

**CITY OF CHELSEA
DEPARTMENT OF PLANNING AND DEVELOPMENT
EMERGENCY RENTAL FUND APPLICATION
EQUAL HOUSING OPPORTUNITY**

Instructions: Please complete the following forms and attach all required documentation. Incomplete applications will not be processed. Completed applications should be placed in the green drop box outside of the Washington Ave. entrance to City Hall OR emailed to: scooper@chelseama.gov

Please contact the following staff if you have any questions, or if you're seeking a reasonable accommodation due to a disability:

**Dept. of Planning & Development
500 Broadway, Room 101
Chelsea, MA 02150**

**Alex Train, AICP, Assistant Director | P: 617-466-4192 | E: atrain@chelseama.gov
Sayou Cooper, Housing Project Manager | scooper@chelseama.gov**

ALL APPLICATIONS MUST BE SUBMITTED BY END OF BUSINESS DAY ON MAY 12th, 2020
PLEASE ALLOW THREE WEEKS FOR PROCESSING FOLLOWING THE DATE OF THE LOTTERY

1. Applicant Information

Last Name: _____ **First Name:** _____ **Phone:** _____ **Email:** _____

Name of Landlord or Person to whom Rent is Paid: _____

Contact Information:

2. Household Information

Names:	Age

3. Income Information

Annual household income (total of all members) = \$ _____

4. Rent Information

Total Amount of Monthly Rent: _____

Please indicate what utilities you are responsible for paying in addition to their monthly rent:

Electricity Heating Water Sewer None (all utilities are included in monthly rent)

5. Lottery Preferences

Please review program policies for list of all lottery preferences. The list below only relates to preferences that cannot be determined by responses in other sections of this application.

Description	Response (circle one)
1. Are you a parent with children under the age of 18 years old and enrolled in a City school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Are you over the age of 65 years old?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Are you currently disabled? Please supply documentation	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are you a Veteran?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are you eligible for federal benefits, such as a federal stimulus check received in April 2020 and/or federal unemployment?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Has your household experienced economic impacts caused by the COVID-19 pandemic? Examples include termination from employment, reduction in work hours etc.	YES <input type="checkbox"/> NO <input type="checkbox"/>

6. Conflict of Interest

	Yes	No
Are you (or anyone in your household) a municipal employee or locally appointed official?	<input type="checkbox"/>	<input type="checkbox"/>
Do you (or anyone in your household) currently work as a consultant or agent to the community?	<input type="checkbox"/>	<input type="checkbox"/>
Do you (or anyone in your household) currently work for another agency that administers City funded programs for the community?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what is your current title position?		
In what agency or department?		

Certification

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources. Furthermore, I/we hereby certify that we will indemnify and hold the City harmless of any liability in connection to this program.

Applicant Name (Printed): _____

Applicant Signature: _____

Date: _____

ATTACHMENT #1: APPLICATION CHECKLIST

Applicants must submit the following documentation as an attachment to their application

____ COPY OF LEASE AGREEMENT (TENANTS WHO ARE NOT SUBJECT TO A LEASE MUST SUPPLY LETTER FROM LANDLORD CERTIFYING AMOUNT OF MONTHLY RENT)

____ CONTACT INFORMATION and W9 FOR LANDLORD OR HEAD OF APARTMENT TO WHOM MONTHLY RENT IS PAID (funding will be disbursed directly to landlord or head of apartment to whom monthly rent is paid)

For Office Use	
Date:	
Received by:	

ATTACHMENT #2: MEDIAN HOUSEHOLD INCOME LIMITS

Household Size	50% AMI Low Income
1	\$44,800
2	\$51,200
3	\$57,600
4	\$63,950
5	\$69,100
6	\$74,200
7	\$79,300
8	\$84,450