

Newton Housing Authority

Working with the Newton Housing Authority

A Social Service Provider's Guide

Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461

Phone: 617-552-5501
Fax: 617-552-5507

Jonathan L. Hacker
Executive Director



Table of Contents

Introduction	1.
Who We Are	2.
What We Do	3.
Ability to Assist Your Client	4-5.
How Long Will My Client Have to Wait?	6.
Emergency Case Status for State Public Housing Program	7-8.
The Diverse Clients We Serve and the Difficult Actions We Must Sometimes Take	9.
The Basics	10-13.
Newton Housing Authority Developments	14.
Other Resources	15.
Frequently Asked Questions	16.
Contact Us	17.
 <u>Attachments:</u>	
Centralized Waiting List Information	
Required Documents for Application to Newton Housing Authority Programs	
Sample Release Form	

Introduction

I'm pleased to provide this guide to social service providers needing to interface with the Newton Housing Authority on behalf of their clients.

Due to the regulatory environment the Newton Housing Authority must work within, we hope this guide provides you with an overview that you will find helpful when advocating for your clients.

While this guide is not designed to be a comprehensive tool or to address individual situations, it should provide you with helpful information that will give you the ability to guide you and your client through the public housing application process with greater understanding.

Jonathan L. Hacker
Executive Director



Who We Are:

The Newton Housing Authority (NHA) is an independent agency organized under the laws of the Commonwealth of Massachusetts. While we maintain a cooperative working relationship within the City, we are **not** a department of the City of Newton, nor do we receive our program funding from the City. We are governed by a five member Board of Commissioners, most of whom are appointed by the Mayor. One appointee is a representative of organized labor, one appointee is a public housing resident and one appointment is made by the Governor.

We receive our funding from both the U.S. Department of Housing and Urban Development (**HUD**) and the Commonwealth of Massachusetts Department of Housing and Community Development (**DHCD**). There are occasions when we will seek grants for special projects from the City of Newton.

We currently have a staff of nineteen, seven of whom work under our maintenance division.

What We Do:

The NHA provides low-income housing for elderly and disabled clients and families under the programs we operate.

Our current portfolio encompasses 1,035 units of housing of which 441 are subsidized units under the Section 8 Voucher Program. **We presently do not have any availability of vouchers since our allotment is fully utilized. Our Section 8 Housing Choice Voucher waiting list is currently closed. Consequently, we are not able to provide applications for this program.**

Our conventional one-bedroom senior housing funded by HUD encompasses 298 units including units at the Parker House, Jackson Gardens, Horace Mann, and Norumbega Gardens developments, as well as 72 units of recently federalized state housing at the Echo Ridge and Nonantum Village developments.

In addition, we operate 216 units of state-aided housing, including 18 units of one-bedroom elderly and disabled housing, 42 one-bedroom units at the Hamilton Grove Development under the 667-Section 8 Program, 24 units at the New Hyde Development of special needs housing for families and individuals who are mobility impaired and 83 two, three and four bedroom units of family housing as well as additional scattered site units.

Applicants for our Federal and State Public Housing Programs are offered whichever unit is vacant when they reach the top of a waiting list for a specific program. Applicants cannot choose the specific location of the unit offer. Applicants who refuse unit offers may reapply if they wish.

We also have a management program. The NHA has acquired 55 units of housing using local inclusionary zoning money. This has allowed us to provide more opportunities to our clients. Resident selection for the management program units comes from existing Section 8 voucher holders through a process which considers NHA subsidy voucher holders of appropriate bedroom size who are in their housing search period first, secondly NHA subsidy voucher holders who are presently under lease, but who have indicated an interest in moving, and then eligible voucher holders who received their voucher from another housing authority or non-profit housing agency. The NHA depends upon voucher subsidies in order to support the maintenance and operation of these units.

Ability to Assist Your Client:

In order for the NHA to interact with you specifically regarding your client, you must provide us a release form signed by your client giving us permission to speak with you. We will not be able to speak with you about a specific case without written authorization. We are sure you understand why this is necessary. A sample release form is attached for your use. Please copy this form as the need arises.

Once you have obtained the signed release and have provided it to us, we will be able to communicate with the named party on the release form subject to any restrictions requested by the client.

We have the ability to help you and your client with questions about the application process. We can also be helpful in clarifying the documentation that is required with submission of your client's application(s). Each of our programs requires a separate application due to the fact that different funding sources require different formats and information. Each program has a separate waiting list.

Once the application is completed and submitted with all necessary documentation, the application is date and time stamped. Due to the large number of applications we receive, a backlog of applications may be in our inventory for processing at any time, therefore, it may take us time to evaluate and process the materials. Applications are processed in the order in which they are received. Applicants will not lose any placement time due to the processing protocol as time and date submission determines wait list sequencing.

