

Dear Applicant,

Thank you for your interest in living at The Cohen Residences. Attached are several documents that you will need to fill out and return to us in order to be placed on our waiting list. It is imperative the forms are filled out completely and accurately. If needed, management would be glad to assist you in completing these forms.

Please complete the following forms as requested, including signature and date. Also please attach any supporting documentation requested.

_ Preliminary Housing Application	
_ Application Supplement for Federally Assisted Housing	
_ Race and Ethnic Data Form	
_ *Verification of Disability- *If you are under the age of 62 and/or believe that you hability impairment, please sign and date the enclosed release form and provide your physicial intact information.	
_ Attach copies of your Driver's license or State picture I.D, Social Security Carost recent Social Security benefit letter, and Birth Certificate, Passport or Natural ertificate.	
_ Attach proof of income and assets	
_ If you have selected a preference please attach copies of documentation to vour claim.	erify

Please return these documents as soon as you have completed them and return the whole packet to the property. Names are placed on the waiting list in the order that **completed** applications are received. Income eligibility guidelines are on the following page.

Your application will <u>not</u> be complete until we receive all the items listed above. Upon request, an applicant will be granted an additional 90 days to verify the Social Security Number for any household member. You will then be notified in writing that we have finished preliminary processing of your application and if you are placed on our waiting list.

We will contact when your name reaches the top of the waiting list. At that time, you will be asked to complete other verification forms needed to determine final eligibility and your rent amount in order to offer you an apartment in our community.

In the meantime, if you have any questions, please feel free to give me a call at 617-363-8100. It is our intent to offer the best affordable housing available and provide a quality customer service experience.

Thank you again for the opportunity to meet your housing needs.

Sincerely,

Elizabeth Shuttle

Elizabeth Shuttle Occupancy Specialist

SECTION 8 PROGAM - INCOME ELIGIBILITY

Eligibility is based on Gross annual income, which means any income before deductions such as taxes, Medicare, etc. Gross Income includes any wages, pension, retirement, social security payments, etc. including interest, dividends, and other income earned from net family assets.

Income Limits	1 Person	2 Persons
Extremely Low (30%)	\$28,200	\$32,200
Very Low (50%)	\$47,000	\$53,700

Income eligibility for this Community requires that your income be less than the Very Low Income Limit above.



Equal Housing Opportunities

JULIAN & CAROL FEINBERG COHEN FAMILY RESIDENCES COMMON RENTAL PRE-APPLICATION

(Affordable Programs)

UPON REQUEST, THE MANAGEMENT AGENT WILL PROVIDE HELP IN EXPLAINING THIS DOCUMENT. IF NECESSARY, PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE, OR OTHER ALTERNATE FORMATS AND ADDITIONAL ASSISTANCE CAN BE PROVIDED.

Instructions for Head of Household:

- 1. Complete all sections of this application by either typing or handwriting your information (in ink). Please do not leave any section blank and if the section does not apply to you, put "N/A". If you are submitting a handwritten application and you need to make a correction, put one line through the incorrect information, write the correct information above, and initial the change. Do not use correction fluid of any kind (e.g. "Whiteout"). Incomplete applications will not be accepted. Please make sure that you sign and date the last page.
- 2. The Rental Pre-Application must be completed in its entirety. All household members 18 years of age and older who are applying for housing must sign and date the Application. All information must be complete and correct. False, incomplete or misleading information will cause your household's application to be denied.
- 3. Once your Pre-Application is complete and on file with the Management Agent, it is your responsibility to contact the Management Agent in writing whenever there is a change in your address, telephone number, income situation or household composition (if you need to add or remove a person from your Pre-Application). It is your responsibility to respond to any waiting list application updates sent to you by the Management Agent.

Filling out a Pre-Application does not guarantee eligibility or qualification for an apartment at this development.

After the Management Agent receives your completed Pre-Application, they will make a preliminary determination of eligibility based on program and property criteria. If your household appears to be eligible for housing, your household will be placed on a waiting list, but this does not mean that your household will be offered an apartment. Every household must be screened to qualify for an apartment. When your name nears the top of the waiting list, you will be contacted to provide additional information for eligibility, screening and suitability.

If your household does not appear eligible, you will receive a letter denying your Pre-Application and you will not be placed on the waiting list. You will have the right to appeal this decision. Instructions for the appeal process will be provided with the appeal letter.

The Pre-Application process will be completed in accordance with the Management Agent's standard procedures, which are summarized in each development's site-specific copy of the Tenant Selection Plan. Upon request to the Management Agent, you have the right to receive both the Tenant Selection Plan and the Tenant Selection Plan Resource Guide, which summarize eligibility and screening requirements for occupancy in the development.

If you do not receive any information from the management agent within 30 calendar days of submitting this application, please contact the management agent directly.



This is an important document. If you require language interpretation, please call the management agent for this development directly.

Este es un documento importante. Si usted requiere interpretación de idioma, por favor llame directamente al agente de gestión para la propiedad.

这是一份重要文件,如果您需要翻译,请直接致电该物业的代理。

Este é um documento importante. Se precisar de interpretação de linguagem, favor chamar diretamente o agente de administração da propriedade.

Este é um documento importante. Caso você precise de interpretação de idiomas, por favor, ligue diretamente para o agente responsável por gerenciar a propriedade.

"Это важный документ. Если Вам необходима интерпретация языка, обратитесь, пожалуйста, непосредственно к административному агенту по поводу данного объекта."

Se yo dokiman enpòtan. Si ou bezwen sèvis entèpretasyon, tanpri rele ajan jesyon an, pou pwopriyete an, dirèkteman.

Questo è un documento importante. Se si ha bisogno di un interprete per la lingua, chiamare l'agente responsabile, per la proprietà, direttamente.

Đây là một tài liệu quan trong. Nếu quý vị cần phiên dịch, vui lòng gọi trực tiếp cho đại lý bất động sản.

េន: �ឯក � សំ � ន់។ ្របសិនេបើអ � ក្រតវ � � ৄ ৄ ৄ ৄ ৄ ৄ � � សូ មទូរស័ព ្រ � � � ឋា ់អចលនុរទព ្រនេះេ � យ �� ល់។



Julian & Carol Feinberg Cohen Family Residences Common Rental Pre-Application

Name of Development APPLYING TO:	Julian & Carol Feinberg Cohen Family Residences
Development Address:	112-120 Centre Street
Management Agent:	Hebrew SeniorLife, Inc.
Development Phone Number:	617-363-8100

This form must be filled out in English. Please type or print neatly in ink. All fields are required. Read the instructions before completing each item.

ast Name	First Name	Middle Initial
Mailing Address		Apt.#
iity	State	Zip
-		☐Home ☐Cell ☐Work
rea Code Telephone Number		
mail		
How many bedrooms does the household r	equire?	0 1 1
Do you or does any member of your house	hold need any specific features	or apartment designs, such as,
wheelchair accessibility, visual aids (Braille), or apparatus for hearing assis	stance? □Yes □No
wheelchair accessibility, visual aids (Braille If yes, please describe:), or apparatus for hearing assis	stance? □Yes □No
•), or apparatus for hearing assis	stance? □Yes □No
), or apparatus for hearing assis	stance? □Yes □No
•), or apparatus for hearing assis	stance? □Yes □No
		stance? □Yes □No
If yes, please describe:		stance? □Yes □No
If yes, please describe:		stance? □Yes □No
If yes, please describe: List all the states where all household mem	bers have lived:	
List all the states where all household mem	bers have lived:	under Massachusetts or any othe
If yes, please describe: List all the states where all household mem	abers have lived: d to register as a Sex Offender	under Massachusetts or any oth

6.	Does the household have a Federal or State mobile housing voucher? Agency:	□Yes	□No
	The Management Agent will not discriminate based on mobile voucher holder status. This the sole purpose to: (1) determine an applicant household's ability to pay rent for a unit the project based rental subsidy; or (2) advise applicant households who are applying for a unit rental subsidy that if they move into such a unit that already has subsidy with the unit, the their voucher agency to give up their mobile voucher.	at does no t with proj	ot have ect-based
7.	As of January 31, 2010 were you 62 or older and receiving HUD rental assistance at another	her locatio □Yes	on? □No
8	List all persons who will live with you (include uphorn children and live-in-aides). If you		

8. List all persons who will live with you, (include unborn children and live-in-aides). If you anticipate any household composition change in the next 12 months, please include all persons you expect to live with you.

