

Office Use Only: App. Rec'd Date \_\_\_\_\_ Postmark Date \_\_\_\_\_ Rec'd  
By \_\_\_\_\_  
Applicants Qualify For: Studio \_\_\_\_\_ One-Bedroom \_\_\_\_\_



## Application for Affordable Year-round Housing at Seashore Point

### Studio & One-Bedroom Apartments

Applications will be for:

**Studio & One-bedroom Units Available & for Waitlist**

RETURN COMPLETED APPLICATION WITH ALL ATTACHMENTS TO:  
SEASHORE POINT, 100 ALDEN STREET, PROVINCETOWN, MA 02657

Applicants must be at least 62 years of age, household income may not exceed 80% of the Barnstable County median income guidelines as defined by the US Department of HUD.

### **FY 2022 Income Limits Provincetown, Massachusetts**

Household size of 1: Maximum Income Limit \$60,900

Household size of 2: Maximum Income Limit \$69,600

**2022 Monthly Rental (includes utilities)**  
**Studio & One-Bedroom Range \$1250-\$1631**

### **Applications:**

Application forms will be available by calling 508-487-0771 x135 , or email at [SSP@Provincetownhousing.org](mailto:SSP@Provincetownhousing.org)

**Completed applications MUST be submitted to [ssp@provincetownhousing.org](mailto:ssp@provincetownhousing.org) or mailed to 100 Alden Street, Provincetown, MA 02657. All eligible applicants will then be entered on the waitlist.**

### **For Information Contact:**

To learn more about this program, contact the Affordable Housing Coordinator at 508-487-0771 x135.



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## **Selection Process & Program Description**

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### **What happens after I submit the complete Application Package?**

A complete Application Package includes the application form and required documentation. The Affordable Housing Coordinator will review this information to determine eligibility. Applicants will receive a receipt for their application and be added to the waitlist in order of date received.

### **What happens if my name comes up on the waitlist?**

If your name comes up on the waitlist you will be notified and you will “meet” with the Affordable Housing Coordinator to review your application to verify all the information. Applicants who are selected will have the opportunity to rent a unit.

### **MODERATE INCOME AFFORDABLE RENTAL PROGRAM DESCRIPTION**

- An application will be available and sent to anyone interested in the program.
- Applications received will be date stamped, and then checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided.
- The applicant’s income will be verified and compared to the income and asset limits. The applicant household is required to be within the Area Median Income limits for the Barnstable County Area as published by HUD. This includes all income prior to any deductions from all adult household members.
- **Household assets shall not exceed \$150,000 in net cash value.** Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, value of real estate holdings and other capital investments. Include the value of the asset, with a deduction for the reasonable cost of selling the asset. The value of necessary personal property (furniture, vehicles) is excluded from asset values.
- Applicants will be notified for incomplete application packages by email and letter.
- Persons who have not submitted all the necessary information by the deadline will waive their rights to proceed.
- All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision
- Once the Housing Agent has preliminarily verified the information contained in the application and confirmed eligibility, the applicant will move up the list.
- A letter will be emailed or mailed to each applicant indicating the following information: You have been deemed (eligible/ineligible) based upon the information provided. You must contact the housing agent in writing if you disagree with the determination you have qualified for. Failure to contact the housing agent in writing will result in the waiving of your rights for further review.
- Final qualification against all requirements will be verified before the unit is completed.
- The Fair Housing Act prohibits discrimination in housing due to Race or Color, National origin, Religion, Sex, Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18. An applicant who believes that they have been discriminated against in the selection process may contact: the Massachusetts Commission Against Discrimination (617) 994-6000; and/or the United States Department of Housing and Urban Development (617) 994-8300.



**HEAD OF HOUSEHOLD INFORMATION:**

APPLICANT NAME \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_  
RESIDENTIAL ADDRESS \_\_\_\_\_  
TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
CELL PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**ELIGIBILITY REQUIREMENTS**

**PRELIMINARY DETERMINATION OF INCOME ELIGIBILITY**

**Evidence of income eligibility must be provided with this application:**

- IRS Form 1040 Federal Income Tax Return for latest year; if you have not filed taxes in the last 6 months or are not required to file please explain.
- Please provide documentation of anticipated income, Social Security, SSDI, Alimony, Death benefits, pensions, or W-2 wages from employment.