Your client will be issued a control number that they should be instructed to keep for future reference. It is always advisable that applications sent to the NHA through the USPS be mailed certified, return receipt requested or some other form of proof of signature. Please spend the time to go over the application with your client to make certain that all the information requested has been provided. If you have any specific question about the applications, please feel free to call the office and we will be able to assist you.

From time to time your clients may ask us to provide to them their updated status on our waiting lists. We perform this function on Fridays only due to our heavy call volume. If we provide your client with a specific number on the waiting list, it is an approximation only. It is not possible for us to provide your client with a specific wait time because the preferences and priorities of our programs affect waiting list position and placement.

For example, if your client occupies a place on our State Family waiting list and an emergency application qualifies a subsequent applicant for emergency status, the emergency applicant will be placed ahead of your client and your client's "number" on the waiting list will change.

Please review the enclosed description of the documentation required with the submission of every application.

How Long Will My Client Have to Wait?

At the present time we have extensive waiting lists for our programs. It is difficult for us to provide an exact wait time; however, it is generally 2-5 years for elderly or disabled residents of Newton, 5 or more years for non-resident elderly or disabled applicants, 2-5 years for families with emergency status on our state-aided waiting lists and 10 or more years for all other families.

For state funded public housing, the population of handicapped households is limited to 13.5% of the total number of units. As we are currently at this percentage, we are only placing elderly (60 years old or over) in our State Elderly/Handicapped one-bedroom program. Therefore, applicants who are under 60 years old will have much longer wait times, including applicants under 60 years old who are approved for emergency status.

For our Federal Elderly program, an applicant is considered elderly when he or she is over the age of 62.

If your client is a **veteran resident** of the City of Newton, he or she will have a placement advantage in our Federal Elderly housing program. If your client is a veteran residing outside the City of Newton, this client will not receive veteran status.

If your clients are emergency cases and their emergency applications are approved for emergency case status, they will receive faster placement. The specific guidelines in place for the emergency state application must be completed and responded to with the specific information and language required in order to receive emergency case status. **Even with this designation the wait time can be substantial as there are other applicants with emergency status who applied before your client.**

***The NHA is unable to make placements out of sequence for any of our programs no matter how urgent you perceive the need. We are governed by state and federal guidelines.**

Emergency Case Status For State Public Housing Programs

Please pay special attention to the four priority categories and associated necessary documentation specified in the State Universal Emergency Application. All State Universal Emergency Applications must be accompanied by a State Universal Standard Application. Applicants for emergency case status must also meet the age and income requirements of our State-Aided housing programs. **In order to be found eligible for emergency case status, applicants must be homeless as defined in the application and qualify for one of the following four emergency priorities.** *The Newton Housing Authority cannot accept incomplete applications.*

Emergency Priority 1: Displaced by Natural Forces such as a fire not due to the negligence or intentional act of applicant, or member of applicant's household, or by an earthquake, flood or by a disaster declared or formally recognized under disaster relief laws.

Necessary Documentation: Proof of displacement by natural forces such as a report from the Fire Department, letter from Board of Health or other government agency documenting destruction of your resident by earthquake, flood or other disaster.

Emergency Priority 2: Displaced by Public Action such as the building of a low rent public housing project, a public slum clearance, urban renewal project or other public improvement.

Necessary Documentation: Proof of displacement by public action such as a Relocation Notice, letter from Urban Renewal or other government agency documenting public works project.

Emergency Priority 3: Displaced due to enforcement of minimum standards of fitness for human habitation established by Article 2 of the State Sanitary Code of Local Ordinances.

Necessary Documentation: Proof of displacement due to State Sanitary Code enforcement such as a copy of the complaint listing code violations, placard, notices or letter from Board of Health documenting condemnation.

Emergency Priority 4: Emergency Case Plan Categories

- A. Homeless and facing a significant, immediate and direct threat to the life or safety of the applicant or any household member for causes other than the fault of the applicant or member of the applicant household.

Necessary Documentation: Proof of no-fault loss of housing such as Summary Process Summons and Complaint, court decision and execution from the court.

- B. Severe Medical Emergency. An Applicant is suffering a severe medical emergency if the applicant household is suffering from an illness or injury posing a severe and medically documented threat to life which has been significantly caused by the lack of suitable housing or as to which the lack of suitable housing is a substantial impediment to treatment or recovery.

Necessary Documentation: Proof of medical condition such as certification by physician on Housing Authority form AND proof of unsuitable housing such as letter from landlord, visiting nurse or Board of Health documenting unsuitability of current housing, or photographs of current housing showing unsuitable features.

- C. Abusive situation. Please see State Universal Emergency Application for the definition of Abusive Situation.

Necessary Documentation: Proof of abusive situation, such as copies of medical reports, police reports, restraining orders, applications for criminal complaints, social service evaluations, etc.

State Public Housing Preferences:

Your client may also qualify for one or more of the application preferences designated by DHCD. The veteran preference for our State Elderly/Handicapped Housing Program is only for veterans who are residents of Newton. These preferences are as follows:

- A = Veteran
B = Local Resident
C = Affirmative Action

The Diverse Clients We Serve and the Difficult Actions We Must Sometimes Take

The NHA serves many elderly residents, families and residents who have disabilities that may be physical or emotional. There are instances when residents fail to meet their obligations under the terms of the program under which they are being assisted. There are times when the NHA has to begin termination of tenancy. Each client is provided with the opportunity for appropriate hearings prior to their termination. Terminations are legal proceedings that we do not take lightly. However, our concern is focused not only on the resident being terminated but on the greater good. We must safeguard the other residents residing in our property in the event that lease provisions are violated.

The Basics:

Section 8 Voucher Program:

The Section 8 Voucher Program is a federally subsidized voucher program that assists clients with their rent. Once clients receive a Section 8 Housing Choice Voucher, they can rent a unit from a private landlord. Tenants pay a percentage of their income as rent and the issuing housing authority pays the rest of the contract rent on behalf of the tenant. When a section 8 voucher holder locates a suitable apartment the tenant completes a request for tenancy form and submits the form to the issuing housing authority.

The amount of money that the NHA expends in rent payments on behalf of our Section 8 clients to private landlords exceeds 6 million dollars annually.

We presently do not have any availability of vouchers since our allotment is fully utilized.

Landlord/Tenant Issues in the Section 8 Voucher Program:

Occasionally, Section 8 voucher holders have difficulties dealing with their landlords. The Newton Housing Authority's involvement is generally limited in these cases as our Section 8 voucher holders sign a lease directly with the landlord. The landlord then has a contract for subsidy with the NHA. It is the responsibility of the landlord and the tenant to adhere to their respective obligations identified in their lease.

Centralized Section 8 Waiting List:

The NHA currently plans to join the centralized Section 8 waiting list once our current list created by lottery in 2002 is exhausted. The Centralized Section 8 Waiting List is administered by Massachusetts NAHRO and around 80 housing authorities participate. Once an applicant applies to any one of the participating housing authorities, the applicant is on the centralized list for all participating housing authorities. When the NHA joins the Centralized Section 8 Waiting List, we will advertise in local papers and with local service agencies. This does not mean there is an increased availability of vouchers. Once a participant in the Centralized Waiting List, the NHA will continue to administer 441 vouchers and the rate of new voucher issuance will remain the same.

In the event that the NHA elects to participate in the Centralized Waiting List, we will continue to maintain separate waiting lists for the Independent Group Residence, Project-Based Single Room Occupancy Program at the YMCA and the Set-Aside for Victims of Domestic Violence Program.

Applicants interested in applying for the Centralized Section 8 waiting list can contact any of the participating housing authorities to request an application. Please see the attached information packet for more information.

Capital Improvement Projects:

We are constantly performing capital improvements to our federal and state properties and have spent millions of dollars over the past years providing quality of life enhancements to our residents. We are always concerned about our disabled and frail clients and will do our best to provide reasonable accommodation when needed. Your client may be asked to provide a letter of medical necessity from a physician based upon the scope of the accommodation required.

Congregate Housing:

Congregate units are located in our Nonantum Village Development. Congregate living is for residents who are able to live independently with supportive services that are provided by Springwell. Applicants who are interested in this type of housing option should meet with the Congregate Coordinator at Springwell. The Congregate Coordinator will meet with the applicant and offer a tour of the facility. The Congregate Coordinator performs an extensive background check on the interested individual to make certain that placement in congregated housing is appropriate. Findings are presented to a MAT Team (Multi-Disciplinary Assessment Team). The MAT Team has the final decision as to whether the individual will be placed in congregated housing.

