

# Booklet 2

## How to Apply

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Words in *italics* appear in the  
Glossary in the back of this book



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Finding and applying for government-funded housing is very different from renting an apartment in the private market. There are more rules to follow, more forms to fill out, and often more frustrations along the way. But the benefit is that government-funded housing is more affordable than housing in the private market and, often, tenants have more protections.

The purpose of this booklet is to tell you what to expect when you apply for government-funded housing, what your rights are as you apply, how to keep track of your search, and where you can go for help.



# Where to Begin

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## 1. How do I find public and subsidized housing?

There are three basic types of government-funded housing in Massachusetts that help make rents more affordable for low- and moderate-income people:

- Public housing
- Vouchers
- Multifamily subsidized housing

There are also housing programs around the state for people with disabilities and special needs. For an overview of housing programs, see **Booklet 1: Housing Programs in Massachusetts**.

Your chances of getting assisted housing are greater if you apply to as many places as possible. In addition, you should always apply to the local housing authority and subsidized housing in your community, since many housing authorities give *priority* to local residents on their waiting lists.

### General information

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To begin your search for housing, call the Massachusetts Department of Housing and Community Development at 617-573-1100 and ask for a copy of a booklet called *How to Obtain Housing Assistance in Massachusetts*. This booklet contains information about programs and useful phone numbers. If you have access to the internet, you can get the booklet on-line at: [www.mass.gov/dhcd](http://www.mass.gov/dhcd).

In addition, the following website has helpful information about locating public and subsidized housing in Massachusetts: [www.housingworks.net](http://www.housingworks.net).

## **Public housing**

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For public housing programs, you need to identify the communities where you want to live and apply at the housing authority in each community. If there is a housing authority where you live, apply because local residents may have *priority* for housing. When you contact the housing authority, ask for information about all the programs they have, what programs are open, and, if this is important to your family, what size apartments they have. For a list of housing authorities, see the **Directory** in the back of this book.

## **Vouchers**

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For a voucher, you will need to find out which housing authorities and regional nonprofit housing agencies have vouchers and are currently accepting applications. It does not matter where you get the voucher; you can use it anywhere in the state.<sup>1</sup> For a list of housing authorities and regional nonprofit agencies, see the **Directory** in the back of the book. This list will tell you what agencies have MRVP, AHVP, and Section 8 vouchers.

## **Multifamily housing**

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As with public housing, you will need to identify the communities where you want to live and apply at the subsidized developments in those communities. The MassHousing agency (formerly Massachusetts Housing Finance Agency, MHFA) keeps a list of multifamily rental housing developments that it has financed. Many apartments within these developments are reserved for low- and moderate-income people. You can ask for a list of these properties by calling MassHousing at 617-854-1000 or by going to [www.masshousing.com](http://www.masshousing.com) and searching under “Consumers.”

You can also get a list of federally subsidized multifamily housing developments by calling the U.S. Department of Housing and Urban Development (HUD) at 617-994-8200 or checking the Subsidized Apartment Search at HUD’s website at [www.hud.gov/apps/section8/index.cfm](http://www.hud.gov/apps/section8/index.cfm).

## **Regional housing agencies**

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There are nine regional housing agencies in the state that run a variety of housing programs, including rental and homeownership opportunities.<sup>2</sup> They also have Section 8 vouchers and state vouchers that you can use anywhere in the state, and provide assistance to help families avoid homelessness. To find the regional housing agency in your area, see the **Directory** at the end of this book or go to: [www.masshousinginfo.org](http://www.masshousinginfo.org).

## **Housing for seniors**

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The 27 Aging Service Access Point (ASAP) offices in Massachusetts provide services and help to seniors, including information about local housing

options. To get the phone number for your local ASAP, go to: [www.800ageinfo.com/map](http://www.800ageinfo.com/map), or call 1-800-AGE-INFO.

