



Harbor Point Affordable Housing Application Process

Please note Any Application that is not completely filled out will not be processed

The preferred method of communication is email; if you do not have email you can go to your local library and get a "gmail" or "yahoo" email account for free). Email will ensure a quick response to questions regarding receipt of application; application status; other questions you may have regarding the application or process.

Those who do not have email can call 203.223.7669. Leave a message and you will get a return call within 48-72 hours.

- Applicants will be notified by email within 24 hours of dropping off their application that it has been received. If no email, you will be notified via US Postal Service.
- Applications that are not complete will not be accepted and sent back within 7-10 days to the applicant.
- Within 7-10 days after an application has been received the applicant will receive an email informing them of the status of their application. If no email you will be notified via US Postal Service

Please note that only the Affordable Housing Staff has the ability to answer questions regarding your application and the application process. You can email the Affordable Housing Staff at: igalvez@harborpt.com

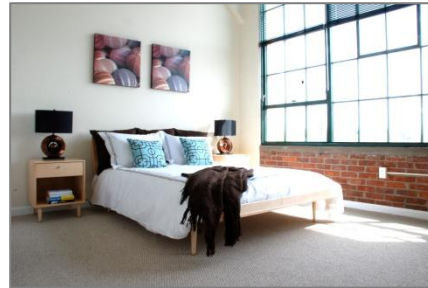
Thank you for your cooperation with this process.

JoAnn Galvez
Director of Affordable Housing
Prime Real Estate Services



HARBOR POINT

**The Residences at Harbor Point
Welcomes you to the Affordable Housing Program**





Affordable Housing Quick Qualify Checklist

Please provide the following information to “Quick Qualify” for the Affordable Housing Program. If you do Quick Qualify, your application will be placed on the waitlist for the Harbor Point Residences.

If your application is selected, you will then be **required to supply further information for a more thorough qualification process which includes a credit and criminal background check..**

Items For Quick Qualification

_____ Most recent pay stub that shows your “year to date” gross income

_____ Most recent bank statements (Checking, Savings, Money Market)

_____ Most recent Retirement Statement (401k, Pension, 403b etc.)

Should you have any questions please do not hesitate to contact me at 203.223.7669

Sincerely,

JoAnn Galvez
Director of Affordable Housing



The Residences

Qualification Guidelines

Welcome to Harbor Point Apartments. We are pledged to the letter and the spirit of the U.S. Policy for the achievement of Equal Housing Opportunity throughout the nation. It is the policy of Harbor Point Apartments to adhere to the Fair Housing Act, which prohibits discriminatory housing practices, based on color, religion, sex, handicap, familial status, or national origin.

Please note these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

Rental Criteria:

- A rental application must be completed for each individual age eighteen (18) or over. A fee of \$50.00 per application will be due prior to processing any application.
- The household gross monthly income must be verifiable and meet or exceed 2.5 times the monthly rent.
- Applicants must have verifiable employment and/or income history. Self-employed persons must provide a copy of the prior year's tax return. Unemployed applicants must provide documentation regarding sources of income, e.g. - social security, pension, savings, interest. Copies of all documentation will be retained in the lease file.
- Applicants must have a verifiable rental/mortgage history. Applicants with negative resident history-outstanding debt to an apartment community/landlord or eviction from apartment community/landlord - will be denied.
- Applicants must have a favorable credit history. Favorable credit history is no credit or more positive credit than negative. All outstanding obligations will be considered. Any applicant with an unfavorable credit history will be denied.
- Any applicants who have been determined to have criminal conviction or current indictment for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, felony, fraud, or for any crimes involving firearms, weapons, or crimes against persons or property will be denied residency and occupancy.

Management reserves the right to add or delete any or all of the above guidelines and qualifications.





**Affordable Housing Program
APPLICATION REQUIREMENTS DOCUMENTS**

Dear Applicant:

Welcome to the Harbor Point Affordable Housing Program. If you are interested in applying for the Affordable Housing Program apartment please complete the enclosed application and submit it along with all other requested, qualifying information to The LockWorks Welcome Center, located at 121 Towne Street Stamford CT, at your earliest convenience. **All requested materials are required in order to be placed on a waiting list for an apartment.**

Below is a list of information that must be submitted with your application. Please take a few minutes to look over this list and take the necessary steps to have copies of all required documents. All documents submitted become the community property of Harbor Point. There cannot be any exceptions to any of these requirements.

