

APPLICATION FOR HOUSING AND MEMBERSHIP
BELMONT CHAMBERS HOUSING COOPERATIVE, INC.
43 SYMPHONY ROAD, BOSTON, MA 02115

Please review website and application instructions carefully before submitting application.
Incomplete applications and/or ineligible applicants cannot be considered.

The information you provide in this application below, along with your credit history, CORI Report, deposit, employment verifications, and IRS Return Transcripts are considered confidential and steps are taken to protect your privacy. However, since public funds were/may be used for financing, government officials, and managers responsible for these funds may review this information to ensure proper disbursement. Cooperative members have a right to review all cooperative documents, including applications. However, in general, the application details are reviewed by the Membership Committee only, consisting of 5 cooperative members. They will make recommendations and/or review issues with the Board so final decisions can be made. The Board consists of 5 cooperative members. However, less than 9 people will likely see the information, since Membership Committee and Board Members may overlap and a Board Member will only see an application by request.

In addition to the information below, to continue processing your application we will need to review your credit history and CORI Report. After we have reviewed your application, we may ask our Management Company to contact you. We will tell you when to expect a communication from The Mackin Group, 7 Harvard Street, Brookline, (617) 277-1166, fax: (617) 734-9303. They will ask for additional confidential information that will likely include your social security number and date of birth. This information and your credit and CORI report will remain in their office for a limited amount of time. No more than 2 members of the Membership Committee will visit their office to view the reports.

All communication will be in writing, usually email. You are encouraged to mail any confidential information via USPS.

Mail application to:
Joe Precopio
Co-Chair, Membership Committee
Belmont Chambers Cooperative
43 Symphony Rd.
Boston, MA 02115

Only applicants invited to an interview will be asked to provide IRS tax returns (transcript) filed with the IRS to confirm income and dependents stated in this application and submit them before an interview can be scheduled. To speed up the process, we advise you to request a copy of your IRS transcript with the IRS when you mail this application to us. For instructions on how to request a copy of your IRS transcript from the IRS at no charge:

<https://www.irs.gov/individuals/get-transcript>.

Request your most recent "Tax Return Transcript" by mail (only) which should arrive at your address on file in 5-10 calendar days. Please do not open the envelope or submit it to the Committee. If we contact you for an interview, we will arrange to get the unopened envelope from you. Your tax return transcript will be reviewed by the minimum number of people needed to confirm the transcript is consistent with the application (usually one person). Your Social Security number and date of birth do not appear on the transcript. We only accept the most recent IRS sealed, mailed transcript.

Please attach additional sheet(s), if needed.

An adult is anyone residing in the unit not listed as a dependent in the submitted tax return.

Size of unit requested (list order of preference): Studio _____ 1BD _____ 2BD _____

Adult Applicant Name #1: _____ Adult Applicant Name #2: _____

Adult Applicant Name #3: _____ Adult Applicant Name #4: _____

Contact information for all adults.

Email: _____ Email: _____

Cell phone #: _____ Cell phone #: _____ Home Phone: _____

Other household applicants/members/dependents, including children:

Name(s)	Relationship (age, if children)	Current Job/School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

What is your current apartment/living situation? Studio __ 1 BD __ 2 BD __ 3 BD __ Other (please explain) _____

What is your current rent? _____ How many people live with you? _____ Do you have a lease? _____

How many people are listed on your lease? _____ Is your move in date flexible? _____

Why do you want to move/own a home? _____

Do you need to move? Please explain: _____

Do you own any pets? Please explain: _____

Please provide dates, addresses and landlord contact info for all adult household members for the past 5 years.

Dates	Address (include zip code)	Landlord (name/telephone/email)
Current _____	_____	_____
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Please briefly explain why each adult household member moved from each previous address:

1. _____
2. _____
3. _____
4. _____
5. _____

Are you currently being or have you ever been displaced? Please explain: _____

What are your current housing conditions?: _____

List and describe any community, neighborhood, volunteer, cultural or other activities, which demonstrate your household's involvement in group or civic activities:

1. _____
2. _____
3. _____
4. _____
5. _____

Provide at least three personal references for first adult household member (not employers or family):

Name	Phone	Email	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Provide at least three personal references for second adult household member (not employers or family):

Name	Phone	Email	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Five-year employment history or equivalent of first adult household member:

Employer	Dates Worked	Position	Phone and Email	Salary (current only)
Current				
2.				
3.				