You can find out what federal multifamily developments (under the Section 202 Program) are specifically developed for seniors and people with disabilities by going to: [www.hud.gov/offices/hsg/mfh/hto/inventorysurvey.cfm](http://www.hud.gov/offices/hsg/mfh/hto/inventorysurvey.cfm).

## **Housing for people with disabilities**

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A list of accessible and affordable apartments for people with disabilities is available on-line through a program called Mass Access Housing Registry.

This Registry includes information about public, subsidized, and non-subsidized housing options. You can search this information on-line to find housing opportunities that suit your needs. Each listing provides a contact person and phone number for you to call people directly if you are interested in applying to a particular apartment. To get the Mass Access list, go to: [www.massaccesshousingregistry.org](http://www.massaccesshousingregistry.org).

If you need additional information and assistance, you can also contact an Independent Living Center, which is a multi-service agency for people with disabilities. Housing is one of the many services they provide. For a listing of Independent Living Centers around the state, see the **Directory** in the back of this book or go to: [www.mass.gov/mrc](http://www.mass.gov/mrc).

You can find out what federal multifamily developments (under the Section 202 Program) are specifically developed for seniors and people with disabilities by going to: [www.hud.gov/offices/hsg/mfh/hto/inventorysurvey.cfm](http://www.hud.gov/offices/hsg/mfh/hto/inventorysurvey.cfm). For more about specific housing programs for people with disabilities, see **Booklet 1: Housing Programs in Massachusetts**.

If you have a mental disability, you can contact the Massachusetts Department of Mental Health at 617-626-8000 or TTY 617-727-9842 for general support. This office may be able to point you in the right direction for possible housing options. For more information, go to: [www.mass.gov/dmh](http://www.mass.gov/dmh).

If you qualify for services from the Massachusetts Department of Mental Retardation, you will be assigned a service coordinator who will help you with many aspects of your life, including housing. To find out whether you are eligible, call the Massachusetts Department of Mental Retardation at 617-727-5608 or TTY 617-624-7783 or go to: [www.mass.gov/dmr](http://www.mass.gov/dmr).

If you are a person with AIDS, the best place to start a housing search is with the AIDS Housing Corporation in Boston, [www.ahc.org](http://www.ahc.org). This office has

collected information about how to access specific housing programs for people with AIDS.

## **Housing for the Homeless**

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If you are homeless, in addition to the regular public and subsidized housing programs listed above, you may be eligible for some special housing programs called McKinney programs. See **Booklet 1: Housing Programs in Massachusetts**. Many of these programs also require that you are a person with a disability, and most also provide services along with the housing. However, there is no one waiting list for these different programs. You may be able to find out whether these programs are available in a given community by contacting the housing search agencies listed in the **Directory** in the back of this book.

## **2. Are there agencies that can help me find housing?**

Yes. There are housing search agencies and community action programs around Massachusetts that can help you search for and apply to government-funded housing. The kinds of services these agencies provide may vary. If the agency has housing search workers, they can be very helpful. Some areas of the state do not have agencies with housing search workers.

Housing search workers can help you figure out what types of government-funded housing may be available, how to fill out applications, and how to get through the application process. They may also have access, through [www.housingworks.net](http://www.housingworks.net), to information about waiting lists that is not available to the general public. And they may be able to send your application electronically to many places at the same time, saving you an enormous amount of time and money.

You can contact housing search agencies, Housing Assistance Programs (HAPs), Community Action Programs (CAPs), or the Housing Consumer Education Centers (HCECs) located at each regional housing agency described in **Question 1**. Lists of all of these organizations are in the **Directory** at the end of this book. You can also check the following websites:

**CAP agencies:** [www.masscap.org/agencies.html](http://www.masscap.org/agencies.html)

**HCECs:** [www.masshousinginfo.org](http://www.masshousinginfo.org)

If you are a family with children who are homeless or at risk of being homeless, you may be eligible to receive housing search assistance from

the Department of Transitional Assistance (DTA). You do not have to be receiving welfare to get housing search assistance through DTA. Ask about your rights to housing search assistance at your local DTA office.

