

MDI & ELLSWORTH HOUSING AUTHORITIES

Mailing address: P.O. Box 28 Physical address; 80 Mount Desert St.
Bar Harbor, ME 04609-0028 Phone & FAX (207) 288-4770
Terrance J. Kelley
Executive Director

PRE-APPLICATION FOR RENTAL ASSISTANCE

INSTRUCTIONS: PLEASE NOTE that this is a Pre-Application for rental assistance. A more detailed application will be sent to you to complete at a later date, once all background checks and all references clear. **Please read thoroughly, fill out completely, and write legibly. Incomplete Pre-Applications will be returned to the applicant.**

Which programs are you interested in? Please check.

PUBLIC HOUSING (*Bar Harbor, Southwest Harbor, Northeast Harbor, Tremont & Ellsworth*)

Apartment units owned, operated & maintained by the Housing Authority. Rental assistance provided for said units by the Housing Authority.

SECTION 8 Housing Choice Vouchers (*Parts of Hancock County*)

Rental assistance provided by the Housing Authority via voucher. Voucher holders responsible for finding their own housing thru independent landlords.

BEECHCLIFF APTS. (*Southwest Harbor, ME.*)

Privately owned apartment units, managed by the Housing Authority. Rental assistance available to qualified applicants.

(Please note that you may not qualify for all of the above; eligibility is determined by a variety of factors including but not limited to income, & background history. The elderly, disabled, veterans and Hancock County residents are given preference.)

A) Head of Household & Household: Fill in your full name, full address and current phone number.

Name of Head of Household: _____ Telephone: _____

Mailing Address: _____

List all members of your family that will be living with you. Include yourself. Use an extra sheet of paper as needed.

Name/Gender/Date of Birth	Social Security#	Relationship to Head of Household?	Disabled? Y or N
<i>EX: Joe Smith, Male, 3/14/1956</i>	<i>XXX-XX-XXXX</i>	<i>Spouse</i>	<i>N</i>

1) _____

2) _____

3) _____

4) _____

(OVER)

Estimated annual household income including asset income: _____ \$per year
(You will be required to provide more detailed information on the actual application itself at a later date.)

B) Background Information

Have you ever been subsidized by any HUD programs in the past? Yes or no. If yes, where?

Do you owe money to a Housing Authority? Yes or no. If yes, where?

Have you ever applied for housing thru the MDI & Ellsworth Housing Authority in the past? Yes or no. If yes, when?

C) Criminal History:

As part of our investigation of persons applying for subsidized housing, we are required to check **all persons 18 and over** with Law Enforcement Agencies. Failure to provide information or providing false information is cause to deny your application for rental assistance. List any and all criminal convictions of your household regardless of the date the incident occurred. Give date, charge, town, state, court & disposition:

Are any members of the household subject to a registration requirement under a state sex offender registration program?

YES _____ NO _____

If so, who? _____

Signatures for all and any background checks: (All household members over 18 must sign.)

Your signatures on this pre-application and all of its attachments authorize the MDI & Ellsworth Housing Authority to obtain the following information:

- 1) A criminal history directly from any Law Enforcement Agency for anyone in the household over 18
- 2) References from current and prior landlords and personal references from non-relatives

Print full name and then write signature: _____

Social Security Number: _____

Date of Birth: _____

Print full name and then write signature: _____

Social Security Number: _____

Date of Birth: _____

Print full name and then write signature: _____

Social Security Number: _____

Date of Birth: _____

Print full name and then write signature: _____

Social Security Number: _____

Date of Birth: _____

D) APPLICANT CERTIFICATION: *I hereby represent that all of the above statements are true and complete and hereby authorize the MDI & Ellsworth Housing Authority to obtain verifications directly from Law Enforcement Agencies, landlords and personal references. Failure to answer any of the above inquiries entitles The MDI & Ellsworth Housing Authority to reject this application. False information given above entitles MDI & Ellsworth Housing Authority to (1) reject this application and/or terminate tenants rights to occupancy or participant's right to rental assistance if the false information is discovered after occupancy or assistance is given.*

I, the undersigned, have read and understand the information on this Pre-Application:

Signature of Head of Household and date: _____

WARNING: *Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any agency of the U.S. as to any matter within its jurisdiction. Furnishing false or incomplete information can result in a fine of up to \$10,000 or imprisonment for up to five years.*

PLEASE SEE & COMPLETE ACCOMPANYING GENERAL RELEASE & REFERENCE FORMS.

~GENERAL RELEASE OF INFORMATION FORM (to be sent to Law Enforcement Agencies.)

~TWO LANDLORD REFERENCE FORMS.

~TWO PERSONAL REFERENCE FORMS.