Emergency Housing:

Emergency housing is a new component to our programming that came as a result of two acquisitions we made on Wyman Street in Waban. We have assisted victims of Hurricane Katrina, victims of fires and homeless families in the two emergency units we have at Wyman Street. **You are welcome to call us for availability; however, it is expected that emergency opportunities will be rare as these units seem to be continuously occupied.**

Maintenance:

If an existing resident that you service has a maintenance need, please contact our maintenance line at **617-964-8082**. Please provide all relevant information, including the name and address of the tenant, a description of the maintenance request, a contact phone number and whether the tenant gives the NHA permission to enter the unit when the tenant is not home. In the event that you are redirected to the maintenance voicemail, please leave the same information for our service department. We have 24-hour maintenance service with backup personnel on call for emergencies after hours. Due to the volume of maintenance requests, it is not always possible for us to speak with every tenant that calls the maintenance service line. Consequently, if your client leaves a message, it is not always possible to return these phone calls to indicate that we have received the request. The 24-hour, 7 days a week maintenance emergency number is **617-964-8082** and is serviced by a professional answering service after business hours.

With this guide, the Newton Housing Authority has attempted to provide you with helpful information for use when working with clients regarding programs run by the NHA. Due to the complicated nature of public housing programs, this guide is not intended to be all-inclusive. The regulations prescribed by our partners at HUD and the Commonwealth of Massachusetts are subject to change, as is this guide. Therefore, although we attempted to make this guide as accurate as possible, we are not responsible for any errors or omissions.

Newton Housing Authority Developments:

Federal Sponsored Developments through the U.S. Department of Housing and Urban Development (HUD):

Parker House
21 Parker St. Newton Centre, MA (33 Units)

Jackson Gardens
John F. Kennedy Circle and Green St. Newton, MA (64 Units)

Horace Mann
Walker St., Watertown St., and Brookside Ave.
Newtonville, MA 02460 (72 Units)

Norumbega Gardens
Ash St. and Auburn St. Auburndale, MA (57 Units)

Echo Ridge
Thurston Rd. Newton Upper Falls, MA (40 Units)

Nonantum Village
239 Watertown St. Nonantum, MA (26 Units plus 10 Congregate Units)

State Sponsored Developments through the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD):

New Hyde Apartments
82 Lincoln St. Newton Highlands, MA (24 Units for families and individuals with mobility impairment)

Centenary Village
234 Central St. Auburndale, MA (12 Units)

Beaconwood Apartments
Wilson and Hargrave Circle, Newton Highlands, MA (20 Units)

Hamilton Grove Complex:

541 Grove St. Newton Lower Falls, MA (42 Units)

Additionally, the NHA has a number of scattered site units that we own and manage. These units provide additional senior and family housing.

Other Resources:

Newton Community Development Foundation (NCDF):

617-244-4035

<http://www.ncdf.com/>

Private, non-profit affordable housing developer and manager.

Citizens for Affordable Housing in Newton Development Organization, Inc. (Can-DO)

617-964-3527

<http://www.newtoncando.org/index.html>

Non-profit developer of affordable housing in the City of Newton.

Jewish Community Housing for the Elderly (JCHE):

617-912-8400

<http://www.jche.org/home.shtml>

Manager of affordable housing for seniors in the Greater Boston area

Metropolitan Boston Housing Partnership (MBHP):

617-425-6700

www.mbhp.org

Housing Consumer Education Center

Resources and information for tenants

Frequently Asked Questions:

1. How do I apply for housing?

Call our office to have an application mailed to you or stop by to pick one up. An application must be completely filled out and returned with the required application.

2. What are the current income guidelines?

Due to the fact that income guidelines are reviewed every year and at different times, current information can be requested from our office.

3. Where are your developments located, and is it possible to see them?

See the "Properties" page for a list of developments. Appointments to see an apartment can only be made once an offer for housing has been received by the applicant.

4. What programs are currently open to receive applications?

We are accepting applications to our waiting lists for family, senior and disabled public housing. We also run a limited Section 8 set aside program for domestic violence victims and a project based Section 8 program at the YMCA for homeless men.

5. How long is the wait?

The time it takes to receive housing from the Newton Housing Authority varies by program. The family public housing waiting list is running about 7-10 years for standard applicants and about 2-5 for emergency cases. Senior and disabled programs are an estimated 3-5 year wait. Due to the small size of the domestic violence and project based programs, the waiting list is very lengthy.

6. Can I select the location where I wish to live?

No, offers are made based on what becomes vacant when an applicant reaches the top of the waiting list.

7. What are the sizes of your apartments?

The senior and disabled developments are mostly one-bedroom apartments. There are a limited number two-bedroom and handicapped modified units available but they are running on a very long waiting list.

8. How much will my rent be?

Tenants living in the Newton Housing Authority units can expect to pay between 25%-30% of their income toward rent.

9. Do I have to be a Newton resident to apply?

No.

10. Does the Newton Housing Authority have provisions for disabled individuals and families?

Yes. The Newton Housing Authority has housing opportunities. Housing opportunities are subject to availability of appropriate units for individuals and families with physical disabilities.

