



Harwich Rental Assistance

INCOME ELIGIBILITY TABLE

Household Size	1	2	3	4	5	6
100% Income Limit	\$98,900	\$113,000	\$127,100	\$141,200	\$152,500	\$163,800

- **Applicants are accepted on a rolling basis.**
- **Program participation will be awarded to eligible households as funding allows.**
- **Available to year-round residents of Harwich or households with a member who works or attends school in Harwich.**

To learn more, or if you have any questions please contact our office at **508-255-9667** or email help@hpccapecod.org.

You can download, print, and mail your completed application to HPC at the address below or call us to have an application sent to you.



Homeless Prevention Council
Rental Assistance
P.O. Box 828
Orleans, MA 02653



TENANT APPLICATION CHECKLIST



- ☐ Completed, initialed and signed Application Form
(ALL adult household members must sign)
- ☐ Documentation of eligibility for local preference
- ☐ Documentation for your sources of income
(i.e. 8 consecutive weeks of paystubs, W-2, 1099-NEC, 1099-MISC, Schedule C, copies of bank statements, retirement account, brokerage & securities holdings, virtual currency statements, retirement account statements, social security benefit letter, etc.)
- ☐ Verification of student status for any member of the household who is over 18 and a full-time student
- ☐ Copy of year-round lease
- ☐ Last two months bank account statements for all accounts - include all pages

LANDLORD APPLICATION CHECKLIST



- ☐ Completed W-9
- ☐ Verification that tenant is current in rent payments
- ☐ Direct deposit form

***Verification of student status is required if any member of the household is over 18 and a full time student.
(Income for full-time students who are the head of household or spouse must be counted in annual income.)*

Harwich Rental Assistance Application

Are you currently behind on your rent? ☐ yes ☐ no

Have you received a notice to quit? ☐ yes ☐ no

Do you or another household member have a Section 8 or other subsidy? ☐ yes ☐ no

Applicant Name: _____

Residential Address: _____

City/Town: _____ State: _____ Zip: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip: _____

E-Mail Address: _____ Phone: _____

Co-Applicant Name: _____

Residential Address: _____

City/Town: _____ State: _____ Zip: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip: _____

E-Mail Address: _____ Phone: _____

List all household members who live or will be living in the home including yourself:

Name	Date of Birth	Age	Relationship to applicant	Student Status Fulltime (Y/N)
1.			self	
2.				
3.				
4.				
5.				
6.				

Current Landlord Name: _____

Mailing Address: _____

Residential Address: _____

E-mail Address: _____ Phone: _____

Current Monthly Rent: _____ Is this a year-round rental? ☐ yes ☐ no

Do you have a year-round written lease? ☐ yes ☐ no

Are utilities included? ☐ yes ☐ no

If no, what utilities are you responsible for? _____

Household Income

Fill out the cash values for the income sources that apply and indicate the frequency they are received (annually, monthly, bi-weekly, weekly, seasonally, etc.).

	Head of Household		Co-Head of Household	
	Amount	Frequency	Amount	Frequency
All wages and salaries prior to deductions				
Overtime pay				
Commissions, tips, bonuses, fees, and other compensation for personal services				
Net business income				
Interest/dividend income				
Social Security				
Supplemental Social Security income				
TAFDC				
Cash benefits				
Pension payments				
Disability income				

Household Income (contd.)

	Head of Household		Co-Applicant	
	Amount	Frequency	Amount	Frequency
Unemployment compensation				
Alimony/child support				
Veterans' benefits for all adult household members over the age of 18, **unless the member is a full-time student				
PFMLA payments				
Unearned income of children (SS, SSDI, etc.)				
Additional income and assets:				
Total				

Household Income (contd.)

For each source of income indicated in the table on page 4 and 5, fill out the following information as it applies.

Head of Household

Type of Income Source	Employer Name	Employer Address	Employer Phone	Employer email

Co-Applicant

Type of Income Source	Employer Name	Employer Address	Employer Phone	Employer email

Household Assets

Fill out the table below as it applies.

	Head of Household		Co-Applicant	
	Name of bank/institution	Approximate cash value	Name of bank/institution	Approximate cash value
Real estate				
Checking account				
Savings account				
Debit/direct deposit card				
Certificate of deposit				
Stocks				
Brokerage/portfolio				
IRA/401K/etc.				

Goals and Strategies

Please indicate below what priorities you will focus on in the next year to stabilize your housing situation. Highlight specific goals and strategies.

1. _____

2. _____

3. _____

4. _____

5. _____

Race And Ethnicity

The following information is requested by the Rental Assistance Program to assure that Federal Laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, marital status, age, and handicap are complied with. You are not required to provide this information, choosing to not provide this information will in no way affect your application.

CHECK OFF WHAT APPLIES TO YOU IN BOTH CATEGORIES.

Ethnic Categories

- ☐ Hispanic or Latinx
- ☐ Non-Hispanic or Latinx

Racial Categories

- ☐ American Indian
- ☐ Black or African American
- ☐ Asian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White
- ☐ Other

☐ I do not wish to provide this information

Homeless Prevention Council does not discriminate based on race, creed, color, sex, age, disability, marital status, veteran status, sexual orientation, national origin or any other basis prohibited by law in the renting of units.



Release of Information

I/We, _____

residing at _____

authorize Homeless Prevention Council (HPC) to release and/or to obtain information for the purpose of providing services. I understand that this information may include personally identifying details about myself and members of my household. I understand that individually identifying information will only be shared to the extent it is necessary for the referral process to housing and other services and to otherwise assist me. This release will remain valid unless revoked in writing.

Signature: _____

Date: _____

Signature: _____

Date: _____

Local Preference Category:

- ☐ Current Year-Round Harwich Resident
Documentation must be provided. (i.e. copy of lease)
- ☐ Current Employee of Town of Harwich or of Business in Town of Harwich
Documentation must be provided (i.e. paystubs)
- ☐ Child/Children Attend School in Harwich
Documentation must be provided (i.e. report card, letter from school, school ID)

Applicant Signature

Date

Co-Applicant Signature

Date

Applicant Certification and Consent to Release Information

All adult household members must **initial**

- _____ I/We understand this program requires participation in case management.
- _____ I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge.
- _____ I/We understand the program provides for a maximum of three years rental stipend and is not intended to provide long-term assistance.
- _____ I/We will maintain monthly contact with my Case Manager to work on a goal for self-sufficiency.
- _____ I/We will notify my Case Manager within 10 days of any changes in household composition or income or if I/we receive financial assistance or a rental subsidy from any other source.
- _____ I/We understand the information provided on this application will be used to determine eligibility for the Harwich Rental Assistance Program.
- _____ I/We authorize the town of Harwich and/or the Program Administrator designee to verify my income and assets and landlord references for purposes of eligibility for the Rental Assistance Program.

Your signature(s) below gives consent to the town of Harwich and the Homeless Prevention Council to verify the information provided in this application. No applications will be considered complete unless signed and dated by the Applicant and Co-Applicant.

Applicant Signature:

Date:

Co-Applicant Signature

Date: