

**NORTH ADAMS HOUSING AUTHORITY**  
**Instructions for Application for Housing**

The following information is offered to assist you in the proper completion of your application for housing. The attached is an original application. No photocopies or facsimiles will be accepted.

Please do not write in the shaded areas of the application form.

**Sec. 1.** List all household members who will occupy the subsidized unit along with requested information for each member. Occupant #1 is always Head of Household. DOB= Date of Birth. Provide Social Security cards and Birth Certificates for each family member.

**Sec 2 & 3** Answer accordingly

**Sec. 4.** List all sources of income for all family members except from assets (Sec. 6.). A listing of what is considered income is attached. Attach written verification of all income.

**Sec. 5.** Childcare expenses for children under 13 necessary to allow head of household to be gainfully employed or to further his/her education can reduce rent obligation. You must provide written verification from the childcare provider.

If you are elderly or handicapped, out of pocket medical expenses in excess of 3% of your income can reduce your rent. You must provide written verification of such expenses.

**Sec. 6.** List all assets, (real estate, savings, investments) their value, the type of income they generate, (rent, interest, etc.) rate of interest, if applicable, and the amount. Again, written documentation required.

**Sec. 7 thru 10.** Answer accordingly

**Sec. 11** Be sure your housing history is continuous. (NO GAPS)

**SIGN AND DATE YOUR APPLICATION & INCLUDE THE FOLLOWING WITH YOUR APPLICATION  
OR IT CANNOT BE PROCESSED**

1. Copies of Social Security cards for each family member.
2. Copies of Birth Certificates or evidence of eligible immigration status for each family member.
3. Written verification of childcare and medical expenses.
4. Handicapped accessibility form. (enclosed)
5. Information Release of Information. (enclosed)
6. Preference qualification form.
7. Statement of "Income Sources to be Declared" --- signed and dated. (enclosed)
8. Written verification of ALL income sources.

WHEN ALL OF THIS IS COMPLETED, CALL THE HOUSING AUTHORITY OFFICE AT (413)663-5379 AND ASK FOR AN **APPOINTMENT** WITH LISA LABONTE.