11. May a disabled individual have a personal care attendant reside with them?

A disabled individual may have a personal care attendant reside with them subject to the Newton Housing Authority receiving satisfactory documentation evidencing the medical necessity and subject to the availability of an appropriate sized unit and approval of the Newton Housing Authority. All supporting documents must conform to the requirements of the Newton Housing Authority.

12. What happens if I should become disabled while a tenant of the Newton Housing Authority?

The Newton Housing Authority will work with care providers to determine how the Newton Housing Authority can be of help. Modifications to units such as grab bars require that the occupant follow Newton Housing Authority safety procedures in order to produce a satisfactory outcome.

13. Is it possible to be transferred from an upper floor unit to a first floor unit based upon declining health?

The Newton Housing Authority can transfer from an upper floor unit to a first floor unit subject to the availability of such a unit and proper documentation of medical necessity.

It is not possible to list all services available to disabled individuals on the website or to answer all potential questions. Please contact the office of the Newton Housing Authority if there are further questions in regard to accommodations for disabled individuals.

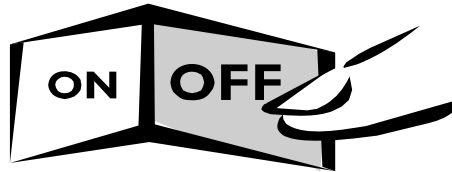
Contact us

Administrative office:

Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461

Telephone: 617.552.5501
Facsimile: 617.964.8387
TDD: 617.332.3802

Office Hours



9:00 AM to 5:00 PM
Monday through Friday

NHA informational website
www.newtonhousingauthority.org

- Programs
- Resident Services
- Landlord information

Massachusetts

Section 8

Housing Choice Voucher

Centralized Waiting List

[Home](#)[Waiting List Update](#)[Who Is Eligible To Apply](#)[How To Apply](#)[How to Check Your Status](#)[How to Change Your Address](#)[List of Participating Agencies](#)[Frequently Asked Questions](#)[Questions?](#)

Call toll-free at
1-877-868-0040

MEMBERS ONLY
[Member Login](#)

Section 8 Housing Choice Voucher

Centralized Waiting List

The **Section 8 housing choice voucher program** is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market.

The Massachusetts Section 8 Housing Choice Voucher Program Centralized Waiting List opened on January 6, 2003 in accordance with provisions contained in the United States Housing Act of 1937, as amended.

Eighty-one (81) Massachusetts housing authorities utilize this one computerized list; all applicant information entered onto this list can be accessed and updated by any and all participating housing authorities. Waiting list information is secure and accessed only by authorized housing authority staff with special login codes.

The Massachusetts Centralized Section 8 Waiting List will remain open indefinitely.

The Waiting List is updated every two (2) years. For more info, go to Waiting List Update.

Participating Housing Authorities are accepting applications for the Centralized Waiting List at each location. Applicants need apply to only one of the participating housing authorities. (See How to Apply for preliminary application.)

The housing authorities have not been issued any additional Section 8 Housing Choice Vouchers; vouchers will be issued based on turnover. For more information on the housing choice voucher program, visit the U.S. Department of HUD's web site .

Questions? Call toll-free at 1-877-868-0040.

Massachusetts

Section 8

Housing Choice Voucher

Centralized Waiting List



[Home](#)

[Waiting List Update](#)

[Who Is Eligible To Apply](#)

[How To Apply](#)

[How to Check Your Status](#)

[How to Change Your Address](#)

[List of Participating Agencies](#)

[Frequently Asked Questions](#)

[Questions?](#)

Call toll-free at
1-877-868-0040

MEMBERS ONLY
[Member Login](#)

Section 8 Housing Choice Voucher

How to Apply to the Centralized Waiting List

Complete Preliminary Application

Contact a participating housing authority to have an application mailed to you.

OR

Download* and print a Preliminary Application by clicking here . Read the preliminary application carefully and complete it fully.

* Click here to download a free copy of Adobe Acrobat Reader to view these documents if not already installed on your computer.

- **Check ALL Preferences that Apply**

Please read attached "Definitions of Preferences" to determine which apply to you, and check all that apply.

NOTE: Participating housing authorities may or may not use some or all of the preferences listed above. These definitions are minimum qualifications; housing authorities may have more specific criteria within a particular preference. Some participating housing authorities use no preferences and select by date & time only.

- **Return Completed Application to a Participating Agency**

Applications must be completed fully, signed and dated. Applicant needs to COMPLETE ONLY ONE PRELIMINARY APPLICATION and return it to ONE PARTICIPATING HOUSING AUTHORITY. By completing the one application, the applicant is included on the Centralized Waiting List and considered by ALL participating housing authorities.

