



BROOKS POND – A 55 AND OLDER HOUSING COMMUNITY

The Fair Housing Act and the Housing for Older Persons Act (HOPA) state that communities and facilities that meet certain conditions demonstrating an affirmative intent to provide housing for older persons are allowed to establish a preference for housing to such persons, including those that are 55 years of age and older. This means that housing that satisfies the applicable HOPA requirements may legally establish such a preference without being in violation of other protective state and federal standards that ensure equal housing to all persons.

Brooks Pond fits within the HOPA category of housing that is intended and operated for occupancy by people 55 years of age or older where at least 80% of occupied units have at least one person who is 55+, and where the housing facility/community publishes and adheres to policies and procedures that demonstrate the intent required under this law, and the housing facility or community complies with rules for verification of occupancy. A facility/community will not violate HOPA if it also includes the rental of units that are not occupied by persons 55 years or older. However, it must meet the HOPA requirement that 80% of its occupied units have at least one occupant who is 55 years or older, along with the adherence to all other applicable regulations.

A facility/community such as Brooks Pond establishes its intent to operate as housing for persons 55+ by virtue of the way it is advertised, its marketing materials, the manner in which the housing is described to prospective residents, property deed restrictions, lease provisions, and the procedures it employs to verify occupancy by such persons.

Although housing that satisfies the HOPA standards for persons that are aged 55 years or older may establish a preference for these individuals, the community cannot discriminate on the basis of other protected classes such as race, disability, national origin, etc. The advertising and leasing of the facility may only include a preference for housing for the desired aged persons.



The following is a list of documents that must be submitted with the application for us to process it. Please submit completed application packets only.

Be sure to include social security numbers for each applicant on the front of the application, and that each applicant signs and dates application on the back at bottom. We will be running your credit report using Trans Union.

1) **Proof of income** – Each applicant must provide the following documents that apply to you:

- Pay stubs – 3 or 4 of your most recent ones.
- Social security statement
- Pension/retirement statements
- Tax return – if you are self-employed.

2) **Bank Statements** –

- We will need a copy of your 2 most recent bank statements, if you are self-employed or if you have liquid assets you would like to provide us.

3) **Employment verification form** –

- Each employed applicant must fill out and sign the top section of this form and have their employer fill out and sign the bottom section.

4) **Landlord Reference** –

- The applicant is to fill out and sign the top section. The landlord must fill out and sign the bottom section.
- If you are a homeowner and selling your property, please note this on your application.

LIBERTY RENTAL CORPORATION

Brooks Pond _____

Liberty Place _____

Stonegate _____

Non-Smokers-Only

DATE: ____/____/____

TENANT:

Home Phone # _____ Work Phone # _____

() _____ () _____

Cell Phone # _____

() _____ Soc. Sec. # ____/____/____

CURRENT ADDRESS: _____ * # of years

Street: _____ here: _____

City & _____ Zip _____

State: _____ Code: _____

* If less than 5 years, please list your last two previous addresses prior to the above address:

Street: _____

City & _____ Zip _____

State: _____ Code: _____

Landlord name: _____

Street: _____

City & _____ Zip _____

State: _____ Code: _____

Landlord name: _____

AUTOMOBILE INFO: Yr: _____ Make: _____

Model: _____ Color: _____ Plate # _____

PERSONAL REFERENCE: (Please list two)

1. _____ Phone # _____

2. _____ Phone # _____

BANKING REFERENCES:

Name of Bank: _____

Type of Account: Checking Acct. _____ Savings Acct. _____

Name of Bank: _____

Type of Account: Checking Acct. _____ Savings Acct. _____

Other than the Tenant and Co-Tenant listed above, please list any other person(s) that will occupy this unit:

IN CASE OF EMERGENCY, CONTACT:

_____ Phone # _____

() _____

For office use only: Tracking # _____ Appv'd by: _____

Site _____ Unit # _____

Tenant's Preferred Occupancy Date: ____/____/____

1st Choice: Site: _____; 1 Bedroom _____ or 2 Bedroom _____

Type: _____ Location: _____

2nd Choice: Site: _____; 1 Bedroom _____ or 2 Bedroom _____

Type: _____ Location: _____

CO-TENANT:

Home Phone # _____ Work Phone # _____

() _____ () _____

Cell Phone # _____

() _____ Soc. Sec. # ____/____/____

CURRENT ADDRESS: _____ * # of years

Street: _____ here: _____

City & _____ Zip _____

State: _____ Code: _____

* If less than 5 years, please list your last two previous addresses prior to the above address:

Street: _____

City & _____ Zip _____

State: _____ Code: _____

Landlord name: _____

Street: _____

City & _____ Zip _____

State: _____ Code: _____

Landlord name: _____

AUTOMOBILE INFO: Yr: _____ Make: _____

Model: _____ Color: _____ Plate # _____

PERSONAL REFERENCE: (Please list two)

1. _____ Phone # _____

2. _____ Phone # _____

BANKING REFERENCES:

Name of Bank: _____

Type of Account: Checking Acct. _____ Savings Acct. _____

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Type of Account: Checking Acct. _____ Savings Acct. _____

IN CASE OF EMERGENCY, CONTACT:

_____ Phone # _____

() _____

Brooks Pond and Stonegate

Rental Office - 978-534-6400 / Fax 978-534-6401

190 Brooks Pond Road, Leominster, MA 01453

Liberty Place

Rental Office - 978-342-5028

500 Atlantic Avenue, Leominster, MA 01453

Applicant's Email: _____

TENANT'S EMPLOYER:

Name: _____

Address: _____

*Years w/Co. _____

Position: _____

* If less than three years, please give previous employer or school:

EMPLOYER/SCHOOL

Name: _____

Address: _____

Position: _____

TENANT'S GROSS MONTHLY INCOME:

Gross Monthly Income* \$ _____

Overtime: _____

Other Income** _____

Total Monthly Income \$ _____

* Please attach a copy of your last income document (pay check stub; direct deposit statement, etc.) to verify income.

