**PRE-APPLICATION FOR HOUSING**

**MUTUAL HOUSING ASSOCIATION OF GREATER HARTFORD, INC.**

**PROPERTY MANAGEMENT & LEASING OFFICE**

Mutual Housing Association of Greater Hartford welcomes you to our community!! Before you apply to rent an apartment in our community, please take the time to review our pre-application and screening process.

* Applicants must complete the **Pre-Application for Housing** in its entirety. Incomplete pre-applications will be returned for additional information. If you need assistance completing the application, please contact the Leasing Office located at 887 Park Street in Hartford, CT at (860) 951-7217.
* Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts.
* Pre-application placement on the waitlist shall be based on the self-certified income information provided and date and time of receipt of the completed **Pre-Application.** Mutual Housing shall review the **Pre-Application** for income eligibility in accordance with the maximum income guidelines assigned for each of our housing developments.
* Household gross annual income must not exceed current maximum income limits designated for each property. Annual income may be below the maximum program limits but not so low as to make payment of basic rent obligations impractical. Forty-one percent (41%) of your monthly gross income must cover the basic rent obligations. However, households applying for developments with Project Based Section 8 Rental Assistance does not need to have income. Applicants holding a Section 8 Voucher or RAP are welcome to apply.
* Applicants determined ineligible shall receive a rejection status notice explaining the reasons for the rejection.
* As the applicant’s name advances to the top of the waitlist, a full application will be mailed out for completion. The applicant must complete and submit an **Application for Housing** in its entirety.
* Further screening is required prior to occupancy. Management will review the completed **Application for Housing**, verify household composition, income and assets, conduct a credit, rental and criminal background check and request information to ensure the household meets project and program eligibility.
* Once this final determination for occupancy has been completed, Mutual Housing will notify the applicant of their eligibility status for occupancy. All eligible applicants will be maintained on the waitlist for the next available unit.
* It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap. Mutual Housing does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

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**PRE-APPLICATION FOR HOUSING**

**MUTUAL HOUSING ASSOCIATION OF GREATER HARTFORD, INC.**

**RENTAL LEASING OFFICE**

**887 PARK STREET HARTFORD, CT 06106**

**Office – (860) 951-7217 x 3900 or x 3400 Fax – (860) 951-0766 TTY: 711**

**General Office Hours – MONDAY, TUESDAY, THURSDAY & FRIDAY from 8 AM to 5 PM**

**WEDNESDAYS - OFFICE CLOSED TO THE PUBLIC**

**Email Address:** [**Leasing@mutualhousing.org**](mailto:Leasing@mutualhousing.org)

**Website: mutualhousing.org**

Please complete this form and return to the leasing office by mail, fax or hand delivery. Please contact the leasing office if you have any questions or need assistance in completing this form. Failure to submit a complete

pre-application will result in rejection of your application.

**Name and Mailing Address of Head of Household**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name MI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Street Address Apt. Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State Zip

1. Information below will be used for statistical reporting only: Ethnicity (optional) \_\_\_ Hispanic \_\_\_\_ Non-Hispanic

Race (optional) - \_\_\_White \_\_\_Black \_\_\_Asian

\_\_\_American Indian/Alaskan Native \_\_\_Other Race

[ ] I choose not to respond

2. Do you require a unit with accessible features?

[ ]Yes [ ]No

**Household Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone # Cell Telephone #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address

1. Birth Date for Head of Household: \_\_\_\_\_\_\_\_\_\_\_\_

2. Will anyone else live in the unit with you?

*Check One:* [ ] Yes or [ ] No

3. How many people will live in the unit including yourself?

Number of Adults:\_\_\_\_\_\_ (*18 years old or older)*

Number of Minors:\_\_\_\_\_\_

Apartment Size Needed:

[ ] One BR [ ] Two BR [ ] Three BR [ ] Four BR

1. **List your gross household annual income** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Are you currently receiving housing assistance from HUD or PHA?** [ ] Yes [ ] No
3. **How did you hear about our apartments?** [ ]Brochure/Flyer [ ]Craiglist [ ]CT Housing Search

[ ]Current Resident [ ]Facebook [ ]Google [ ]Infoline 211 [ ]Mutual Housing Website [ ]Prior Resident [ ]Ready to Rent [ ]Renters Directory [ ]Section 8 Agency [ ]Social Service Agency [ ]Twitter [ ] Walk-in [ ]Word of Mouth Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the information listed in this application is true and complete to the best of my knowledge and belief. Person signing must be at least 18 years old.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Household/Applicant Date

