**Emergency Housing Payment Assistance Application**

*Version 2022.10.25*

This application is for Emergency Housing Payment Assistance, including the Residential Assistance for Families in Transition (**RAFT**).

You can submit this paper application to your local Regional Administering Agency (RAA), listed below. It’s also fast and easy to apply from a computer or your smartphone at <https://applyhousinghelp.mass.gov/>.

If you need help completing the application, contact your local RAA for free assistance. RAA contact information is on the next page; please contact the RAA serving the part of the state where the tenant who is applying for assistance currently lives or is moving to.

You can also find your nearest RAA online; take a picture of this image with your phone:



|  |  |  |
| --- | --- | --- |
| **RAA**  | **Address**  | **Phone Number**  |
| Berkshire Housing Development Corp. (BHDC), serving the Berkshires  | P.O. Box 1180, Pittsfield, MA  01202-1180  | (413) 499-1630 x168  |
| Community Teamwork, Inc. (CTI), serving the North Shore  | 17 Kirk Street, Lowell, MA 01852  | (978) 459-0551  |
| Housing Assistance Corp. (HAC), serving the Cape and Islands  | 460 West Main Street, Hyannis, MA 02601  | (508) 771-5400  |
| Way Finders, Inc., serving Springfield and Hampden County  | 1780 Main Street, Springfield, MA 01103  | (413) 233-1600  |
| Metro Housing Boston, serving the Boston metro area  | 1411 Tremont Street, Boston, MA 02120  | (617) 425-6700  |
| RCAP Solutions, serving Worcester County  | 191 May Street, Worcester, MA 01602  | (978) 630-6771  |
| South Middlesex Opportunity Council, Inc. (SMOC), serving Metro West, including Framingham  | 7 Bishop Street, Framingham, MA 01702  | (508) 872-0765  |
| Neighbor Works Housing Solutions, serving the South Shore and South Coast  | 169 Summer Street, Kingston, MA 02364    | (781) 422-4204  |
| Lynn Housing Authority and Neighborhood Development (LHAND), serving Lynn  | LHAND Family Success Center, 39 Curwin Terrace, Lynn, MA 01905  | (339) 883-2342  |
| Franklin County Regional Housing & Redevelopment Authority, serving Franklin County  | 241 Millers Falls Road, Turners Falls, MA 01376  | (413) 863-9781  |
| Central Massachusetts Housing Alliance (CMHA), serving Worcester County  | 6 Institute Road, PO Box 3, Worcester, MA 01609   | (774) 243-3872  |

You can learn about the Residential Assistance for Families in Transition (RAFT) program: who is eligible and what benefits are available at <https://www.mass.gov/service-details/residential-assistance-for-families-in-transition-raft-program>

# User Registration

An RAA or Advocate Organization may contact you and use the information in this section to help you create a user registration for the Massachusetts Emergency Housing Payment Assistance online application system. They may recommend using the email address you provide as your "Username" in the online application system to register and login to the system. When you register, please keep your username and password information in a safe place where you can find it as you complete your application online. If you do not yet have an email address, the RAA or Advocate Organization who contacts you may walk you through how to create a free email account.

First Name\* Last Name\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Circle Your Preferred Language\*

 

\*Please select the category that best describes your role

Landlord/OwnerProperty Manager

# Your Profile

# You may have one payee with multiple properties and multiple payment methods configured for use.

# Payee/Owner Information

Do you operate as an Individual or Business ?\*

IndividualBusiness

**If you answered “Individual” to the question “Do you operate as an Individual or Business,” please answer the “Individual Details” section below:**

# Individual Details

Individual Details

First Name\* Middle Name Last Name\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suffix Date of Birth\* (MM/DD/YYYY) Sex\*

\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MaleFemale

SSN or ITIN\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Details

Street / PO BOX\* Apt/Unit # City\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State\* Zip Code\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details

Phone Number\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Type\*

HomeMobile

I consent to receiving text messages regarding housing assistance.  Message & Data rates may apply.\*

YesNo

Email\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of contact\* Preferred Language Email English

Phone Spanish

 Portuguese

 Chinese Traditional

 Haitian Creole

 Khmer

 Russian

 Vietnamese

**If you answered “Business” to the question “Do you operate as an Individual or Business,” please answer the “Business Details” section below:**

# Business Details

Business Details

Payee Legal Name\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIN/TIN as Registered with IRS\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Registered Address

Business Phone Number\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Details

Street / PO BOX\* Apt/Unit # City\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State\* Zip Code\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details

Phone Number\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Documents

**Documents to Provide:**

☐ Please supply a photocopy of Proof of Identity as an attachment to this application

☐ Please supply a photocopy of Payee/Owner W-9 as an attachment to this application

# Properties

#  Property Details

Property Information

Owner Property Name\* (Give Your Property a Nickname for
 Use Throughout This Application)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address\*

Street / PO BOX\* Apt/Unit # City\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State\* Zip Code\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Documents

**You will need to provide proof of property ownership.**

**Documents to Provide:**

☐ Please supply a photocopy of the deed to the property as an attachment to this application

# Payment Methods

# Payment Information

## Payment Information

Payment Details

Preferred Payment Method\*

ACH Check

Payment Method Nickname\* (Such as “Bank of America Checking” Or “Property 1 ACH”)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you selected “ACH” under “Preferred Payment Method,” please enter ACH Details below**

ACH Details

Name on the Account (Needs to Match the Name on the Payee/Owner Name)

Account Type\*

Savings Checking

Account Number\* Routing Number\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you selected “Check” under “Preferred Payment Method,” please enter Check Details below**

Check Details

Check Addressed To

**(Note: This field must match the Business or Individual name entered in the Payee/Owner section above)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street / PO BOX\* Apt/Unit # City\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State\* Zip Code\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPLICATION

# Instructions

Instructions for completing the application

The Emergency Housing Payment Assistance application is free. No fee is required to apply, and free help is available to complete applications. Beware of scams by people charging an "application fee" to help submit an application. If you need help completing the application, contact your local RAA for free assistance.

