

# How To Apply Online

Example Application

1. Go to [www.ccrealtymanagement.com](http://www.ccrealtymanagement.com)
2. Click on the Apartments Tab
3. Choose a Property to apply to

4. Review all the information
5. Click Apply Now
6. Click on 'Create Waitlist Application'

C&C REALTY MANAGEMENT, LLC

HOMEAPARTMENTSMANAGEMENT SERVICESABOUT USCONTACT USJOBSLINKSINFORMATION & NEWS

SEARCH OUR PROPERTIES: View All OR Choose by county: OR Choose by town: OR Choose by map:

Rental Property Search Results

All Maine Rental Properties

Click on a property for more information

Androscoggin County

TOWN	PROPERTY	HOUSING FOR	RENT
Lewiston	Birch Hill Apartments	55 years and older	Applicants must meet minimum income guideline of 2.5 times the monthly rent to qualify. Housing choice vouchers, BRAP and other subsidies accepted.
Lewiston	Frye School Housing	Elderly, aged 62 and over	Rent based on 30% of adjusted household income.
Auburn	Minot Ave Apartments	Singles, Family, Elderly, Disabled, Handicapped	Rent levels are based on the County's Income limits. Applicants must meet minimum income guideline of 2.5 times the monthly rent to qualify. Housing choice vouchers, BRAP and other subsidies accepted.
Auburn	Rivershore Apartments	Family, Elderly, Disabled, Handicapped	Rent levels are based on the County's Income limits. Applicants must meet minimum income guideline of 2.5 times the monthly rent to qualify. Housing choice vouchers, BRAP and other subsidies accepted.


Aroostook County

TOWN	PROPERTY	HOUSING FOR	RENT
Houlton	Market Square Commons	55+ years of age	Rent levels are based on the County's Income limits. Applicants must meet minimum income guideline of 2.5 times the monthly rent to qualify. Housing choice vouchers, BRAP and other

C&C REALTY MANAGEMENT, LLC

HOMEAPARTMENTSMANAGEMENT SERVICESABOUT USCONTACT USJOBSLINKSINFORMATION & NEWS

SEARCH OUR PROPERTIES: View All OR Choose by county: OR Choose by town: OR Choose by map:



Senior Living at Marketplace

75 Civic Center Dr  
Augusta, ME

VACANCIES:  
Now Leasing!

APPLY NOW

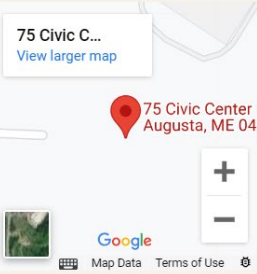
HOUSING FOR:  
55 years and older

RENT:  
Rent levels are based on the County's Income limits. Applicants must meet minimum income guideline of 2.5 times the monthly rent to qualify. Housing choice vouchers, BRAP and other subsidies accepted. Rents are subject to change after fulfillment of 1 year lease.

- 42 Units - 38 one bedroom, 4 two bedroom apartments
- 23 1 and 2 bedroom apartments are reduced rents at 50% AMI, 15 1 and 2 bedroom apts at 60% AMI. Kennebec County Income Limits Apply
- Heat & Hot Water Included
- Elevator in Building
- Laundry Facilities On-Site
- Resident Service Coordinator Available
- Gathering Room, Community Garden, Bicycle Storage, and

ABOUT THIS TOWN »

75 Civic C...  
View larger map



## Welcome to SENIOR LIVING AT THE MARKET PLACE

We are excited for your interest. Please note that SENIOR LIVING AT THE MARKET PLACE is an Affordable Housing property and you must meet specific conditions to live here. Complete this application as fully as possible to both expedite your application and to confirm you meet the needed qualifications. It will help you enter the information if you have your bank statements, employment paystubs, etc. on hand.

[Check Your Eligibility](#)

or

[Create Waitlist Application](#)

## 7. Enter Application Profile Information

### 8. Click Continue Button

(if button is not lit up, something is missing/incorrect)

#### Check if you Qualify

We recommend that you use our 'Know Your Eligibility' calculator to see if you qualify for affordable housing. [Check Now!](#)

### Create Application Profile

To continue, please register for an account. Registration is fast and easy, and having an account will allow you to save quotes so you can view them later. If you already have an account please sign-in with your existing credentials.