### **3. How can I keep track of my search for housing?**

Keeping track of your search for housing can be difficult, since you often have a lot of paper and are applying to many housing agencies and developments. But it is important to keep good records so you know where you have applied and where you are in the process. Keeping good records may also protect you if a housing agency or subsidized landlord makes a mistake, for example, in recording when your application came in or what documentation you submitted with it.

To help you keep track, you can use the housing search log in the **Reference Materials** at the end of this booklet.

- Set up one log sheet for each place where you apply. Staple the log sheet to the front of a folder, using separate folders for each place.
- Use the log sheet to keep track of the type or types of housing you applied for, when you requested and submitted an application, and your waiting list number. Then use the log sheet to track the dates of every contact you have with the agency or landlord, including visits, calls, and letters. Also make notes about what happened and what was said.
- Use the folders to keep copies of all papers that you send and receive, including each application you submit. The application itself will usually tell you the kind of housing you have applied for and how to contact the housing authority or landlord. Be sure to keep envelopes; they will show you when things were actually mailed.
- Use the log sheet to keep track of what next steps you need to take.
- Send a letter to every housing authority or landlord you applied to if you have a change in address or contact information, and keep a copy of those letters in case you need to prove that you notified anyone about an address change.

# Applying

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## 4. Where do I apply for public and subsidized housing?

To apply for government-funded housing, you first have to request an application from each separate housing agency, Section 8 program, or subsidized development. Unfortunately, there is no one standard application for all public or subsidized housing in Massachusetts.

In general, it is best to start with local housing authorities, since they accept applications for many kinds of programs, including public housing, vouchers, and sometimes for apartments in multifamily developments. Next you should contact the regional nonprofit agency covering your area, and then look into the subsidized developments in the communities you are interested in. You may be able to submit applications to all of these types of housing through [www.housingworks.net](http://www.housingworks.net) with the help of a housing search worker.

After you complete an application, you must return it for processing to the same place where you got it.

### Public housing

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If you want to apply for public housing, you must apply to the housing authority in the place where you want to live. Some housing authorities cover several communities, and some communities have no housing authority. You can apply in as many towns or cities as you wish. In larger cities, for housing authorities with many different buildings, you may be able to choose only a few of their developments to apply to. A list of housing authorities is in the **Directory** at the end of this book.

### Vouchers

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If you want to apply for rental assistance vouchers, such as Section 8, Massachusetts Rental Voucher Program (MRVP), or an Alternative Housing Voucher Program (AHVP), there are three ways that you can apply.

1. You can apply directly to local housing authorities that have these vouchers. The housing authorities that have Section 8 voucher programs are underlined in the list of housing authorities in the **Directory** at the end of this book. You may submit applications for vouchers to as many housing authorities as you would like.

2. You can submit one application to a centralized Section 8 waiting list that about 40 housing authorities participate in. This list will remain open indefinitely. To get an application and find out more about this list, go to: [www.massnahro.org](http://www.massnahro.org) and click on Section 8 Centralized Waiting List.
3. You can apply to one of the nine regional nonprofit housing agencies that distribute about 15,000 Section 8 vouchers that the Department of Housing and Community Development (DHCD) receives. A list of regional nonprofit agencies is in the **Directory** at the end of this book or at [www.masshousinginfo.org](http://www.masshousinginfo.org).

**Note:** As of 2006, the MRVP tenant-based program is still mostly closed, and many Section 8 voucher waiting lists are also closed.

## **Multifamily developments**

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If you want to apply to multifamily subsidized developments, you must apply to each development. In some cases, a local housing authority may also have applications for some apartments in multifamily developments in its community.<sup>3</sup> You can apply to as many subsidized developments as you want. There is no single list of all the subsidized developments in Massachusetts.