Completed applications may be delivered in person or mailed to any participating housing authority. Copies, facsimiles or emails of completed applications will not be accepted. No documentation is needed at time of application. Applications will be accepted without regard to race, color, creed, religion, sex, national origin, familial status or disability.

If you have a disability and require an accommodation, please call any participating Housing Authority.

Reminder: Only ONE application per family will be accepted. There is no need to go to more than one participating agency to submit an application.

NOTE : Participating housing authorities may have additional housing assistance programs available. Please contact them directly to request information and applications for any additional housing assistance.

[Download Preliminary Application \(using Adobe Acrobat\)](#)
[Download Definitions of Preferences \(using Adobe Acrobat\)](#)

Massachusetts

Section 8

Housing Choice Voucher

Centralized Waiting List



[Home](#)

[Waiting List Update](#)

[Who Is Eligible To Apply](#)

[How To Apply](#)

[How to Check Your Status](#)

[How to Change Your Address](#)

[List of Participating Agencies](#)

[Frequently Asked Questions](#)

Questions?
Call toll-free at
1-877-868-0040

MEMBERS ONLY
[Member Login](#)

Section 8 Housing Choice Voucher

Who is Eligible to Apply for Section 8

You may qualify for the Section 8 Housing Choice Voucher Program in Massachusetts if you Gross Family Income is less than (family size/income):

Family Size								
1	2	3	4	5	6	7	8	
Income Limits								
35,850	40,950	46,100	51,200	55,300	59,400	63,500	67,600	

** Maximum income limits based on Eastern Worcester area income limits. (other areas of Massachusetts are lower)*

Massachusetts

Section 8

Housing Choice Voucher

Centralized Waiting List



[Home](#)

[Waiting List Update](#)

[Who Is Eligible To Apply](#)

[How To Apply](#)

[How to Check Your Status](#)

[How to Change Your Address](#)

[List of Participating Agencies](#)

[Frequently Asked Questions](#)

Questions?
Call toll-free at
1-877-868-0040

MEMBERS ONLY
[Member Login](#)

Section 8 Housing Choice Voucher

Participating Housing Authorities

Abington Housing Authority
71 Shaw Ave., Abington, MA 02351 781-878-3469

Acton Housing Authority
68 Windsor Ave., PO Box 681, Acton, MA 01720 978-263-5339

Amesbury Housing Authority
180 Main St., Amesbury, MA 01913 978-388-2022

Amherst Housing Authority
33 Kellogg Ave., Amherst, MA 01002 413-256-0206

Andover Housing Authority
100 Morton St., Andover, MA 01810 978-475-2365

Arlington Housing Authority
4 Winslow St., Arlington, MA 02474 781-646-3400

Belmont Housing Authority
59 Pearson Rd., Belmont, MA 02478 617-484-7678

Beverly Housing Authority
137 Rear Bridge Street, Beverly, MA 01915 978-922-3100

Bourne Housing Authority
871 Shore Rd., Pocasset, MA 02559 508-563-7485

Braintree Housing Authority
25 Roosevelt St., Braintree, MA 02184 781-848-1484

Bridgewater Housing Authority
10 Heritage Road, PO Box 306, Bridgewater, MA 02324 508-697-7405

Brookline Housing Authority
90 Longwood Ave., Brookline, MA 02446 617-277-1885

Burlington Housing Authority
15 Birchcrest St., Burlington, MA 01803 781-272-7786

Chelmsford Housing Authority
10 Wilson St., Chelmsford, MA 01824 978-256-7425

Chelsea Housing Authority
54 Locke St., Chelsea, MA 02150 617-884-5617

Chicopee Housing Authority
128 Meetinghouse Rd., Chicopee, MA 01013 413-592-6132

Concord Housing Authority
115 Stow St., Concord, MA 01742 978-369-8435

Danvers Housing Authority
14 Stone Street, Danvers, MA 01923 978-777-7926

Dedham Housing Authority
163 Dedham Blvd., PO Box 4067, Dedham, MA 02026 781-326-3543

Dennis Housing Authority
167 Center St., So. Dennis, MA 02660 508-394-3120

Duxbury Housing Authority
59 Chestnut St., Duxbury, MA 02332 781-934-6618

Everett Housing Authority
393 Ferry St., Everett, MA 02149 617-387-6389

Fall River Housing Authority
180 Morgan St., Fall River, MA 02722 508-675-3595

Fitchburg Housing Authority
50 Day St., Fitchburg, MA 01420 978-345-1963

Gardner Housing Authority
116 Church St., Gardner, MA 01440 978-632-6634

Gloucester Housing Authority
P.O. Box 1599, Gloucester, MA 01931-1599 978-281-4770

