 8 waiting list. The waiting list will remain open until further notice.

After submission of an application, you will be informed by letter about your placement on the Section 8 waiting list. Since it takes time to process your application, please do not call before 180 days.

You may apply in person at the offices of HAP, Inc., 322 Main Street, Springfield, Massachusetts or you can request an application be sent to you by calling 413-233-1530. Applications can be mailed back to HAP, Inc. at the above address or dropped off at our office. All applications submitted will be placed on the waiting list by date and time of receipt. Multiple applications will not be accepted.

If your income is extremely low, i.e., less than or equal to 30% of the area median income as defined by HUD, you may be eligible without meeting the Department of Housing and Community Development's (DHCD) local preferences, i.e., Homeless or Substandard Housing, Involuntary Displacement and Rent Burden. These local preferences will continue to apply to applicants whose gross annual household income is greater than 30% of the area median income as defined by HUD.

At the time of selection you will have to meet all the eligibility requirements before we could offer you participation in the program.

IMPORTANT INFORMATION:

DHCD manages a limited number of project-based Section 8 vouchers in other parts of the state. To find out more contact one of the agencies on the reverse of this form or visit the Housing Consumer Education Center [website at www.masshousinginfo.org](http://www.masshousinginfo.org).



**Section 8
Housing Choice Voucher Program**



Complete and return to
one of the regional
agencies listed on the
reverse of this form

Pre-Application for housing assistance



*For agency use only:
Date/Time Stamp/
Control Number*

Please print neatly in ink. All fields are required. Submit this form only. Incomplete, photocopied, e-mailed or faxed applications will not be accepted. If you are already on our Section 8 waiting list your record will be updated using the information that you provide below. Due to the volume of applications received, we will not verify the receipt of mailed applications. We cannot be responsible for material that is illegible or missing as a result of transmitting by fax or e-mail or lost/delayed through the mail.

IMPORTANT!

One-third of all applications are dropped from the waiting list due to unreported address changes. Do not let this happen to you. Report any change of address in writing to one of the regional agencies listed on the reverse of this form.

Head of Household Information

Social Security Number		Phone (include area code)		
First Name	Middle Name	Last Name		
Address		City/Town	State	Zip code
Shelter Name	Shelter Address	City/Town	State	Zip code

Household and Demographic Information

How many people will live in the unit? Include yourself. _____ Gross annual household income \$ _____
Write in the approximate amount of your family's gross (before taxes) annual income. Include all sources for all family members.

Check if the head of household or spouse is:
 62 years old or older Disabled Displaced by government action

We collect data on race & ethnicity in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic. Your answers will not affect your application.

Is the head of household (Select as many as appropriate)
 White Black/African American American Indian/Alaskan Native Asian
 Native Hawaiian/Other Pacific Islander

Is the head of household (Check only one)
 Hispanic Non-Hispanic

What is your current housing situation? (Check one box that best applies)

<input type="checkbox"/> I am homeless	<input type="checkbox"/> I am doubled up with friends or relatives
<input type="checkbox"/> I live in substandard housing	<input type="checkbox"/> I live in public housing
<input type="checkbox"/> I have been involuntarily displaced	<input type="checkbox"/> I live in a transitional housing program
<input type="checkbox"/> I pay more than 50% of my monthly income for rent and utilities	<input type="checkbox"/> I live in subsidized housing
<input type="checkbox"/> I live in a shelter	<input type="checkbox"/> Other (describe)

Certification of Applicant - Please read this statement very carefully. By signing, you are agreeing to its terms.

I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that:

- ✓ any misrepresentation or false information will result in my application being cancelled or denied, or in termination of housing assistance;
- ✓ this is a pre-application for tenant-based rental assistance through DHCD and its regional administering agencies and is not an offer of housing;
- ✓ at the time I rise to the top of the waiting lists, I will be required to provide verification of the information I have provided here, in accordance with federal housing regulations and DHCD policy;
- ✓ it is my responsibility to notify any one of DHCD's regional administering agencies of any change of address in writing and I understand that my application may be cancelled if I fail to do so;
- ✓ my participation in the Section 8 housing program is subject to my being eligible and in compliance with HUD and DHCD regulations; and that I will be subject to a criminal history check.