- To get a list of federally subsidized housing developments in Massachusetts, call the U.S. Department of Housing and Urban Development (HUD) at 617-994-8200. You can also do a search through Subsidized Apartment Search at HUD's website: [www.hud.gov/apps/section8/index.cfm](http://www.hud.gov/apps/section8/index.cfm).
- To get a list of state-subsidized housing developments, call MassHousing at 617-854-1000 or go to: [www.masshousing.com](http://www.masshousing.com).

## **5. Do I have to go in person to get an application?**

To get an application, call or write to the housing authority or subsidized landlord and ask them to send you applications for all of the housing programs that they are accepting applications for. Some programs will make their applications available to you by mail, fax, or Internet.<sup>4</sup>

If you are applying for state public housing or a state voucher, you can get a standard application on-line by going to [www.mass.gov/dhcd/](http://www.mass.gov/dhcd/) and clicking on "Housing Apps Here." You will still need to submit this application to each state-funded housing authority where you wish to apply. But you can fill out

your personal information once, make several copies, and then sign each one as you turn it in to the housing authority.

In other instances, you may have to pick up the application in person. If you have a disability and cannot pick up the application in person, let the housing authority or owner know. They should make other arrangements for you to accommodate your disability.<sup>5</sup>

When you ask for an application, you may also want to ask for a copy of the rules that a housing authority, regional nonprofit agency, or subsidized landlord uses to accept and reject applications. These rules will be in a document called the Tenant Selection Plan, the Section 8 Administrative Plan, or the Admissions and Continued Occupancy Plan.

Application procedures must be posted at the main office of the development and made available in writing to all applicants upon request. Application procedures vary from place to place. If you have questions, you can ask the housing authority or landlord, or contact a local legal services office.

## **6. How do I complete an application for public or subsidized housing?**

### **Fill out the application**

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Applications for public and subsidized housing are sometimes long and detailed. You can choose to take an application with you and bring it back, but you can also stay at the housing authority or owner's office and complete it there. If you plan on doing that, make sure you bring copies of documents you may need to submit with your application. See **Question 8**.

For a Section 8 application, often the time that the waiting list is open is short, so when you pick up or get the application pay attention to when the application is due and be sure to submit it on time.<sup>6</sup>

If you need help with the application or if you have a question about what something means, ask someone at the place where you are applying. If you apply for state public housing, the local housing authority must help you fill out an application.<sup>7</sup> Federal programs are required only to help applicants with disabilities or applicants who do not speak or write English.

## Identify your preference or priority status

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Housing authorities usually get more applicants for public and subsidized housing than there are apartments available. In order to decide who gets housing first, housing authorities and landlords often have *preferences* and *priorities*.<sup>8</sup> If you qualify for a preference or priority you will move more quickly up the waiting list. If you do not qualify for any preference, you will be considered a *standard applicant* and will have to wait much longer.

When you fill out an application, make sure you apply for **all** the different preferences that you think you fit. You may also have to file a separate application if you fit into certain preferences or priorities that are part of a housing authority's *Emergency Case Plan*. To figure out whether you fit into a priority or preference category, see **Booklet 4: Who Has Priority**.

## Make sure your information is correct

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Do not put anything on an application that is not true. If a housing agency or private landlord discovers that you provided false information on your application, then it may deny your application due to misrepresentation or the failure to reveal requested information.<sup>9</sup>

## Make a copy of the application

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It is a good idea to make a copy of your application and all supporting documents before you submit it. Keep this copy in a folder with your housing search log so you will know what information you have given the housing authority or landlord.

## Submit the application and get a receipt

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There are different procedures for submitting applications, depending on where you apply. For state housing programs, applications can be submitted in person or by mail, even if all supporting documentation is not included.<sup>10</sup> Some housing authorities, regional nonprofits, or owners accept applications by fax or computer. If you do submit something electronically, be sure to keep a record of that submission. Other housing programs may have different procedures. Refusing to accept applications by mail may constitute discrimination because of age, disability, or race. For information about discrimination and how to protect yourself, go to: [www.MassLegalHelp.org/housing/discrimination](http://www.MassLegalHelp.org/housing/discrimination).