Greenfield Housing Authority
One Elm Ter., Greenfield, MA 01301 413-774-2932

Haverhill Housing Authority
25-C Washington Square, Haverhill, MA 01831-2451 978-372-6761

Holbrook Housing Authority
One Holbrook Court, Holbrook, MA 02343 781-767-0024

Holyoke Housing Authority
475 Maple St., Holyoke, MA 01040 413-539-2220

Hudson Housing Authority
8 Brigham Cir., Hudson, MA 01749 978-562-9268

Ipswich Housing Authority
One Agawam Village, Ipswich, MA 01938 978-356-2860

Lawrence Housing Authority
353 Elm Street, Lawrence, MA 01842 978-685-3811

Leominster Housing Authority
100 Main St., Leominster, MA 01453 978-537-5300

Lexington Housing Authority
One Countryside Village, Lexington, MA 02420 781-861-0900

Malden Housing Authority
89 Pearl St., Malden, MA 02148 781-322-9460

Marlborough CDA - Housing Division
 240 Main Street, Marlborough, MA 01752 508-624-6908
 Medford Housing Authority
 121 Riverside Ave., Medford, MA 02155 781-396-7200
 Melrose Housing Authority
 910 Main St., Melrose, MA 02176 781-665-1622
 Methuen Housing Authority
 24 Mystic St., Methuen, MA 01844 978-682-8607
 Middleboro Housing Authority
 8 Benton St., PO Box 502, Middleboro, MA 02346 508-947-3824
 Millis Housing Authority
 c/o Dedham H.A., P.O. Box 4067, Dedham, MA 02026 781-326-3543
 Milton Housing Authority
 65 Miller Ave., Milton, MA 02186 617-698-2169
 Natick Housing Authority
 4 Cottage St., Natick, MA 01760 508-653-2971
 Needham Housing Authority
 c/o Dedham H.A., PO Box 4067, Dedham, MA 02026 781-326-3543
 Newburyport Housing Authority
 25 Temple St., Newburyport, MA 01950 978-465-7216
 North Andover Housing Authority
 One Moreski Meadows, No. Andover, MA 01845 978-682-3932
 North Attleboro Housing Authority
 PO Box 668, North Attleboro, MA 02761 508-695-5142
 North Reading Housing Authority
 Peabody Ct., No. Reading, MA 01864 978-664-2982
 Norwood Housing Authority
 40 William Shyne Cir., Norwood, MA 02062 781-762-8115
 Oxford Housing Authority
 23 Wheelock St., Oxford, MA 01540 508-987-5055
 Peabody Housing Authority
 75 Central St., Ste. 2, Peabody, MA 978-531-1938
 Plymouth Housing Authority
 69 Allerton St., PO Box 3537, Plymouth, MA 02361 508-746-2105
 Quincy Housing Authority
 80 Clay Street, Quincy, MA 02170 617-847-4350
 Reading Housing Authority
 22 Frank Tanner Dr., Reading, MA 01867 781-944-6755
 Revere Housing Authority
 82-84 Cooledge St., Revere, MA 02151 781-284-1700
 Salem Housing Authority
 27 Charter St., Salem, MA 01970 978-744-4431
 Salisbury Housing Authority
 23 Beach Road, Salisbury, MA 01952 978-462-8800
 Shrewsbury Housing Authority
 36 No. Quinsigamond Avenue., Shrewsbury, MA 01545 508-757-0323
 Somerville Housing Authority
 30 Memorial Road, Somerville, MA 02145 617-625-1152
 Southbridge Housing Authority
 60 Charlton St., Southbridge, MA 01550 508-765-5858
 Springfield Housing Authority
 PO Box 1609, Springfield, MA 01101 413-785-4517
 Stockbridge Housing Authority
 PO Box 419, 5 Pine St., Stockbridge, MA 01262-0419 413-298-3222
 Taunton Housing Authority
 30 Olney St., Taunton, MA 02780 508-823-6308
 Tewksbury Housing Authority
 Saunders Circle, Tewksbury, MA 01876 978-851-7392
 Wakefield Housing Authority
 26 Crescent St., Wakefield, MA 01880 781-245-7328
 Walpole Housing Authority
 8 Diamond Pond Ter., Walpole, MA 02081 508-668-7878
 Waltham Housing Authority
 110 Pond St., Waltham, MA 02451 781-894-3357
 Ware Housing Authority
 20 Valley View, Ware, MA 01082 413-967-4477
 Warren Housing Authority
 P.O. Box 3021, Warren, MA 01083 413-436-7184
 Watertown Housing Authority
 55 Waverly Avenue, Watertown, MA 02472 617-923-3950
 Wayland Housing Authority
 106 Main St., Wayland, MA 01778 508-655-6310
 Wellesley Housing Authority
 c/o Dedham H.A., PO Box 4067, Dedham, MA 02026 781-326-3543
 Westfield Housing Authority
 12 Alice Burke Way, PO Box 99, Westfield, MA 01086 413-568-9283
 West Springfield Housing Authority
 37 Oxford Pl., West Springfield, MA 01089 413-788-0988
 Weymouth Housing Authority
 402 Essex St., Weymouth, MA 02188 781-331-2323
 Winchendon Housing Authority
 108 Ipswich Dr., Winchendon, MA 01475 978-297-2280
 Winchester Housing Authority
 13 Westley St., Winchester, MA 01890 781-721-5718
 Woburn Housing Authority
 59 Campbell St., Woburn, MA 01801 781-935-0818
 Worcester Housing Authority
 40 Belmont St., Worcester, MA 01605 508-635-3148