**Note that as April 16, 2022, the Emergency Housing Payment Assistance program has a benefit limit of $10,000 and an income eligibility limit of 50% Area Median Income.**

NOTE TO APPLICANTS APPLYING ONLINE: This application for rental assistance will take 15-20 minutes. You may save and resume this application later, but please complete it within 21 days. After 21 days, incomplete applications will be cancelled and you will need to start a new application if you still wish to apply.

Be honest - if you give inaccurate or incomplete information, your application may be delayed or denied.

The application will ask you:
About your Tenant Information, Property and Payment details for the application

After you submit the application, a case manager from a Regional Administering Agency (RAA) will contact you. Please respond quickly when they do.

# Tenant and Rent Details

Tenant First Name\* MI Tenant Last Name\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Email Address\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you received an email confirmation from the MA RAFT/Homebase Program that your tenant submitted an application?\*

YesNo

If you answered “yes” to the question above, please provide Tenant Application Code:\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the tenant been issued a Notice to Quit(NTQ)\* YesNo

Has an eviction summons been filed?\* YesNo

If you answered yes to the questions above, when is Next Court Hearing Date?
(MM/DD/YYYY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Did you know that you can access free mediation to help resolve challenges with your tenant, outside of court? Visit:**[**https://www.mass.gov/info-details/eviction-diversion-initiative-legal-services-and-mediation#faq:-learn-how-community-mediation-can-help-tenants-stay-in-their-homes-**](https://www.mass.gov/info-details/eviction-diversion-initiative-legal-services-and-mediation#faq:-learn-how-community-mediation-can-help-tenants-stay-in-their-homes-)

Rental Start Date\* (MM/DD/YYYY) Rental End Date (MM/DD/YYYY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Details

Total Overdue Rent\* # of Overdue Rent Months\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the tenant require the payment of a security deposit at this time?\*

YesNo

If you answered yes to the question above, please indicate How much is the security deposit?\*

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Monthly Rent Amount\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Payment Details

### Payee

Landlord/Owner **(Note: This field must match the Business or Individual name entered in the Payee/Owner section above)**

Property Details\* (This should match the “Property Name” in the “Property Details” section above)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If there is Unit/Apt Number, please write it below

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please re-enter the Payment Method Nickname\* (Payment method nickname should match the above)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Documents

### Verification of Current Housing

☐ Please supply a photocopy of Verification of Current Housing and attach it to this application. This can include a signed copy of any one of these:

* Lease, or
* Tenancy Agreement, or
* Tenancy at Will form, or
* Other verification of housing such as a letter from the landlord

# Review Application

Please Review Your Information

# Sign and Submit

### Statements of Affirmations

I have responded truthfully and completely to every question to the best of my knowledge. I understand if I lie, my application may be denied and/or referred for criminal prosecution.

I have not already received payment for the months of overdue rent and/or future rent listed in this application. If I do receive payment from the tenant or another source for these costs in the future, I will notify the RAA processing this application and return the funds.

I understand RAFT can only pay up to $10,000 for overdue rent arrears and up to one month of future rent.

### Landlord/Property Owner Certification

You have provided certain information, including Personal Information (name, address, income, age, etc) about a tenant household in a property you own through the Emergency Housing Payment Assistance application.

This information will be used to determine eligibility and the need for financial assistance for the Residential Assistance for Families in Transition (RAFT), Emergency Rental Assistance Program (ERAP) and Emergency Rental and Mortgage Assistance (ERMA) programs, as well as other programs that the Massachusetts Department of Housing and Community Development (DHCD) may later administer.

By signing below, you acknowledge that you understand that this application is not a commitment of monetary assistance.

By signing below, you certify, under the pains and penalties of perjury that:

* The tenant information you provided has been shared with the consent of the tenant.
* All the information provided is true, complete and accurate.
* You have not received or been approved for funds from any other source to pay for the same expenses
that you are applying for from the Emergency Housing Payment Assistance programs.
* If tenant is found eligible, and Emergency Housing Payment Assistance funds are provided, those
funds will not be used to pay debts covered by any other benefit programs.

Further, you agree to do your best to provide, upon request, any documentation requested. You understand that any false statement or misrepresentation made in the Emergency Housing Payment Assistance application may result in the withdrawal or denial of the application or any other action that the Department of Housing and Community Development (“DHCD”) and/or the Regional Agency may deem appropriate, including prosecution for fraud.

Signing your name in the signature field below, constitutes signing this document electronically. An electronic signature has the same meaning, validity and effect as a handwritten signature.

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**Signed By Signature Signed Date**

**(Print: First Name, Last Name) (Month/Day/Year)**

# How To Submit an Application

**To submit this application, please contact your local RAA listed on page 2 of this application.**

Once you submit your application, a Regional Administering Agency (RAA) will be in touch soon.

We'll update you on your application status throughout the approval process using your preferred contact method. If you need help with your application, including language assistance, please contact the Regional Administering Agency (RAA) who processes applications in your area. RAA contact details are on page 2 of this application.

You may also be eligible for free or low-cost legal help or mediation. Learn more by going online visiting <https://www.mass.gov/info-details/eviction-legal-services-and-mediation>

Thank you!