For a waiting list that is open only a short time, you may want to make one trip to the housing authority during which you get, fill out and submit the application. Just be sure to bring with you copies of all your supporting documents listed in **Question 8**.

You should always request a written receipt from the housing authority or landlord stating the date you submitted your application so you will have a record of this.<sup>11</sup>

## 7. What if I have an emergency need for housing?

Often, the fastest way to get into public housing is by applying for and obtaining “emergency status” from the housing authority. If you are granted emergency status, this means that the housing authority agrees that you meet its emergency criteria and you are placed at or near the top of the waiting list.

### State public housing

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All state-funded public housing authorities have an *Emergency Case Plan*, which sets forth the criteria for obtaining emergency status.<sup>12</sup> In some cases, the housing authority will have its own Emergency Case Plan, and in other cases it will use the Department of Housing and Community Development’s model case plan. You should ask to see the Emergency Case Plan before you submit your emergency application, so that you understand the different ways that you can qualify for emergency status.

**In most cases you will need to ask for a separate emergency application that is different from the standard application.** Generally, you will need to fill out both the standard and emergency applications in order to be granted emergency status and then found eligible for state public housing. The housing authority often will not make a decision on your emergency application and will not place you on the emergency list until you have provided them with all the documents they have requested. Then the housing authority will make a decision either granting or denying you emergency status. You may appeal an unfavorable decision. For more information, see **Booklet 7: Challenging a Denial of Housing**. If you have submitted all the requested documents for your emergency application and have not heard from the housing authority regarding whether your request for emergency status has been approved or denied, you should call the housing authority and ask them about it. Sometimes these emergency applications get lost or overlooked while the staff is waiting for verifications, so it is important to check up on this process. Even if you are approved for emergency status, the housing authority will still screen you for landlord references and other suitability issues. For more information, see **Booklet 6: Tenant Screening**.

## **Federal public housing, multifamily subsidized housing, and Section 8 voucher programs**

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In general, the federal housing programs do not have a separate application for emergency status. Instead, the programs may have a variety of *priorities* and *preferences*, some of which may be based on an applicant's emergency need for housing. If you qualify for a preference, you can often move up on the waiting list faster. Information regarding these priorities and preferences is generally requested as part of the regular application. For more information, see **Booklet 4: Who Has Priority**.

## **8. What documents will I need to turn in when I apply?**

You will likely be asked to give the housing authority or owner of multifamily housing documents to support the information in your application.<sup>13</sup> It helps to get these documents together ahead of time and make several copies. Submit as much supporting documentation as possible with the original application. Housing authorities should accept your application even if you do not have all of your supporting documentation.

When you apply, you may need to submit copies of the following:

- Documents showing your income, including pay stubs, tax forms, bank statements, and statements from government agencies about benefits.
- Documents showing the immigration status of all household members, including birth certificates for those who were born in the United States. You may also need other immigration documents or a social security card (if a social security number has been assigned) for all household members.<sup>14</sup> If you do not have legal immigration status, there are some restrictions about which programs you can apply to. See **Booklet 9: Immigrants and Housing**.
- Documents proving where you currently live.<sup>15</sup>
- Landlord references.<sup>16</sup> If you have a negative landlord reference, see **Booklet 6: Tenant Screening**.
- If you have a substance abuse problem, documents about your efforts in recovery, including letters from counselors or programs you have participated in.

- If you have a disability and it is related to your application, documents showing that you have a disability. This could include confirmation that you get SSI or SSDI, or a note from a doctor. You do not necessarily have to say what the nature of your disability is, but if you are asking for *reasonable accommodation*, you will need to show a connection between your disability and the accommodation. For more on this see **Booklet 10: Reasonable Accommodations**.