* Additional housing authorities may join at a later time and will advertise individually in their local areas.

Watch your local newspapers.

**Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461**

**ACCEPTABLE TYPES OF VERIFICATION OF INCOME, ASSETS
AND FAMILY. PLEASE SUPPLY THE VERIFICATION WHICH
ONLY APPLIES TO YOUR SITUATION*******

_____ Four (4) recent consecutive ***** pay stubs for working people	_____ Copy of stub of pension check annuity check, etc.
_____ A current letter from the Social ***** Security office verifying your your SSA or SSI. Such letters are usually called "Report of Social Security Benefits"	_____ Credit union statement
_____ An up-to-date letter from welfare statement ***** showing amount your receive (NOT A COPY OF A CHECK)	_____ Copy of saving bank statement for the past three (3) months
_____ Copy of lease or rent receipt *****	_____ Copy of IRA or Keough
_____ For children 18 years of age or older, proof of student status	_____ Copy of birth certificate for all family members
_____ Copy of court order covering alimony or child support payments	_____ Copy of unemployment
_____ Copy of Social Security card	_____ Copy of letter from social ***** services agency assisting with your support such as Jewish Family Services
_____ Copy of Alien Card *****	_____ Statement from family ***** members assisting with your your support
_____ Last three (3) months of checking account statements	

In certain cases, it may be necessary that we request additional verification. Photocopies will be made free of charge if the above documentation is brought into the office.

**PLEASE NOTE: AN APPLICATION WILL BE RETURNED TO YOU IF NOT COMPLETELY
FILLED OUT, SIGNED OR ACCOMPANIED BY PROOF OF INCOME AND ASSETS.**

Failure to disclose all income, assets and family composition may disqualify you for the program.

If you have any questions regarding the completion of this application, please call 617-552-5501 and we will attempt to assist you. Your cooperation in providing all verification will enable us to process your application more quickly.

RELEASE AND AUTHORIZATION

I, _____, of _____
(Name) (Street) (City) (State) (Zip code)
hereby authorize

Name _____

Address _____

Agency _____

to discuss any and all matters with the Newton Housing Authority, its agents, servants or employees which they may wish to discuss with me regarding any matters which the Newton Housing Authority may feel are related to my housing or my application for housing. I further authorize the aforesaid to provide the Newton Housing Authority, its agents, servants or employees with copies of any and all documents which refer to me which may be requested by the Newton Housing Authority through its representatives.

I hereby waive any and all claims, confidentiality and request that the above named cooperate with the Newton Housing Authority to provide the information requested.

Signature of Tenant/Applicant _____

Date _____

Signature of Witness _____

Date _____

RELEASE AND AUTHORIZATION

I, _____, of _____
(Name) (Street) (City) (State) (Zip code)
hereby authorize

Name _____

Address _____

Agency _____

to discuss any and all matters with the Newton Housing Authority, its agents, servants or employees which they may wish to discuss with me regarding any matters which the Newton Housing Authority may feel are related to my housing or my application for housing. I further authorize the aforesaid to provide the Newton Housing Authority, its agents, servants or employees with copies of any and all documents which refer to me which may be requested by the Newton Housing Authority through its representatives.

I hereby waive any and all claims, confidentiality and request that the above named cooperate with the Newton Housing Authority to provide the information requested.

Signature of Tenant/Applicant _____

Date _____

Signature of Witness _____

Date _____

NHA

A publication of the Newton Housing Authority
©2010 all rights reserved