First Name\*

Name

Last Name\*

Last Name

Email\*

Email

Mobile Number (Optional)

Mobile Number

Username\*

Username

Password\*

••••••••

Confirm Password\*

••••••••

✓ Your password is strong

How Did You Hear About Us?\*

Other

☐ By checking this box and clicking "Continue", I acknowledge that I have read the [RealPage Terms of Use](#) and [Arbitration Agreement and Class Action Waiver](#) and that I agree to their terms.

Continue

*NOTE: each application needs its own username, passwords and emails are fine to reuse for more than 1 application/property.*

## 9. Successful Application Profile Page will appear

### 10. Click the Okay Button

## Application Profile Successfully Created!

#### HOW IT WORKS

Please click through and complete the following sections on the left-hand side in order to submit your application.

- Personal Info
- Household
- Additional Info
- Income
- Assets
- Agreements
- Payment

Okay

# Confirmation Email – stating your account has been successfully set up

Note: each adult on the application will receive an email, 2<sup>nd</sup> adult on application needs to follow email link to fulfil their portion of the application

Your online leasing account at SENIOR LIVING AT THE MARKET PLACE



CrossFire@Email.CrossFire.RealPage.com on behalf of DoNotReply@RealPage.com  
To

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 8/16/2023 9:29 AM

[i](#) If there are problems with how this message is displayed, click here to view it in a web browser.

External (donotreply@realpage.com)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security. Powered by INKY](#)

Tester, your online leasing account at SENIOR  
LIVING AT THE MARKET PLACE has been created

Dear

Your username is

This email is to confirm you registered for an account to lease online at SENIOR LIVING  
AT THE MARKET PLACE

**IMPORTANT:** Do not forward this email! This email contains a link that should be used  
only by you.

If you have any questions please feel free to contact us at (207) 621-7700.

Sincerely,  
Leasing Staff

[Sign in](#)

## 11. Personal Information Page

### 12. Personal Details – Enter Information & Save

Personal Info

Household

Additional Info

Income

Assets

Agreements

000000

## Personal Information

You must complete the following sections in order to access the remaining sections of the application.

**SECURED WITH SSL**

Personal Details

Incomplete

Enter Information

Residential History

Incomplete

Enter Information

Accommodations

Incomplete

Enter Information

General Questions

Optional

Enter Information

Personal Info

Household

Additional Info

Income

Assets

Agreements

000000

## Personal Details

Please tell us more about yourself.

**SECURED WITH SSL**

First Name\*

Middle Name

Don't Have

Last Name\*

Suffix

Former Last Name

-- Please Select --

Date Of Birth\*

Gender

Female

Marital Status

Citizenship

Widow/widower

United States

Identification Type ⓘ

Social Security Number

Social Security Number

**OTHER IDENTIFICATION INFORMATION ⓘ**

ID Type

I do not have any of these

**CONTACT INFORMATION**

Email Address\*

Mobile Number

I Prefer...

E-mail

**GENERAL QUESTIONS**

You must complete this section in order to access the remaining sections of the application.

Race\* ⓘ


White

White x

+

☐ Decline to Answer

## 13. Residential History – Enter Information & Save



██████████

Sign Out

Personal Info

Household

Additional Info


Income

Assets

Agreements

### Personal Information

You must complete the following sections in order to access the remaining sections of the application.

 SECURED WITH SSL

Personal Details

✓ Complete

Show DetailsEdit

Residential History

Incomplete

Enter Information

Accommodations

Incomplete

Enter Information

General Questions

Optional

Enter Information

Personal Info

Household

Additional Info


Income

Assets

Agreements

### Residential History

Please answer the questions below and provide us with details of your residential history.

 SECURED WITH SSL

CURRENT ADDRESS \*

Country\*

United States

Address Line 1\*

Address Line 2

Note: Address Line 1 Must Start With A Street Number.