I agree that DHCD can share my information with other state agencies for the purposes of determining program eligibility.

Signature of head of household _____ **Date** _____

DHCD manages a limited number of project-based Section 8 apartments in or near most major cities and towns throughout the state. To find out more contact one of the agencies on the reverse of this form or visit the Housing Consumer Education Center website at www.masshousinginfo.org

Berkshire Housing Development Corp. 74 North Street Pittsfield, MA 01201 (413) 499-4887	Community Teamwork, Inc. 167 Dutton Street Lowell, MA 01852 (978) 459-0551	Housing Assistance Corporation 460 West Main Street Hyannis, MA 02601 (508) 771-5400	HAP, Inc., 322 Main Street Springfield, MA 01105 (413) 233-1500		Metropolitan Boston Housing Partnership 125 Lincoln Street Boston, MA 02111-2503 (617) 859-0400		RCAP Solutions, Inc 205 School Street, PO Box 159 Gardner, MA 01440-0159 (978) 630-6600		South Middlesex Opportunity Council 300 Howard Street Framingham, MA 01702 (508) 620-2335	South Shore Housing Development Corporation 169 Summer Street Kingston, MA 02364 (781) 422-4200			
Adams	Amesbury	Tyngsborough	Barnstable	Pocasset	Amherst	Longmeadow	Allston	Revere	Ashburnham	Millford	Acton	Abington	North Attleborough
Alford	Andover	Wenham	Bass River	Provincetown	Ashfield	Middlefield	Arlington	Roslindale	Athol	Millville	Ashland	Acushnet	North Easton
Becket	Beverly	West Newbury	Bourne	Sagamore	Belchertown	Monroe	Astor	Roxbury	Auburn	New Braintree	Avon	Assonet	Norton
Cheshire	Billerica	Westford	Brewster	Sagamore Beach	Barnardston	Monson	Back Bay	Roxbury Crossing	Ayer	North Brookfield	Boxborough	Attleboro	Norwell
Clarksburg	Boxford		Buzzards Bay	Sandwich	Blandford	Montague	Bedford	Soldiers Field	Baldwinville	Northborough	Canton	Berkley	Ocean Bluff
Dalton	Bradford		Cataumet	Siasconset	Bondsville	Montgomery	Belmont	Somerville	Barre	Northbridge	Carlisle	Brant Rock	Onset
Drury	Byfield		Centerville	Silver Beach	Brimfield	New Salem	Boston	South Boston	Bellingham	Oakham	Concord	Bridgewater	Pembroke
Egremont	Chelmsford		Chatham	South Chatham	Buckland	Northampton	Braintree	Squantum	Berlin	Oxford	Dedham	Brockton	Plymouth
Florida	Danvers		Chilmark	South Dennis	Charlemont	Northfield	Brighton	Stoneham	Blackstone	Paxton	Dover	Bryantville	Plympton
Great Barrington	Dracut		Cotuit	South Harwich	Chester	Orange	Brookline	Uphams Corner	Bolton	Pepperell	Foxborough	Carver	Randolph
Hancock	Dunstable		Craigville	South Orleans	Chesterfield	Palmer	Burlington	Wakefield	Boylston	Petersham	Framingham	Cohasset	Raynham
Hinsdale	Essex		Cummuquid	South Wellfleet	Chicopee	Pelham	Cambridge	Waltham	Brookfield	Phillipston	Holliston	Dartmouth	Rehoboth
Housatonic	Georgetown		Dennis	South Yarmouth	Colrain	Plainfield	Charlestown	Watertown	Charlton	Princeton	Hopkinton	Dighton	Rochester