Keep in mind: A housing authority or owner can only request documents that you can reasonably get access to.<sup>17</sup>

Before applying for any housing, you should order your credit report and make sure it is correct. If you owe money to landlords, utility companies, or other creditors, you should take steps to set up payment plans with them. If you have a criminal record, there may be steps you need to take to correct any incorrect information and clear up certain records. For more information, see **Booklet 6: Tenant Screening**.

## 9. If I do not have a social security number, can I apply for public or subsidized housing?

Yes. Typically, a housing authority or landlord asks for your social security number (SSN) to confirm some of the information you provide on your application, such as your income. The rules about requesting SSNs, however, are different for federal and state housing programs.

**Important:** Sometimes, for tracking purposes, state public benefit programs, like Food Stamps or TAFDC, assign “dummy” SSNs to household members who do not have SSNs.<sup>18</sup> This is not the SSN and you should not use it as an SSN for other government programs.

### **Federal housing programs**

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For federal housing programs, including Section 8 vouchers, you must provide the housing authority with SSN information for all members of your household over the age of six. You must provide either their SSN and proof of it or a written statement saying that no SSN has been assigned to a particular family member.<sup>19</sup>

## State housing programs

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For state housing programs, the rule is that all household members must give their SSNs to the housing authority. There is no provision made for those who have not yet been assigned an SSN (as there is for federal programs). This can be a problem for immigrants who are eligible for state housing programs but who do not yet have work authorization or an SSN. In this case, you should contact the housing authority and say that no SSN has been assigned and offer other documents to prove what your income is. For more information about how to deal with this situation, see **Booklet 9: Immigrants and Housing**.

## 10. If I have a disability, what should I know about when I apply for public and subsidized housing?

If you have a disability and need assistance applying, the housing authority where you apply must help you get, complete, and return an application.<sup>20</sup> Housing authorities, regional nonprofits, and subsidized landlords must also provide people with disabilities with information about how to request a *reasonable accommodation*.

A reasonable accommodation is the legal requirement that a housing authority or private landlord provide some service, or modification to an apartment, or change to a rule that enables a person with a disability to apply for, live in, and remain in an apartment. For more information, see **Booklet 10: Reasonable Accommodations**.

If you have a disability, you may also be able to apply for a *preference* or *priority* that will move you up a waiting list more quickly. For more information, see **Booklet 4: Who Has Priority**.

## 11. If someone in my household has a criminal record, do I have to report it on an application?

Yes. You must provide accurate information on your application. If you or anyone in your household has a criminal record, before you get to the top of a waiting list for housing you should request your own *criminal offender record information* (CORI, for short), which is a report produced by a state agency, to make sure there are no errors or that your name does not match up with

someone else's criminal record. Once you see your CORI report, you may also find out about records that you can have removed or *sealed*. For more information, see **Booklet 6: Tenant Screening**.

## **12. Do I have to include my whole housing history on the application?**

Most applications will ask you to list every place where you have lived over a period of time (for example, during the past 5 years). While it may be tempting not to list a landlord whom you did not get along with, it is important to list every place you lived and not leave any gaps. For more information, see **Booklet 6: Tenant Screening**.

# Getting a Decision

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## 13. What happens after I submit the completed application?

After you submit your application, a housing authority or subsidized landlord will determine whether you are income eligible. Then, if you are, at some point they will check certain information, such as credit reports, criminal record information, and landlord references, to determine if you are likely to be a good tenant. For more information, see **Booklet 3: Who Is Eligible** and **Booklet 6: Tenant Screening**.

After the housing authority or landlord reviews your application, they must notify you in writing whether they have accepted or rejected it.<sup>21</sup> Sometimes you will be screened first and then placed on a waiting list; other times, you will be put on the waiting list first and screening will be done only as you reach the top of the list. For more information, see **Booklet 5: How Waiting Lists Work**.