#	Relationship	Last Name	First Name + Middle Initial	Social Security Number * (###-##-####)	Birthdate (mm/dd/yyyy)	Student? (Y/N) Full Time (FT) or Part Time (PT)	Disabled (Y/N)
1	Self						
2							
3							
4							
5							
6							

^{*}Not providing a Social Security number for the Pre-Application will not preclude you from being put on the waitlist

9. Ethnicity, race and disability status of household members (Optional Information/Your Answers Will Not Affect Your Application)

	Name	Ethnicity (Hispanic/Non- Hispanic/Decline)	Race (White/Black/Asian/American Indian/Native Hawaiian/Other/Decline)	Disabled (Y/N)
1				
2				
3				
4				
5				
6				

^{***}The Management Agent will not discriminate based on Disability status.



cipated amount of money received by ALL nths based on their current income and any date of application and projecting forward 12 in-aides.
ges (tips, bonus and commission, if applicable) Military 5, SSA, SSI Federal, SSI State, Child Support, Alimony, 1ts, Stipends, Scholarships, Trade Union Benefits, 1sistance, Interest earned from Assets, Annuities, Workers 1money someone gives you to pay your bills OR gives you 1sills directly.
Income earned from assets: \$
ovestments, stocks or bonds, mutual funds/trust or example, 401K, Roth Keogh or other retirement estate of all household members. If any household of equity in the home shall be added to their total value
have eligibility requirements, whereby specific idered for certain priorities/preferences, please check priorities/preferences could impact where you are additional preferences that are not included on this uire about any additional preferences that may apply. ces wal de Violations ce school in men Act)



As your application nears the top of the waiting list, management will require documentation to verify the priority/preference selected.

In completing this Pre-Application, the Applicant has the right to include the name, address, telephone number, and other relevant information of a family member, friend, or advocate as the contact person to provide assistance to the Applicant in connection with this Pre-Application. (Federally assisted housing must include form HUD-92006, Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants)

Contact Person Name	Address	Telephone #

Certification of applicant: (All adult applicants, 18 or older, must sign the Pre-Application.)

I/We certify that all information in this application is true to the best of my/our knowledge and I/we understand

- ✓ that false statements or information will lead to rejection of this Pre-Application or termination of tenancy after occupancy;
- ✓ that in consideration for being permitted to apply for this apartment, I, Applicant, do represent all information in this application to be true and that the owner/manager/employee/agent may rely on this information when investigating and accepting this Pre-Application;
- ✓ that the owner/manager/agent will rely on the information provided by the Applicant, once verified, to make a determination that Applicant is eligible and qualified for housing.
- ✓ that I, the Applicant, must notify the properties, for which I have submitted a Pre-Application, of any
 change of address in writing and I understand that my Pre-Application may be cancelled if I fail to do
 so.

Applicant hereby authorizes the owner/manager/agent to make independent investigations to determine my credit, financial standing, criminal background, including sex offender registration history, landlord history, and personal references. No determination of actual suitability for housing will be made until the applicant comes to the top of the waiting list, completes the full rental application and screening is completed by the Agent and suitability for housing is determined.

Applicant authorizes landlords, personal references and credit and screening agencies to release any and all information to the owner/manager/employee or their agents or background checking agencies.

Applicant hereby releases, remises and forever discharges, from any action whatsoever, in law and equity, and all owners, managers and employees or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold harmless from any suit or reprisal whatsoever, except as otherwise limited by laws relating to the use of personal information, credit history or criminal background.

