**CHATHAM RENTAL ESCROW PROGRAM**

**APPLICATION**

***LOTTERY APPLICATION DEADLINE: 12:00 p.m. March 14, 2025***

Informational Meetings:

Thursday, February 27, 2025 @ 5:00 p.m.

Saturday, March 1, 2025 @ 10:00 a.m.

***Personal Information***

Applicant Name: Co- Applicant Name:

Address: Address:

Town: State: Zip Town: State: Zip

Telephone: Telephone:

E-Mail: E-Mail:

Employer: Employer:

Occupation: Occupation:

Years at current place of employment: Years at current place of employment:

***Household Composition*** List Head of Household and all members who will be living in the home. Give the relationship of each member to the head of household.

**Full Name (List Head of Household first)** **Relationship to Head of Household** **Date of Birth**

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***Current Living Situation***

Name of Landlord: Address of Landlord

Town: State: Zip: E-mail Contact:

Phone: Current Rent: Move- In Date:

IF YOU HAVE LIVED IN YOUR CURRENT SITUATION FOR LESS THAN THREE YEARS, PLEASE ATTACH INFORMATION ON PREVIOUS LANDLORDS (FIVE YEARS)

AFFORDABLE HOUSING OPPORTUNITY 

**Verification of Employment**

Applicant: SSN:

Signature:

***Employer Information (to be completed by employee)***

Name of Employer:

Address of Employer:

Phone: E-Mail:

***Employment Information (to be completed by employer)***

1. Dates of Employment Position/Occupation

2. Current Rate of Pay $ per Hour Week Month Year (Indicate one)

3. Overtime Rate of Pay $ per Hour Week Month Year (Indicate one)

4. Do you anticipate any change in the employee’s rate of pay in the near future? Yes No

If “yes” Revised rate Effective Date

5. Number of hours employee typically works per week Weeks per year

6. Do you anticipate any change in the number of hours the employee works? Yes No

7. Gross annual earnings you anticipate for this employee for the next 12 months

8. Does this employee receive tips, bonuses, or commissions? Yes No

Indicate annual amount: Tips: Bonuses: Commissions

9. Additional comments regarding this employee:

Completed by : Date: (Name and Title)

**WARNING** : Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of the United States as to any matter within its jurisdiction.

AFFORDABLE HOUSING OPPORTUNITY 

**VERIFICATION OF ASSETS ON DEPOSIT**

I hereby authorize the release of the requested information to the Chatham Housing Authority:

Signature of applicant Date

Checking Account # Avg Monthly Balance last 6 months

Savings Account # Current Balance

Cert. of Deposit # Current Balance

Retirement Savings # Current Balance Int. Rate

Money Market Funds # Avg 6-month Bal Int. Rate

Signature of Authorized Representative:

Printed Name: Title:

Name of Institution:

Date: Telephone: E-mail

**WARNING**: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of the United States as to any matter within its jurisdiction.

AFFORDABLE HOUSING OPPORTUNITY 

**Certification, Disclosure, Understandings and Authorization**

**Certification**: I/We certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or neglect misrepresentation(s) of information (current or anticipated household members, income, assets and local preference, e.g.) contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et. seq. and liability for monetary damages to the lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to the reliance upon misrepresentation which I/we have made on this application.

**Use of Information Disclosure**: The information collected may be disclosed as required and permitted by law outside the Chatham Housing Authority without your consent including to your employer for verification of income and employment, to financial institutions for verification of information and to the lottery monitoring agent (if applicable)

**Understanding of Selection:** I/We understand that I/we are selected via lottery. It does not guarantee that I/we will be able to participate in the MCI Rent to Home Ownership Program. I/We also understand that even though I/we have submitted all the necessary documentation and/or verifications, I/we are not guaranteed to be in the lottery if the Chatham Housing Authority finds that any documentation and/or verification is missing. I/We have read the application and fact sheet and understand the lottery process.

**Authorization**: I/We consent to the disclosure of such information for the purposes of income and verification related to my/our application.

Applicants Signature Date

Co-applicant’s Signature Date

Send Completed Application and Verification to:

Chatham Housing Authority

MCI Rent to Home Ownership Program

240 Crowell Road

Chatham, MA 02633

This page ***must*** be signed!

Thank you

AFFORDABLE HOUSING OPPORTUNITY 