Lanesborough	Gloucester		Dennisport	Teaticket	Conway	Rowe	Chelsea	West Roxbury	Cherry Valley	Rochdale	Hudson	Duxbury	Rockland
Lee	Groveland		East Dennis	Tisbury	Cummington	Russell	Chestnut Hill	Wilmington	Clinton	Royalston	Lincoln	East Bridgewater	Scituate
Lenox	Hamilton		East Falmouth	Truro	Deerfield	Shelburne	Dorchester	Winchester	Douglas	Rutland	Littleton	East Freetown	Seekonk
Lenoxdale	Haverhill		East Orleans	Vineyard Haven	East Longmeadow	Shelburne Falls	East Boston	Winthrop	Dudley	Shirley	Marlborough	Easton	Somerset
Mill River	Ipswich		East Sandwich	Waquoit	Easthampton	Shutesbury	Everett	Woburn	East Brookfield	Shrewsbury	Maynard	Fairhaven	Swansea
Monterey	Lawrence		Eastham	Wellfleet	Erving	South Hadley	Forest Hills	Wollaston	Fiskdale	Southborough	Medfield	Fall River	Taunton
Mount Washington	Lowell		Edgartown	West Barnstable	Feeding Hills	Southampton	Franklin Park		Fitchburg	Southbridge	Medway	Freetown	Wareham
New Ashford	Lynnfield		Falmouth	West Chatham	Florence	Southwick	Hyde Park		Franklin	Spencer	Millis	Green Harbor	West Bridgewater
New Marlborough	Manchester		Forestdale	West Dennis	Gill	Springfield	Jamaica Plain		Gardner	Sterling	Natick	Greenbush	Westport
North Adams	Marblehead		Gay Head	West Falmouth	Goshen	Sunderland	Lexington		Gilbertville	Sturbridge	Needham	Halifax	Weymouth
Otis	Merrimac		Gosnold	West Harwich	Granby	Thorndike	Long Island		Grafton	Sutton	Norfolk	Hanover	White Horse Beach
Peru	Methuen		Harwich	West Hyannisport	Granville	Three Rivers	Lynn		Groton	Templeton	Nonwood	Hanson	Whitman
Pittsfield	Middleton		Harwichport	West Tisbury	Greenfield	Tolland	Malden		Hardwick	Townsend	Plainville	Hingham	
Richmond	Nahant		Hyannis	West Yarmouth	Hadley	Turners Falls	Mattapan		Harvard	Upton	Sharon	Holbrook	
Sandisfield	Newbury		Hyannisport	Woods Hole	Hampden	Wales	Medford		Holden	Uxbridge	Sherborn	Hull	
Savoy	Newburyport		Marstons Mills	Yarmouth	Hatfield	Ware	Melrose		Hopedale	Warren	Stoughton	Humarock	
Sheffield	North Andover		Mashpee	Yarmouthport	Hawley	Warwick	Milton		Hubbardston	Webster	Stow	Kingston	
Southfield	Peabody		Menemsha		Heath	Wendell	Navy Yard		Jefferson	West Boylston	Sudbury	Lakeville	
Stockbridge	Rockport		Monument Beach		Holland	West Springfield	Newton		Lancaster	West Brookfield	Walpole	Manomet	
Tyringham	Rowley		Nantucket		Holyoke	Westfield	Newtonville		Leicester	Westborough	Wayland	Mansfield	
Washington	Salem		North Chatham		Huntington	Westhampton	North Reading		Leominster	Westminster	Wellesley	Marion	
West Stockbridge	Salisbury		North Falmouth		Indian Orchard	Whately	Quincy		Lincoln Village	Wheelwright	Weston	Marshfield	
Williamstown	Saugus		North Truro		Lake Pleasant	Wilbraham	Reading		Linwood	Whitinsville	Westwood	Mattapoisett	
Windsor	Swampscott		Oak Bluffs		Leeds	Williamsburg	Readville		Lunenburg	Wilsonville	Wrentham	Middleborough	
	Tewksbury		Orleans		Leverett	Worthington			Mendon	Winchendon		Monponsett	
	Topsfield		Osterville		Leyden					Worcester		New Bedford	