Control Number: _____

Date_____

EMERGENCY APPLICATION PACKAGE

Dear (_____):

On your application for state-aided housing, you indicated that you wanted to apply for Emergency housing. In order to apply for Emergency Housing, you must fill out a number of forms which are contained in this package, and provide other documents that we need to determine your eligibility for Emergency Case Status as well as for the program(s) for which you have applied. Your Emergency Application will not be processed until you have provided everything required in this package. A complete application will contain:

1. Standard Application for State-Aided Housing with required verifications attached.

2. Emergency Application for State-Aided Housing with required verifications attached.

3. Verification of income and assets for all household members (for example, last ten (10) weeks pay stubs, letter from Dept. of Transitional Assistance, Bank statements).

4. Family Housing- proof of children's ages.

5. Elderly/Handicapped Housing - proof of age or handicap (handicapped status must be verified on Housing Authority form).

6. Declaration of Residency and Authorization to Release Information

7. Other, specifically:_____
    _____
    _____
    _____

Emergency App letter (Eapltr)   11/2000

EQUAL HOUSING OPPORTUNITY

_____
_____
_____
_____
_____

You may submit your Emergency Application now or at a later time when you believe that your circumstances meet the Emergency Case criteria. When your application is complete, the Housing Authority will notify you. If you decide that you do not want to apply for Emergency Case Status now, you do not need to submit anything further at this time. If you are determined preliminary eligible for the program(s) for which you applied, you will remain on the waiting list(s) as a Standard Applicant, and you will be notified to submit further documentation when your application nears the top of a waiting list.

If you have any questions, please call *(978) 297-2280*.

Sincerely,

_____
Executive Director or Tenant Selection Coordinator