City\*

State\*

ME - Maine

Zip Code\*

Did You Rent Or Own?

Own

Move-In Date\*

08/16/2023

📅

PREVIOUS ADDRESS

Country\*

United States

Address Line 1\*

Address Line 2

Note: Address Line 1 Must Start With A Street Number.

City\*

State\*

ME - Maine

Zip Code\*

Move-In Date\*

01/01/2023

📅

Move-Out Date\*

08/13/2023

📅

Did You Rent Or Own?

Cancel

Save

## 14. Accommodations – Enter Information & Save

Personal Info

Household

Additional Info

Income

Assets

Agreements

Accommodations

Please tell us more about your family and your housing needs.

SECURED WITH SSL

Do you have any accessibility needs for your unit? Check all that apply.

☒ Mobility ☒ Hearing ☐ Vision

How many people will be living in the unit? INCLUDE household members who may be temporarily absent as well as pending members such as unborn children or pending adoptions. DO NOT INCLUDE non-family, live-in attendants in this count. \*

Number of occupants: 1 +

Children and fosters you anticipate adding within the next year must be included in the occupant count above. Does that count include any anticipated occupants for the unit? \*

☐ Yes ☒ No

What is the estimated total annual income for all household members counted above? \*

Will your household be receiving rental assistance when you move-in or in the next year?

☐ Yes ☒ No

Has any household member been displaced by government action or a presidentially declared disaster? ⓘ

Not displaced

Desired Move-in Date

08/31/2023

Interested in \*

First Choice \*

Second Choice

1 bedroom

2 bedroom

Cancel

Save

## 15. General Question – Enter Information & Save

Sign Out

Personal Info

Household

Additional Info

Income

Assets

Agreements

General Questions

Please answer the questions below.

SECURED WITH SSL

Do you want to be considered:

☒ Mobility impaired ☐ Vision impaired ☒ Hearing Impaired ☐ Impaired

Are you a student? ⓘ

☒ No

☐ Yes - Attending K-12

☐ Yes - Attending higher education full-time

☐ Yes - Attending higher education part-time

Place of birth

Augusta

Language

English

Cancel

Save

16. Once all sections are checked off, click the Proceed Button

The screenshot shows a web application interface for a 'Personal Information' page. On the left is a sidebar with a dark header containing a user icon. Below the header is a list of sections: 'Personal Info' (checked with a blue circle), 'Household' (checked with a blue circle), 'Additional Info' (unchecked), 'Income' (unchecked), 'Assets' (unchecked), and 'Agreements' (unchecked). The main content area has a dark header with a user icon and the title 'Personal Information'. Below the header is a message: 'You must complete the following sections in order to access the remaining sections'. A lock icon and the text 'SECURED WITH SSL' are displayed. The main content area contains four sections, each with a title, a status, and a 'Show Details' button: 'Personal Details' (✓ Complete), 'Residential History' (✓ Complete), 'Accommodations' (✓ Complete), and 'General Questions' (✓ Optional).

**Personal Information**

You must complete the following sections in order to access the remaining sections

SECURED WITH SSL

**Personal Details**  
✓ Complete [Show Details](#)

**Residential History**  
✓ Complete [Show Details](#)

**Accommodations**  
✓ Complete [Show Details](#)

**General Questions**  
✓ Optional [Show Details](#)

## 17. Household Information Page

18. Automatically completed if only 1 person

*Note: if there is more than 1 adult on the application, they must follow the link sent to their email to fulfil their portion of the application before it will be completed.*

19. Click Proceed Button

The screenshot shows a web application interface for a 'Household' page. On the left is a sidebar with a dark header containing a user icon. Below the header is a list of sections: 'Personal Info' (checked with a blue circle), 'Household' (checked with a blue circle), 'Additional Info' (unchecked), 'Income' (unchecked), 'Assets' (unchecked), and 'Agreements' (unchecked). The main content area has a dark header with a user icon and the title 'Household'. Below the header is a message: 'Please add all members of your household. If a guarantor is needed, add them here.'. A lock icon and the text 'SECURED WITH SSL' are displayed. The main content area contains a section with a person icon, the text '✓ Complete', and a 'Proceed' button.