1. Complete and signed Residence Application.
2. Signed Employment Verification form and a letter from employer(s) on their letterhead. Letter must state that you are employed and your gross annual salary (if applicable).
3. Documents showing income from wages, 6 most recent pay stubs, social security, retirement pension funds, disability, child support, alimony, income from rental properties, and any other income sources.
4. A copy of tax returns for three (3) most recent tax years, including all family members who work and/or live with you. All three years are required and substitutions will not be accepted unless an undue hardship is determined. (If you become a resident of Harbor Point, you will be required to submit a copy of each year's tax return upon recertification regardless of your lease end date.)
5. Documents showing average balance for the last six (6) months and percentage earned on checking accounts.
6. Documents showing current balance and percentage of interest earned on savings accounts, money market accounts, stocks, bonds, treasury bills, certificates of deposit, etc.
7. Documents showing value of real estate and other capital investments, unpaid mortgages, loans, etc., that could potentially generate additional income.
8. Documents showing the value of any trust producing income.
9. Signed Residency Verification form. Harbor Point staff members will verify.
10. Copies of Birth Certificates and Social Security Cards for all occupants.
11. If a pet owner; documentation of vaccinations for all pets.

Please verify that you have received all of the following forms with your application package:

- Residence Application – one for each member of the household eighteen (18) years of age or older.
- Income requirements and rental rate ranges
- Information Release Form - one for each member of the household eighteen (18) years of age or older.
- Income Verification forms – (Employment Verification, Child Support, Alimony).
- Landlord Reference form.
- Residence Qualification Standards.

Thank you for your interest in the Harbor Point Affordable Housing Program. If the team can be of any assistance to you, please let us know.

Sincerely,



_____ Lofts
 _____ 101 Park
 _____ Lockworks

APPLICATION FOR APARTMENT HOME RENTAL

NOTE: This ENTIRE application must be filled out or it may not be considered for acceptance. Please read qualifications prior to completing application. All applicants over 18 years of age must submit separate applications.

Apartment size: _____ Desired Move-in Date: Earliest Date: _____ Latest Date: _____

Rental Rate: \$ _____ Lease Term: _____ Special Provisions: _____

Last Name: _____ First Name: _____ MI: _____ Sr., Jr.,: _____

Social Security No. _____ - _____ - _____ Date of Birth: ____/____/____ Total No. of Occupants: _____

Driver's License No. _____ State of Issue: _____

Email address: _____

OCCUPANTS:

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

Home Phone: _____ **Work Phone:** _____ **Best time to contact you:** _____

How did you learn about Apt? _____ Do you have any pets? _____

Breed of Pet: _____ Documentation of Vaccinations provided: _____

HOUSING INFORMATION:

Present Address: _____ City: _____ State: _____ Zip: _____

How long have you lived there?: _____ Rent: \$ _____ Landlord (Co. or person): _____

Landlord's Phone: _____ Landlord's Fax: _____

Reason for moving?: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

How long have you lived there?: _____ Rent: \$ _____ Landlord (Co. or person): _____

Landlord's Phone: _____ Landlord's Fax: _____

Reason for moving?: _____

EMPLOYMENT INFORMATION:

Present Employer: _____ Address: _____

City: _____ State: _____ Zip: _____

How Long?: _____ Position: _____ Supervisor: _____

Supervisor's Phone: _____ H/R Phone: _____

Salary: \$ _____ per _____ Overtime/Bonus?: _____

Previous Employer: _____ Address: _____

City: _____ State: _____ Zip: _____

How Long?: _____ Position: _____ Supervisor: _____

Supervisor's Phone: _____ H/R Phone: _____

Salary: \$ _____ per _____ Overtime/Bonus?: _____

VEHICLE INFORMATION:

VEHICLE(S)/RECREATIONAL #1 (Make, Model, Color, Year): _____

License Plate #1: _____ State: _____

VEHICLE(S)/RECREATIONAL #2 (Make, Model, Color, Year): _____

License Plate #2: _____ State: _____

EMERGENCY:

Name: _____ Address: _____ City, State, Zip: _____

Work Phone: _____ Home Phone: _____ Relationship: _____

Have you, your spouse, or any occupant listed in this application ever been evicted, filed bankruptcy, been arrested for a felony or sex related crime? Please date and list each: _____

I understand that this application for an apartment is subject to acceptance or denial. I hereby state that the information set for above is true and complete and authorize verification of the information and references given including the investigation of a professional credit check, arrest/convictions record and background check for all applicants. Should any statement made above be a misrepresentation or untrue, the application fee will be retained as compensation to the agent for holding the apartment off the market.

It is understood the **holding deposit** received, \$ _____, will be returned if applicant is not accepted as a resident. If accepted and the resident does not move in on the starting date given, the amount received is hereby acknowledge as liquidated damages for non-performance and will be forfeited by the resident as compensation for holding the apartment off the market. I understand I may cancel this application by written notice within 72 hours and receive a full refund of security deposit. **If I cancel after 72 hours, I understand I forfeit the security deposit.**

I have submitted the sum of \$ _____, which is a **non-refundable application fee** for a credit check and other processing costs of this application. This sum is not a rental payment or security deposit and will be retained by Prime Real Estate Services, LLC to cover the costs of processing the application whether my application is accepted or not.

I hereby consent to allow Prime Real Estate Services, LLC, through its designated agent and it employees, to obtain and verify my credit information and criminal background check for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Prime Real Estate Services, LLC and its agent shall have the continuing right to review my credit information, criminal background information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

APPLICANT SIGNATURE: _____ **Date:** _____

LEASING SPECIALIST: _____ **Date:** _____

FOR OFFICE USE ONLY

1. APT # _____ UNIT TYPE: _____

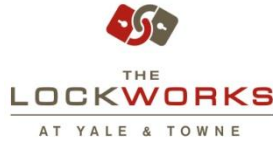
2. Person Accepting Application: _____

3. Person Processing Application: _____

4. Date the applicant(s) was notified by phone, letter, or in person of acceptance or non-acceptance: _____

5. Name of applicant who was notified: _____

6. Name of owner's representative who notified applicant above: _____



COMMUNITY SPECIFIC INCOME ELIGIBILITY REQUIREMENTS

The community, located at 121 Towne Street, in Stamford, CT, has 329 apartment homes located in a newly constructed mid-rise building comprising of 31 Studios, 163 one bedrooms and 135 two bedrooms. The LockWorks at Yale and Towne Apartments' Residents will also enjoy the full use of the brand new fitness and club rooms as well as a roof top pool. The apartments come fully applianced including a washer and dryer.

An application should be completed by each family member that is over the age of 18 in each household. In order to pre-qualify for the Affordable Housing Program the total combined household income must fall within the income guidelines listed below. Applications that do not report anticipated income will be denied unless they are qualified as a Section 8 certificate holder

Studio apartments for \$967.00 per month – minimum income required is \$29,010
1-bedroom apartments for \$1009.00 per month – minimum income required is \$30,270
2-bedroom apartments for \$1204.00 per month – minimum income required is \$36,120

Please note that rental rates and income limits are subject to change based on annual updates to the Area Median Income.

Attached please find our company's qualification standards as well as a personal application to be filled out by each individual over the age of 18.

Please remit the application to be placed on our waiting list for the Affordable Housing Program. Thank you for choosing The LockWorks at Yale & Towne Apartments. Please review the following income guidelines we use in order to determine eligibility for our Affordable Housing Program.