Five-year employment history or equivalent of second household member (if applicable):

Employer	Dates Worked	Position	Phone and Email	Salary (current only)
Current				
2.				
3.				

Please list all other household income - including alimony, interest on CDs/other, dividends, stocks, bonds, money market, accounts, savings, etc. This information needs to be consistent with most recent IRS returns:

1. _____
2. _____
3. _____

TOTAL ANNUAL HOUSEHOLD INCOME: _____

When should we expect the Employment Verification Forms from your employer/s for all adults? _____

When should we expect the Deposit Verification from your financial institution/s? _____

How do you plan to pay for the cost to purchase the unit (called the share cost)? The share cost payment is usually due within 30-60 days of applicant's approval. (Check all that apply.)

___ All or part in cash. Amount: _____

___ All or part as a personal loan from a financial institution. Amount: _____ Institution: _____

___ All or part from 401(k)/403(b), (Contact Administrator about taxes and penalties). Amount: _____

___ All or part from the SART Share Loan Fund. Amount: _____

If you plan to apply for the SART share loan (up to \$40,000) or seek more info, please review the share loan application. A completed application for the share loan and completed application for Belmont Chambers Membership should be submitted at the same time to be considered for both the share loan and membership. An application does not commit you to accept the loan.

___ Other - Please explain: _____

_____ Amount: _____

Do you know we will consider your loan payment as part of your housing costs? Yes No

Do you know we do not allow roommates, subletting or short-term rentals (Airbnb)? Do you know why?:

Do you know why a change in household at any time will require an application review? Please explain:

Do you own a business? Yes No Please Explain: _____
You will be contacted for more info and to review business financials, if this income is needed for membership eligibility.

Are you involved in a business that will bring foot traffic to the building? Yes No

Please Explain: _____

Please indicate who or what organization referred you to this housing opportunity? _____

Please attach a separate sheet to answer each of the 5 questions below. Use as much space as you like.

1. Do you know how cooperatives differ from other types of home ownership? What attracts you to limited-equity cooperatives? What are your reasons for applying to the Belmont Chambers Cooperative and what is your understanding of home ownership?

2. The Co-op's success depends on a variety of skills provided by all its members. What skills can your household offer?

Do you consider yourself a leader or a follower? How much time per month do you anticipate your household can contribute to the Cooperative? Examples would be helpful.

3. Co-op members frequently work together to manage the building with assistance from our property management company. Please provide examples of your experience working in groups whether civic, social, professional, community, etc.

4. Please summarize your experience searching for affordable housing.

5. Please include any other information you believe will be helpful for evaluating your candidacy.

If your household consists of more than one person (adult and/or dependent), please answer the following questions:

How long have you run a household together? Please explain: _____

For all applicants:

I CERTIFY ALL THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION TO BE TRUE AND ACCURATE. I UNDERSTAND THAT FAILURE TO REPORT COMPLETE AND ACCURATE INFORMATION CAN RESULT IN TERMINATION OF MY APPLICATION AND MEMBERSHIP. I GIVE BELMONT CHAMBERS. INC. PERMISSION TO REQUEST A CREDIT CHECK, CORI REPORT, AND TO VERIFY ALL INFORMATION INCLUDING BANK, LANDLORD, EMPLOYMENT, AND PERSONAL REFERENCES, DIRECTLY AND INDIRECTLY MADE AS PART OF THIS APPLICATION.

SIGNATURE ADULT #1: _____ DATE: _____

SIGNATURE ADULT #2: _____ DATE: _____

SIGNATURE ADULT #3: _____ DATE: _____

SIGNATURE ADULT #4: _____ DATE: _____