Please note: If you are ONLY applying for Section 8 Housing Choice Voucher, you do not need to provide Landlord References to the Housing Authority. (You may be responsible for providing them to your future landlord.) If you are applying for Public Housing or Beechcliff you MUST submit all references.

Thank you for your interest in the MDI & Ellsworth Housing Authority. Our mission is to provide safe and affordable housing. To that end we sincerely appreciate all of your cooperation in the process.

MDI & ELLSWORTH HOUSING AUTHORITIES

P.O. Box 28
80 Mount Desert St.
Bar Harbor, ME 04609-0028
Phone & FAX (207) 288-4770

Terrance Kelley
Executive Director

Landlord Reference Form

(Your signature on this form entitles the Housing Authority to collect all relevant information pertaining to your rental history.)

Re: _____

Applicant's name (print please)

Applicant's signature & date

Co-Applicant's Name (print please)

Co-Applicant signature & date

(Applicant=Head of Household Co-Applicant=spouse, partner or other adult(s) over 18)

You must provide at least two landlord references, and all contact information must be complete, accurate and up to date. References will be verified.

1) _____
Landlord's full name

Landlord's complete address and phone number: _____-_____-_____

Landlord email: _____

2) _____
Landlord's full name

Landlord's complete address and phone number: _____-_____-_____

Landlord email: _____

LANDLORD INFORMATIONAL SHEET

(This must be filled out as well as the Landlord Reference form if you are applying for Public Housing or Beechcliff.)

Applicant(s) Name: _____

Please list your addresses and/or landlord information for the past five (5) years:

Rental Address	
Length of Time at Address	
Landlord's Name	
Landlord's Address	
Landlord's Telephone Number	

Rental Address	
Length of Time at Address	
Landlord's Name	
Landlord's Address	
Landlord's Telephone Number	

Rental Address	
Length of Time at Address	
Landlord's Name	
Landlord's Address	
Landlord's Telephone Number	

Rental Address	
Length of Time at Address	
Landlord's Name	
Landlord's Address	
Landlord's Telephone Number	

Rental Address	
Length of Time at Address	
Landlord's Name	
Landlord's Address	
Landlord's Telephone Number	

MDI & ELLSWORTH HOUSING AUTHORITIES

P.O. Box 28
80 Mount Desert St.
Bar Harbor, ME 04609-0028
Phone & FAX (207) 288-4770

Terrance Kelley
Executive Director

PERSONAL REFERENCES FORM

Pursuant to our policy for Admissions and Continued Occupancy, we are required to complete a thorough background history check for all applicants, including references. Your signature on this form entitles the Housing Authority to collect any relevant information related to a personal and/or character reference.

Applicant's name (print please): _____

Applicant's signature & date: _____

Co-Applicant's name (print please): _____

Co-Applicant's signature & date: _____

(Applicant=Head of Household Co-Applicant=Spouse, partner or other adult(s) over 18)

You must provide two personal references from non-relatives. All contact information must be complete, accurate and up to date. All references will be verified.

1) Name of person to be referenced: _____

Address: _____

Email: _____

Phone Number: _____ - _____ - _____

2) Name of person to be referenced: _____

Address: _____

Email: _____

Phone Number: _____ - _____ - _____

MDI & ELLSWORTH HOUSING AUTHORITIES

P.O. Box 28
80 Mount Desert St.
Bar Harbor, ME 04609-0028
Phone & FAX (207) 288-4770

Terrance Kelley
Executive Director

As part of our investigation of persons applying for subsidized housing, we are required to check with Law Enforcement Agencies on all applicants 18 and over.

I hereby authorize the release of information to the MDI & Ellsworth Housing Authorities, from any and all Law Enforcement Agencies, thru which they receive information, including but not limited to those listed below.

S.B.I. (State Bureau of Investigation)
Bar Harbor Police Department
Ellsworth Police Department
Bucksport Police Department

Southwest Harbor Police Department
Hancock County Sheriff's Dept.
Mount Desert Police Department

Applicant(s) Name(s): _____

Applicant's Signature Dated

Co-Applicant's Signature Dated

Date of Birth Soc. Sec. #

Date of Birth Soc. Sec. #

 This portion to be filled out by Law Enforcement agents and agencies only.

The above named person(s) has applied with the MDI & Ellsworth Housing Authorities. Please forward any information you have on the above person(s), such as record(s) of previous convictions, involvement in civil disturbances, juvenile records, or anything else that might be a determining factor as to whether they would make suitable tenants.

() Nothing on record

() Comments: _____

Agency Name

Authorized Signature

Terrance J. Kelley, Executive Director
MDI & Ellsworth Housing Authorities