X	_
Signature of head of household	Date
X	=
Signature of spouse or co-head of household	Date
X	_
Signature of co-head of household	Date
X	_
Signature of co-head of household	Date



PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures of improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, for misusing the social security number as provided under the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

RIGHT TO REASONABLE ACCOMMODATION

The Agent for this property provides persons with disabilities the opportunity to request a reasonable accommodation in order to apply to and participate in such programs and activities. The Agent for this property will consider a reasonable accommodation, upon request, for qualified people with disabilities when an accommodation is necessary to ensure equal access to the development, its amenities, services and programs. Reasonable accommodations may include changes to the building, grounds, or an individual unit; changes to policies, practices, and procedures; and mitigating circumstances.

LIMITED ENGLISH PROFICIENCY

The Agent provides people whose primary language is not English and as a result have limited English proficiency, the opportunity to request free language assistance in order to apply to or participate in its programs and activities.

FAIR HOUSING/EQUAL OPPORTUNITY INFORMATION

The Agent for this property does not discriminate on the basis of race, color, religion, national origin, gender, disability, familial status, marital status, sexual orientation, genetic information, veteran/military status, receipt of public assistance, ancestry, age, gender identity or other basis prohibited by federal, state, or local law in the access or admission to its programs or employment or its programs, activities, functions or services.

Please Note: If you do not receive any information from the management agent within 30 calendar days of submitting this application, please contact the management agent directly.



FEDERAL PREFERENCES

Congress has passed a law that requires project owners give a preference for assistance to applicants occupying substandard housing, involuntarily displaced or paying more than 50 percent of family income for rent. Thus, applicants qualifying for one or more Federal preferences will be placed higher on the waiting list and be admitted at a subsidized rent in advance of non-preference holding applicants. Each of these categories are defined in greater detail below. If you believe you qualify for one or more of these preferences, please submit, with your application, the required documentation to verify your claim.

1. Involuntarily Displaced:

- A. Applicants who claim they are being or have been displaced due to either a disaster or government action: written verification by a unit or agency or government.
- B. Applicants who claim they are being or have been displaced because of actions taken by the project owner/agent: written verification by the agent.
- C. Applicants who claim they are being or have been displaced due to domestic violence, written verification may be obtained from one or more of the following: local police, social services agency, court, clergyman, physician, and/or public or private facility giving shelter and/or counseling to victims.

2. Substandard Housing:

- A. Applicants claiming they reside in a substandard unit: written verification by either a unit or agency of government.
- B. "Homeless" applicants: written verification by a public or private facility providing shelter, or the local police department or social service agency.

3. Paying More than 50 Percent of Income for Rent:

- A. To determine monthly rental amounts, applicants must furnish copies of canceled checks, money order receipts or lease or occupancy agreement or written verification from the current owner or agent.
- B. To verify the amount paid to amortize the purchase price of a manufactured home, copies of the most recent payment receipts (may include canceled checks or money order receipts) or a copy of the current purchase agreement.
- C. To verify the amount paid for utilities normally included in the rent: copies of the most recent bills or receipts, or written verification directly from the utility or service supplier.

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update**, **remove**, **or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:			
Mailing Address:			
Telephone No:	Cell Phone No:		
Name of Additional Contact Person or Organization:			_
Address:			
Telephone No:	Cell Phone No:		
E-Mail Address (if applicable):			
Relationship to Applicant:			
Reason for Contact: (Check all that apply)			
Emergency	Assist with Recertification P	rocess	
Unable to contact you	Change in lease terms		
Termination of rental assistance	Change in house rules		
☐ Eviction from unit ☐ Late payment of rent	Other:		
Commitment of Housing Authority or Owner: If you are apprarise during your tenancy or if you require any services or special issues or in providing any services or special care to you.			
Confidentiality Statement: The information provided on this for applicant or applicable law.	rm is confidential and will not be discl	osed to anyone except as permitted by the	
Legal Notification: Section 644 of the Housing and Community requires each applicant for federally assisted housing to be offere organization. By accepting the applicant's application, the housin requirements of 24 CFR section 5.105, including the prohibitions programs on the basis of race, color, religion, national origin, sex age discrimination under the Age Discrimination Act of 1975.	d the option of providing information ng provider agrees to comply with the s on discrimination in admission to or	regarding an additional contact person or non-discrimination and equal opportunity participation in federally assisted housing	
Check this box if you choose not to provide the contact	information.		
Signature of Applicant		Date	