**PRELIMINARY DETERMINATION OF PERSONAL ASSETS LIMITATION**

**Provide documentation of all personal assets held in your name or in trust for your benefit. This includes checking and savings accounts, investment accounts, certificates of deposits (CDs), stocks, bonds, mutual funds, real estate owned, limited partnership investments, annuities, pensions, insurance policies, ownership of shares in a corporation or cooperative, cash on hand - in safe deposit boxes, or in mattresses.**

**List all assets and their value on the form on the last page of the application, even if it does not generate income. If assets are held in restricted accounts for retirement purposes identify them as such.**

**PRELIMINARY DETERMINATION OF HOUSEHOLD SIZE**

- An individual may only be part of one household in this application process.
- Single person households may apply for a studio or a one-bedroom apartment, two-person households may **only** apply for a one-bedroom apartment.
- Applicant must certify no other household members are anticipated or intended to be added to the household (see certification page). Changes in current household composition will require further verification if selected in the selection process.
- Applicant has 10 business days to accept or refuse offer of housing. Applicant may refuse three (3) times before being removed from the list. Applicant will be required to reapply in order to restart position on the waitlist.



**Total Number in Applicant Household:** \_\_\_\_\_

**MINORITY STATUS (optional)**

A household has minority status if their heritage is one of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Native American/Alaskan Native | <input type="checkbox"/> Asian            |
| <input type="checkbox"/> Pacific Islander               | <input type="checkbox"/> African American |
| <input type="checkbox"/> Hispanic Latino                | <input type="checkbox"/> Cape Verdean     |

**PRIMARY DOMICILE- SOLE DOMICILE**

**The certifications at the end of the application include your certification that the apartment will be the primary and sole residence of the household. If you are selected through the lottery process to become a tenant and Provincetown is not maintained as your sole domicile you will be in violation of the affordable housing deed restriction.**

**PERSONAL STATEMENT**

**Please explain why you are interested in living at Seashore Point.**

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**PERSONAL REFERENCES**

Please provide the names, addresses and phone numbers of three people who know you and members of your household (excluding relatives). Include at least one neighbor.

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Note:** As part of the application review process, background checks will be conducted to determine if the prospective tenants have a history of criminal or anti-social behavior that could be detrimental to the stability of the community. If there are circumstances in your past that might detract from your application, please provide an explanation below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**STATEMENT OF CURRENT ANTICIPATED ANNUAL INCOME**

Income is an anticipation of all combined income from all Household members over the next 12 months.

<b>PART I. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)</b>				
Applicant or Co-Applicants	(A) Gross W-2 Wages, Tips and Commissions, and/or Net Self-Employment Income	(B) Social Security and Pensions	(C) Unemployment and Public Assistance	(D) Other Income (Alimony, Annuities, Insurance Policies, Death Benefits, etc.)
Sub-totals				

Add sub-totals from (A) through (D):      **TOTAL INCOME (E)**

- Wages, tips and commissions for applicants are gross wages
- Self employment is net employment income which can never be less than “0”
- If you work seasonally and anticipate collecting unemployment during part of the year, you must anticipate an unemployment amount.
- Alimony includes regular contributions or gifts received from organizations or from persons not residing with the household.
- Exclusions of income include:
  1. Medical expense re-imburements
  2. Gifts: temporary, nonrecurring, or sporadic income
- Income from Assets must be counted even if the applicant does not directly receive the income.
- Assets may not exceed \$150,000

Applicant or Co-Applicants	(F) Type of Asset (checking, savings, etc.)	(G) Cash Value of Asset	(H) Annual Income from Asset
Sub-totals			

Add sub-totals from (F) through (H) **TOTAL INCOME FROM ASSETS (I)**

Add sub-totals (E) plus (I)      **TOTAL INCOME (J)**



**HOUSEHOLD CERTIFICATION & SIGNATURES**

**I understand that eligibility to become a tenant is subject to income limits based on household size and based on 80% of Barnstable County median income as described in the application. The information in this application and the information provided in attachments will be used to determine income eligibility. I have provided accurate information of current anticipated annual income. I certify that no other income is anticipated, and no additional household members are intended to be added to the household.**

**I certify that, should I be selected as a tenant at Seashore Point, my sole domicile, the address where I will reside year-round, and the address of my voter registration (if any) will be Seashore Point, Provincetown. This housing is not intended for seasonal use.**

**I understand that admission to the waitlist does not guarantee that I will become a tenant. Prior to final approval of residency at Seashore Point, all information included in the application will be reviewed in detail and eligibility must be verified. When added to the waitlist, I authorize release of confidential information from employers, financial institutions, and their representatives, personal references, and from police records relating to criminal convictions, if any, including minor dependents. I hereby authorize you to verify any and all information contained in this application and release all concerned parties from any liability in connection with any information they may provide.**

**I hereby certify that responses to the questions on the application and information provided in attachments are accurate and true to the best of my knowledge and belief. I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably. False, misleading or incomplete information may result in disqualification.**

**I understand that, should I be approved as a resident, the apartment selection will be determined by Seashore Point.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