If your application was denied, you have an opportunity to challenge this denial. See **Booklet 7: Challenging a Denial of Housing**.

### **If your address changes**

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Because you can be on a waiting list for a long time, if your address changes it is important to tell this to each housing authority or owner you have applied to. You can do this by writing a short letter. It is always best to make contact in writing so you have a record of your communication. Keep copies of these letters so that you can prove they knew about your change of address.

If you do not do this and the housing authority or owner cannot reach you through your old address, you will be taken off the waiting list.<sup>22</sup> If, however, you could not contact them because of a disability (for example, you were hospitalized), you can ask that they put you back on the waiting list as a *reasonable accommodation* of your disability.<sup>23</sup>

## 14. What should I do if I do not hear back after I submit my application?

If your application has not been acted on within a reasonable time, contact the place where you applied and ask them for a decision. They must give you a written decision within a reasonable time.

## 15. What can I do if my application is denied?

If your application is denied, you have a right to challenge, or *appeal*, this decision.<sup>24</sup> A housing authority, nonprofit regional agency, or subsidized landlord must tell you in writing that your application has been denied and why. They may tell you that your application has been denied because you failed to document certain information. Or they may tell you other reasons. You need to know exactly why they denied you housing assistance. Because they thought you were not eligible? Or because you did not have the right paperwork? Knowing this information will help you challenge any decision denying you assistance. See **Booklet 7: Challenging a Denial of Housing**.

## 16. What should I do if I do not like the apartment I am offered?

For federal public housing, you must accept an apartment offered to you unless you have *good cause* to reject it. If you do not accept an apartment offered, you could be moved to the bottom of the waiting list or removed from the waiting list altogether.<sup>25</sup>

For state public housing, you must accept an apartment offered within seven days, or risk being removed from the waiting list. You do not have to accept this offer if you have documentation to show that the apartment is either inappropriate or would cause an unreasonable hardship.<sup>26</sup>

## 17. Can I get help if I need money for moving expenses or security deposits?

While there are a couple of resources which may be able to assist you with the costs of moving, including the expense of moving your belongings, security deposit, and first and last month's rent, they are usually very limited and available on a first-come, first-served basis.

Regional nonprofit housing agencies are in charge of a program called RAFT (Residential Assistance for Families in Transition), which has a limited amount of money for these expenses. To find the regional nonprofit agency in your area, go to: [www.masshousinginfo.com](http://www.masshousinginfo.com), or see the **Directory** in the back of this book.

In some instances, the federal government has money for such expenses through FEMA (Federal Emergency Management Agency). For a listing of local FEMA offices, go to: [www.fema.gov/fema/statedr/shtm](http://www.fema.gov/fema/statedr/shtm). Often, CAP agencies will have information about FEMA grants. A list of CAP agencies is in the **Directory** at the end of this book, or you can find the list at: [www.masscap.org/agencies.html](http://www.masscap.org/agencies.html).

If you are currently housed in a DTA (Department of Transitional Assistance) shelter, you may be eligible for relocation benefits.

The Massachusetts Coalition for the Homeless has a furniture bank to assist you when you move into a new apartment. You must have a referral from a program first. For more information, go to: [www.mahomeless.org/programs/donatefaq.html](http://www.mahomeless.org/programs/donatefaq.html). You may be able to get a low-cost mover through an organization called Solutions at Work. For more information, go to: [www.solutionsatwork.org/Services/MovingUp.html](http://www.solutionsatwork.org/Services/MovingUp.html).

Finally, there are often local resources that will provide different kinds of assistance. Contact your local Salvation Army, United Way, Catholic Charities, or other religious organization.