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

Race and Ethnic Data Reporting Form

Signature

U.S. Department of Housing and Urban Development Office of Housing

OMB Approval No. 2502-0204 (Exp. 03/31/2014)

	Project No.	Address of Property	
Name of Owner/Managing Aຸດ	gent	Type of Assistance or Pro	gram Title
Name of Head of Household		Name of Household Member	
Date (mm/dd/yyyy):			
	Ethnic Categories*	Select One	
Hispanic or Lati	no		
Not-Hispanic or	Latino		
	Racial Categories*	Select All that Apply	
American Indian	n or Alaska Native		
Asian			
Black or Africar	n American		
Native Hawaiian	or Other Pacific Islander		
White			
Winte			

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Date

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be incompliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and cohead of each household to "self certify' during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provide and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does no require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

- 1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
 - 1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
 - **2. Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **2.** The five racial categories to choose from are defined below: You should check as many as apply to you.
 - 1. American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 - **2. Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 - **3. Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
 - **4.** Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - **5. White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

NOTICE OF NON-DISCRIMINATION, THE RIGHT TO REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES, AND THE RIGHT TO FREE LANGUAGE ASSISTANCE FOR PEOPLE WITH LIMITED ENGLISH PROFICIENCY

Non-Discrimination

Center Communities of Brookline does not discriminate on the basis of any status protected by federal, state, or local law, in the admission or access to, or treatment or employment in, its programs, services and activities including, but not limited to, the following: race, color, religion, sex, national origin, familial status, disability, sexual orientation, gender identity or expression, marital status, age, ancestry, genetic information, membership in the armed services or status as a veteran, receipt of public assistance, because someone is, has been or is threatened with being the victim of domestic violence, dating violence, sexual assault or stalking, or has obtained, or sought, or is seeking relief from any court in the form of a restraining order for protection from domestic abuse

Center Communities of Brookline has designated Sophia Powell to coordinate compliance with applicable federal and state nondiscrimination requirements and to address grievances applicants and residents may have. The following is her contact information:

Center Communities of Brookline 100 Centre Street Brookline, MA 02446 Telephone: (617) 363-8035 / Relay: 711

Also, if you believe you have been discriminated against, you may file a formal complaint with the Department of Housing and Urban Development (HUD) and local Fair Housing Agency. The contact information for HUD's Fair Housing Office and the Fair Housing Agencies in the states where our sites are located is attached to this notice.

Reasonable Accommodation for People with Disabilities

If you or any member of your household have a disability and as a result need any of the following in order to have an equal opportunity to apply to or live in our development, or participate in services and programs we offer, please let us know:

- A change in a rule, policy, procedure or service;
- A physical change or modification in your apartment, such as grab bars or lowering the cabinets;
- A specific type of unit such as one that is accessible to individuals with mobility impairments, visual impairments or hearing impairments;
- A physical change or modification in some other part of the housing site; and
- A preferred way for us to communicate with you or give you information, such as Braille, large print or using a hearing interpreter;

These kinds of changes are called reasonable accommodations. We will provide a requested reasonable accommodation if:

- your disability is obvious or you can document that you have a disability;
- the nexus or connection between your disability and the need for the accommodation is obvious or you can document it; and

 your request does not pose an undue financial and administrative burden or fundamental change in the program, which means in simple language if it is not too expensive and too difficult to arrange or do, or does not require us to do something that the housing program is not designed to do or would prevent us from doing what we are required to do.

We will give you an answer as to whether we can provide the accommodation within ten (10) business days unless there is a problem getting the information we need, or unless you agree to a longer time. We will let you know if we need more information or documentation from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons. If you want, you may then give us information that addresses the reason why we turned down your request.

A REASONABLE ACCOMMODATION REQUEST FORM is available at the management office listed below. Let us know if you need help filling out the form or if you want to give us your request in some other way. Reasonable Accommodations may be requested orally or in writing. Please do not hesitate to contact the management office.

NOTE: All information you provide will be kept confidential and be used only to enable you to have an equal opportunity to apply to or enjoy your housing, including services and the common areas.