** Please explain: _____

TENANT: Please list all installment debt (Credit Cards, Charges, Loans, Spouse/Child support, etc.)

<u>Creditor</u>	<u>Monthly Payment</u>	<u>Balance Due</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE ANSWER THE FOLLOWING QUESTIONS 'YES' OR 'NO' IF ANSWER IS 'YES', PLEASE EXPLAIN.

Are there any outstanding judgments against you? _____

Have you declared bankruptcy in the past 7 years? _____

Have you been foreclosed upon in the last 7 years? _____

Are you a party to a lawsuit? _____

Have you ever been subject to an eviction? _____

Have you ever been convicted of a crime involving a minor child? _____

Are you obligated to pay spouse/child support? _____

Are you bringing a pet with you? _____

Do you smoke? _____

Are you a U. S. Citizen? _____

Is any part of the first month or last month's deposit borrowed? _____

EXPLAIN: _____

AGREEMENT: All the statements made in this application are true and are made for the purpose of obtaining an apartment. Verification may be obtained from any source named in the application. I fully understand that a credit report will be generated to verify credit.

Date: _____

Tenant's Signature

CO TENANT'S EMPLOYER:

Name: _____

Address: _____

*Years w/Co. _____

Position: _____

* If less than three years, please give previous employer or school:

EMPLOYER/SCHOOL

Name: _____

Address: _____

Position: _____

CO-TENANT'S GROSS MONTHLY INCOME:

Gross Monthly Income* \$ _____

Overtime: _____

Other Income** _____

Total Monthly Income \$ _____

* Please attach a copy of your last income document (pay check stub; direct deposit statement, etc.) to verify income.

** Please explain: _____

CO-TENANT: Please list all installment debt (Credit Cards, Charges, Loans, Spouse/Child support, etc.)

<u>Creditor</u>	<u>Monthly Payment</u>	<u>Balance Due</u>
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_____	_____	_____

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Are you obligated to pay spouse/child support? _____

Are you bringing a pet with you? _____

Do you smoke? _____

Are you a U. S. Citizen? _____

Is any part of the first month or last month's deposit borrowed? _____

EXPLAIN: _____

AGREEMENT: All the statements made in this application are true and are made for the purpose of obtaining an apartment. Verification may be obtained from any source named in the application. I fully understand that a credit report will be generated to verify credit.

Date: _____

Co-Tenant's Signature

Brooks Pond Apartments
190 Brooks Pond Road, Leominster, MA 01453
978-534-6400 Email: brookspondapartments@gmail.com

Applicant Name(s): _____
Address: _____

I hereby authorize the release of the requested information

X _____

X _____

To whom it may concern,

The above-named person(s) has/have made an application for an apartment at our complex. As a reference check, we are requesting your cooperation in supplying the data below.

Sincerely,

Property Manager

Landlord Name:

Landlord Phone number:

Landlord Address:

Landlord Email:

This section to be completed by landlord

1. The person(s) resided at this property from _____ (mo/yr) to _____ (mo/yr)
2. The amount of monthly rent was \$_____ Is this subsidized Housing? Y_____ N _____
3. Was the rent paid on time? Y_____ N _____
4. Were there any rent payment problems? Y_____ N _____
5. Was the unit well maintained and kept clean by resident and resident's guests? Y_____ N _____
6. Did the unit have bedbug, roach or other insect problem? Y_____ N _____
7. Were there any resident caused damages that were costly? Y_____ N _____
8. Did any unauthorized people live in the unit for a substantial period? (over 3 weeks) Y_____ N _____
9. Were there any lease violations? Y_____ N _____
10. Were there any unauthorized pets? Y_____ N _____
11. Given the opportunity, would you lease another apartment to this person? Y_____ N _____
12. Are you related to the tenant or any member of the tenant's household? Y_____ N _____

Signature of Landlord: _____ Date: _____

EMPLOYMENT VERIFICATION LETTER

Employer's Name: _____

Address: _____

City: _____ State: _____

Zip: _____

Date: _____, 20____

RE: Employment Verification for _____ [Employee's Name]

[Employee's Signature]

The individual Named directly above is an applicant/ tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Matthew M Weagle
Vice President of Liberty Rental Corp

Brooks Pond Apartments
190 Brooks Pond Road
Leominster, MA
Brookspondapartments@gmail.com
978-643-6400

Below is to be filled out by employer only

To whom it may concern:

Please accept this letter as confirmation that _____ [Name of Employee] has been employed with _____ [Employer Name] since _____ [Employee Start Date].

Currently, _____ [Name of Employee] holds the Title of _____ and works on a ☐ Full-Time ☐ Part-Time basis of _____ hours per week while earning \$_____ that is payable on a(n) ☐ Hourly ☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Quarterly ☐ Annual basis with ☐ No Bonus ☐ a Bonus of \$_____.

If you have any questions or require further information, please don't hesitate to contact me at _____ [Employer Phone Number].

Sincerely yours,

Signature _____ **Print Name:** _____

Employer Title: _____

Hand sign only – electronic signatures not accepted