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ALL RENTS AND INCOME LIMITS ARE SUBJECT TO CHANGE WITHOUT NOTICE

|  |  |
| --- | --- |
| **Put a check mark in the box next to the property that interests you.** | **Maximum Income Limits** |
| **ANVIL PLACE (Senior 55+)**  55 West Main Street  New Britain, CT 06051  Total: 28 units – (12) 1BR and (16) 2BR  1BR ($760) and 2BR ($960-$985) | **No. of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |
| **BRICK HOLLOW APARTMENTS**  14-16 York Street & 555-609 Zion Street  Hartford, CT 06106  Total: 50 Units – (30) 2BR and (20) 3BR  2BR ($850) and 3BR ($960) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |
| **CARTER COURT COOPERATIVE**  1-56 Full Circle  Glastonbury, CT 06033  Total: 20 Units – (6) 1BR, (8) 2BR, and (6) 3BR  1BR ($795-$843), 2BR ($914-$1030), 3BR ($1170) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |
| **DART GARDENS**  615-637 Brookfield Street  168-238 Dart Street  Hartford, CT 06106  Total: 54 Units – (8) 1BR, (36) 2BR, (10) 3BR  1 BR ($740-$770), 2BR ($840-$870)  3BR ($920-$960) | **No. of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 62,800 | 71,750 | 80,700 | 89,650 | 96,850 | 104,000 | 111,200 | |
| **GROVE STREET**  55 Grove Street  Windsor Locks, CT 06096  Total: 21 Units – (10) 2BR and (11) 3BR  2BR ($920) and 3BR ($995) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |
| **PARK TERRACE I**  222-248 Park Terrace  Hartford, CT 06106  Total: 42 Units – (14) 1BR and (28) 2BR  1BR ($805) and 2BR ($905) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 62,800 | 71,750 | 80,700 | 89,650 | 96,850 | 104,000 | 111,200 | |
| **PARK TERRACE II**  459 Summit, 264,268,278-308 Park Terrace  & 2-10 Hillside Avenue Hartford, CT 06106  Total: 68 Units – (4) 1BR, (31) 2BR, (30) 3BR & (3) 4BR  1BR ($770-$780), 2BR ($850-$885), 3BR ($1000) and 4BR ($1050) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |

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ALL RENTS AND INCOME LIMITS ARE SUBJECT TO CHANGE WITHOUT NOTICE

|  |  |
| --- | --- |
|  | **Maximum Income Limits** |
| **PLAZA TERRACE**  17-19 Martin Street  Hartford, CT 06120  Total: 14 units – (4) 2BR and (10) 3BR  Project Based Section 8 Assisted | **No. of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 21,200 | 24,200 | 27,250 | 30,250 | 32,700 | 35,100 | 39,010 | |
| **SUMMIT PARK**  439-443 Summit Street and 459 Zion Street  889-899 Park St  Hartford, CT 06106  Total: 23 Units – (15) 2BR and (8) 3BR  2BR ($905-$958) and 3BR ($1012-$1025) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |
| **SUMMIT PARK – (Senior 62+)**  445 Zion Street  Hartford, CT 06106  Total: 15 Units – (12) 1BR and (3) 2BR  1BR ($768) and 2BR ($943)  Project Based Section 8 Assisted | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 21,200 | 24,200 | 27,250 | 30,250 | 32,700 | 35,100 | 39,010 | |
| **UNION STREET COOPERATIVE**  1-63 Jennifer Way  Manchester, CT 06040  Total: 25 Units – (4) 1BR, (15) 2BR, and (6) 3BR  1BR ($765), 2BR($914-$1030), 3BR($1030-$1170) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |
| **WEBSTER STREET**  63-71 Webster Street  Hartford, CT 06114  Total: 30 Units – (18) 2BR and (12) 3BR  2BR ($835) and 3BR ($955) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 35,350 | 40,400 | 45,450 | 50,450 | 54,500 | 58,550 | 62,600 | |
| **WILLOW ARMS (Section 236)**  55 Elm Street  Simsbury, CT 06081  Total: 65 Units – (22) 1BR and (43) 2BR  1BR ($815-$838) and 2BR ($922-$954) | **No. of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 35,350 | 40,400 | 45,450 | 50,450 | 54,500 | 58,550 | 62,600 | |
| **ZION STREET**  511-529 Zion Street  Hartford, CT 06106  Total: (24) Units – (2) 2BR and (22) 3BR  2BR ($800) and 3BR ($980) | **Number of Persons in Household**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | 42,420 | 48,480 | 54,540 | 60,540 | 65,400 | 70,260 | 75,120 | |