Household Income (Per person)	Income (Maximum per household)
1	\$44,310
2	\$50,640
3	\$56,970
4	\$63,300
5	\$68,364
6	\$73,428

***Section 8 voucher holders are encouraged to apply**

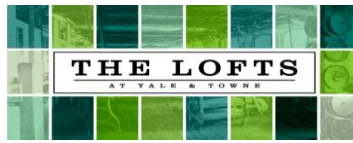
Please remit all applications to:

Property Address: 200 Henry Street, Stamford CT 06902

Sincerely,

Prime Real Estate Services

****Priority will be given to those who currently reside in the South End of Stamford***



COMMUNITY SPECIFIC INCOME ELIGIBILITY REQUIREMENTS

The community, located at 200 Henry Street in Stamford, CT, has 225 apartment homes located in a 6 story renovated historic warehouse comprising of 30 studios, 149 one bedrooms, and 46 two bedrooms, of which 10% are set aside for the Affordable Housing Program. The Lofts at Yale & Towne Apartments' Residents will also enjoy the full use of the fitness and WI-FI club room. The homes come fully aplianced including a washer and dryer.

An application should be completed by each family member that is over the age of 18 in each household. In order to pre-qualify for the Below Market Rate Housing Program the total combined household income must fall within the income guidelines listed below. Applications that do not report anticipated income will be denied unless they are completed for a Section 8 certificate holder.

Studio apartments for \$1,027.00 per month – minimum income required is \$30,810

1-bedroom apartments for \$1,080.00 per month – minimum income required is \$32,400

2-bedroom apartments for \$1,293.00 per month – minimum income required is \$38,790

Please note that rental rates and income limits are subject to change based on annual updates to the Area Median Income.

Attached please find our company's qualification standards as well as a personal application to be filled out by each individual over the age of 18.

Please remit the application to be placed on our waiting list for the Affordable Housing Program. Thank you for choosing The Lofts at Yale & Towne Apartments. Please review the following income guidelines we use in order to determine eligibility for our Affordable Housing Program.

Household Income (Per person)	Income (Maximum per household)
1	\$44,310
2	\$50,640
3	\$56,970
4	\$63,300
5	\$68,364
6	\$73,428

***Section 8 voucher holders are encouraged to apply**

Please remit all applications to:

Property Address: 200 Henry Street, Stamford CT 06902

Sincerely,

Prime Real Estate Services

****Priority will be given to those who currently reside in the South End of Stamford***

101 | PARK PLACE

at Harbor Point

COMMUNITY SPECIFIC INCOME ELIGIBILITY REQUIREMENTS

The community, located at 101 Washington Boulevard in Stamford, CT, has 336 apartment homes located in a 15 story, newly constructed high-rise building comprising of 209 one bedrooms, 113 two bedrooms and 14 three bedrooms. The 101 Park Place Apartments' Residents will also enjoy the full use of the brand new fitness and club rooms as well as an in-ground pool at the sixth floor plaza deck. The homes come fully applanced including a washer and dryer.

An application should be completed by each family member that is over the age of 18 in each household. In order to pre-qualify for the Below Market Rate Housing Program the total combined household income must fall within the income guidelines listed below. Applications that do not report anticipated income will be denied unless they are qualified as a Section 8 certificate holder

1-bedroom apartments for \$1,039 per month – minimum income required is \$29,850
2-bedroom apartments for \$1,243 per month – minimum income required is \$37,290
3-bedroom apartments for \$1,430 per month – minimum income required is \$42,900

Please note that rental rates and income limits are subject to change based on annual updates to the Area Median Income.

Attached please find our company's qualification standards as well as a personal application to be filled out by each individual over the age of 18.

Please remit the application to be placed on our waiting list for the Affordable Housing Program. Thank you for choosing 101 Park Place Apartments. Please review the following income guidelines we use in order to determine eligibility for our Affordable Housing Program.

Household Income (Per person)	Income (Maximum per household)
1	\$44,310
2	\$50,640
3	\$56,970
4	\$63,300
5	\$68,364
6	\$73,428

***Section 8 voucher holders are encouraged to apply**

Please remit all applications to:

Property Address: 101 Washington Blvd.
Stamford, CT 06901

Sincerely,

Prime Real Estate Services

****Priority will be given to those who currently reside in the South End of Stamford***



HARBOR POINT

The Residences

101 Washington Boulevard
Stamford, CT 06902

Phone: 203.969.1010
Fax: 203.969.1001

EMPLOYMENT VERIFICATION

APPLICANT: Please provide 6 paystubs (minimum of 6 pay stubs) and complete the **TOP PORTION ONLY** of this form so that your employer may release the requested information.

APPLICANT: _____ DATE: _____

EMPLOYER
and EMPLOYER'S
ADDRESS: _____

Street _____

City _____ State _____ Zip Code _____

Fax number: _____ Phone number _____

**EMPLOYEE'S
SIGNATURE:** _____
Employee's Signature to Authorize Release of Information

EMPLOYER: Your employee has applied for rental of an apartment managed by Prime Real Estate Services, LLC. As part of the qualification process we require verification of employment and the information requested below. Any information released will be kept in the strictest confidence. Please return this form via facsimile to the number noted above. Thank you for your cooperation.

Prime Representative: _____ Date: _____

Length of Employment: _____

Position: _____

Overtime/Commissions: _____

Average Monthly Pay: _____

(Please print) Name & Title of Supervisor Signature Date Phone number

Please note: A Representative may call to verify



101 Washington Boulevard
Stamford, CT 06902

Phone: 203.969.1010
Fax: 203.969.1001

LANDLORD REFERENCE

APPLICANT: Please complete the **TOP PORTION ONLY** of this form so that your current landlord may release the requested information.

APPLICANT: _____ DATE: _____

LANDLORD: _____

LANDLORD'S

ADDRESS: _____

Street Apt #. City State

PHONE NUMBER _____ FAX NUMBER _____

SIGNATURE _____

Resident's Signature to authorize Release of Information

LANDLORD: Your resident has applied for rental of an apartment managed by Prime Real Estate Services, LLC. As part of the qualification process, we require a reference from the applicant's current landlord and basic information requested below. Any information released will be kept in the strictest confidence. Please return this form via facsimile or U.S. mail to the number or address noted above. Thank you for your cooperation.

Prime Representative _____ Date _____

Is applicant party to a lease/rental agreement? _____ If so, expiration date: _____

How long have they resided at the above address? _____

Is the rental account current? _____ Monthly Rent: _____

Rent is generally paid: ___ On-Time ___ Occasionally Late ___ Often Late

Have any legal notices been served to this resident? _____

Have there been any noise complaints against this resident? _____

Housekeeping Habits: ___ Good ___ Average ___ Poor

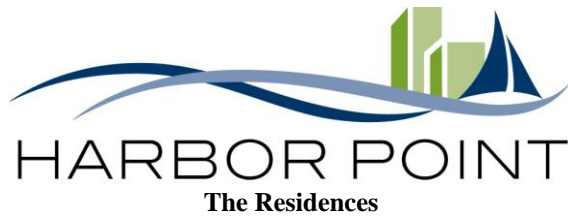
Would you rent to this person again? _____ Yes, _____ No _____ Not Sure

Comments: _____

(Please Print) Name & Title of Authorized Person: _____

Date _____ Phone + Ext. _____

Signature _____



INFORMATION RELEASE

EXPLANATION:

Your signature on this information release waiver is necessary for the processing of your certification / re-certification. You should be aware that a credit report will be ordered initially and may be repeated if necessary. This release authorizes verification of information regarding you and your household from sources such as, but not limited to: landlord, Social Security Administration, Department of Welfare, employer, income etc.

I _____ authorize you to release to Prime Real Estate Services LLC ("Prime"), managing agent for _____, all information specifically requested by Prime to verify my family's composition, income, credit, and references as may be necessary. It is understood that all information released will be kept confidential. However, you should be aware that the information reported may be reported by someone other than a Prime employee (i.e. attorney, auditor, etc.).

CONDITIONS:

I agree that a photocopy of this authorization may be used for the purpose stated above. The original authorization form is on file with the management office and will stay in effect for thirteen (13) months from the date signed. All adult members of my family (eighteen and older, including full-time students) will also be required to sign an information release waiver.

As a condition of continued occupancy, I further understand that I and all adult members of my family will be required to sign this information release waiver each year at re-certification time.

Signature

date

social security #

Apartment # _____

NOTE: This general consent may not be used to request a copy of a tax return.