# **Reference Materials**





## Endnotes

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- <sup>1</sup> 42 U.S.C. § 1437f(r); 24 C.F.R. § 982.355; *Williams et al. v. Hanover Housing Authority et al.*, 871 F. Supp. 527 (D. Mass. 1994).
- <sup>2</sup> 760 C.M.R. § 5.03; see definition of LHA, which includes a regional nonprofit corporation.
- <sup>3</sup> To apply for units in developments subsidized by MassHousing (formerly MHFA), a person must apply to the local housing authority in that town or city. 760 C.M.R. §§ 5.02(1), 49.02 (definition of project-based waiting list).
- <sup>4</sup> 760 C.M.R. § 5.05(1).
- <sup>5</sup> **Federal:** 24 C.F.R. §§ 8.4, 8.28(a)(1), 100.204; **State:** G.L. c. 151B, § 4(7A)(2); 760 C.M.R. § 5.05(1).
- <sup>6</sup> 24 C.F.R. § 982.206(a).
- <sup>7</sup> 760 C.M.R. § 5.05(1).
- <sup>8</sup> **Federal public housing:** 24 C.F.R. § 960.206; **Section 8:** 24 C.F.R. § 982.207; **State public housing:** 760 C.M.R. § 5.09; **Massachusetts Rental Voucher Program (MRVP):** 760 C.M.R. §§ 5.02(1), 5.09, and 49.04(1); **Alternative Housing Voucher Program (AHVP):** 760 C.M.R. §§ 5.02(1), 5.09, and 53.04(1).
- <sup>9</sup> *HUD Public Housing Occupancy Guidebook* (June 2003), Chapter 4; 760 C.M.R. § 5.08(1)(h).
- <sup>10</sup> 760 C.M.R. § 5.05(1) and (2). Implicit in this regulation is that the local housing authority must also receive applications by mail.
- <sup>11</sup> State law requires this for state-funded programs. See 760 C.M.R. § 5.05(2).
- <sup>12</sup> 760 C.M.R. § 5.11.
- <sup>13</sup> **Federal public housing:** 24 C.F.R. § 960.259(a); **Section 8:** 24 C.F.R. § 982.551(b); **State public housing, Massachusetts Rental Voucher Program (MRVP), Alternative Housing Voucher Program (AHVP):** 760 C.M.R. §§ 5.05 and 5.12(1); **Federal multifamily housing:** *HUD Multifamily Occupancy Handbook* 4350.3 CHG-1 (Aug. 2004), Chapter 3.
- <sup>14</sup> 24 C.F.R. §§ 5.508 and 5.510.
- <sup>15</sup> 760 C.M.R. § 5.12(2).
- <sup>16</sup> 760 C.M.R. § 5.12(2).
- <sup>17</sup> 760 C.M.R. § 5.12(1).
- <sup>18</sup> DTA Field Operations Memo 98-25 (June 22, 1998).
- <sup>19</sup> 24 C.F.R. § 5.216(a)(2) and 24 C.F.R. § 982.551(b).
- <sup>20</sup> **Federal:** 24 C.F.R. §§ 8.4, 8.28(a)(1), 100.264; **State:** 760 C.M.R. § 5.05(1).
- <sup>21</sup> **Federal public housing:** 24 C.F.R. § 960.208; **Section 8:** 24 C.F.R. § 982.201(f); **State:** 760 C.M.R. § 5.05(2) and (3).
- <sup>22</sup> 24 C.F.R. § 982.204(c)(1).

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<sup>23</sup> 24 C.F.R. § 982.204(c)(2).

<sup>24</sup> **State public housing programs:** 560 C.M.R. §§ 5.05(2) & (3), 5.13; **Federal public housing:** 24 C.F.R. § 960.208; **Section 8 vouchers:** 24 C.F.R. § 982.201(f); **Federal multifamily housing:** *HUD Multifamily Occupancy Handbook* 4350.3 CHG-1 (Aug. 2004), Chapter 4.

<sup>25</sup> *HUD Public Housing Occupancy Guidebook* (June 2003), § 3.8.

<sup>26</sup> 760 C.M.R. § 5.10(4)(a).

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