Free Language Assistance for People with Limited English Proficiency

If your primary language is not English and as a result you have difficulty reading, writing or understanding English, we will provide you free language assistance so you can apply to our housing program or communicate with us regarding a housing related matter. If your primary language is not English and as a result you have Limited English proficiency, please put a checkmark next to your primary language on the attached "I SPEAK" form and return the form to the management office as listed below. We will do our best to try to accommodate your request in a timely manner. Please contact the management office if you have any suggestions regarding how we can best meet your language needs or if you have any questions about our free language assistance.

Property Contact Information:

Name of Property: Center Communities of Brookline

Office Address: 100 Centre Street, Brookline, MA 02446

Telephone: (617) 363-8100 / Relay: 711 Email: elizabethshuttle@hsl.harvard.edu





Center Communities of Brookline does not discriminate on the basis of any protected status, including disability, in the admission of or access to, or treatment or employment in, its programs and activities. Center Communities of Brookline provides persons with disabilities the opportunity to request a Reasonable Accommodation in order to apply to and participate in such programs and activities. Center Communities of Brookline also provides people whose primary language isn't English and as a result have limited English proficiency the opportunity to request free language assistance in order to apply to or participate in its programs and activities. Sophia Powell coordinates Center Communities of Brookline's compliance with all nondiscrimination requirements, including Section 504. Contact her with any questions or concerns relating to Center Communities of Brookline's compliance with nondiscrimination requirements: Telephone: 617-363-8035/ Relay: 711 or at Center Communities of Brookline, 100 Centre Street, Brookline, MA 02446.

Contact Information for the Department of Housing and Urban Development Region I FHEO Office and State Fair Housing Agencies Where Center Communities of Brookline Conducts Business

The Department of Housing and Urban Development

Boston Regional Office of FHEO
U.S. Department of Housing and Urban Development
Thomas P. O'Neill, Jr., Federal Building
19 Causeway Street, Room 321
Boston, MA 02222-1092
(617) 944-8300 | 1-800-827-5005 | TTY (617) 565-5453

Massachusetts

Massachusetts Commission Against Discrimination (MCAD)

Boston Office One Ashburton Place Sixth Floor, Room 601 Boston, MA 02108 Phone: 617-994-6000 TTY: 617-994-6196

Springfield Office 436 Dwight Street Second Floor, Room 220 Springfield, MA 01103 (413) 739-2145

Worcester Office Worcester City Hall 455 Main Street, Room 101 Worcester, MA 01608 (508) 799-8010 (508) 799-8490 - FAX

New Bedford Office 800 Purchase St., Rm 501 New Bedford, MA 02740 (508) 990-2390 (508) 990-4260 – FAX





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"I SPEAK" FORM

LANGUAGE IDENTIFICATION FLASHCARD

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
րկեր խառաղ, թնող, թնուհատղ, ըն փանթեր»։ թաժառող բյոն յոնադ, թատանցն անա ճառարհատող,	2. Armenian
যদি আপনি বাংলা পড়েৰ বা কলেন তা হলে এই বাংকন দাণ দিন।	3. Bengali
ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodia
Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
如果你能读中文或讲中文,请选择此框。	6. Simplified Chinese
如果你能镀中文或解中文、曾强得此框。	7. Traditional Chinese
Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8.Croatian
Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
Mark this box if you read or speak English.	11. English
اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را هلامت يزنيد.	12. Farsi

Cocher ici si vous lisez ou parlez le français.	13. French
Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungariar
Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
Marchi questa casella se legge o parla italiano.	21. Italian
日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
ໃຫ້ໝາຍໃສ່ຍຸ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

Assinale este quadrado se você lê ou fala português.	26. Portuguese
Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
Обележите овај квадратић уколико читате или говорите српски језик.	29. Serbian
Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
Marque esta casilla si lee o habla español.	31. Spanish
Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูกภาษาไทย.	33. Thai
Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою.	35. Ukranian
اگرآپ اردوپڑھتے یا بولتے ہیں تواس خانے میں نشان لگا ئیں۔	36. Urdu
Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish





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