**Household**

Please add all members of your household. If a guarantor is needed, add them here.

SECURED WITH SSL

✓ Complete [Proceed](#)



## 20. Additional Information Page

Personal Info

Household

Additional Info

Income

Assets

Agreements

Additional Information

We need a few more details to finalize your application.

SECURED WITH SSL

Emergency Contact

Enter Information

Vehicle Information

Enter Information

Household Details

Animals Details

Incomplete

Enter Information

More Information

Enter Information

Proceed

## 21. Emergency Contact – Enter Information & Save

Personal Info

Household

Additional Info

Income

Assets

Agreements

Emergency Contacts (Optional)

SECURED WITH SSL

Relationship\*

First Name\*

Last Name\*

mom

Mobile Phone

Home Phone

Work Phone

Email Address

Country\*

United States

Address Line 1\*

Address Line 2

Note: Address Line 1 Must Start With A Street Number.

City\*

State\*

Zip Code\*

Augusta

ME - Maine

04330

Cancel


Save

22. **Vehicle Information** –  
Enter Information & Save

23. **Animals Details** –  
Enter Information & Save

24. **More Information (optional)** –  
Enter Information & Save

25. Click Proceed Button

 Sign Out

Personal Info ☒

Household ☒

**Additional Info ☒**


Income ☐


Assets ☐

Agreements ☐

## Additional Information

We need a few more details to finalize your application.

 SECURED WITH SSL



Emergency Contact

Show DetailsEditX

Vehicle Information

Show DetailsEdit

### Household Details

Animals Details  
✓ Complete

Show DetailsEdit

More Information

Enter Information


Proceed

Personal Info	<input checked="" type="checkbox"/>
Household	<input checked="" type="checkbox"/>
Additional Info	<input checked="" type="checkbox"/>
<b>Income</b>	<input type="checkbox"/>
Assets	<input type="checkbox"/>
Agreements	<input type="checkbox"/>

## Income

Please enter income information for each member of your household.

SECURED WITH SSL

 Incomplete

Enter Income

Proceed

Personal Info	<input checked="" type="checkbox"/>
Household	<input checked="" type="checkbox"/>
Additional Info	<input checked="" type="checkbox"/>
<b>Income</b>	<input type="checkbox"/>
Assets	<input type="checkbox"/>
Agreements	<input type="checkbox"/>

## Income Details


SECURED WITH SSL

1. Are you claiming zero income? \* ☐ Yes ☐ No
2. Do you receive employment income as a non-federal wage? \* ☐ Yes ☐ No
3. Are you self-employed? \* ☐ Yes ☐ No
4. Do you receive employment income as a federal wage? \* ☐ Yes ☐ No
5. Do you receive regular pay as a member of the armed forces? \* ☐ Yes ☐ No
6. Do you receive compensation from the Public Housing authority? \* ☐ Yes ☐ No
7. Do you receive unemployment? \* ☐ Yes ☐ No
8. Do you receive severance pay? \* ☐ Yes ☐ No
9. Do you currently receive worker's compensation? \* ☐ Yes ☐ No
10. Are you receiving, or entitled to receive, child support? \* ☐ Yes ☐ No
11. Are you receiving, or entitled to receive, alimony? \* ☐ Yes ☐ No
12. Are you receiving income from an annuity (regular payments are being received from this annuity)? \* ☐ Yes ☐ No
13. Are you receiving income from insurance policy payments? \* ☐ Yes ☐ No

## 26. Income Information Page

## 27. Income - Enter Income Information & Save

## 28. Click Proceed Button


 Sign Out

Personal Info	<input checked="" type="checkbox"/>
Household	<input checked="" type="checkbox"/>
Additional Info	<input checked="" type="checkbox"/>
<b>Income</b>	<input checked="" type="checkbox"/>
Assets	<input type="checkbox"/>
Agreements	<input type="checkbox"/>

## Income

Please enter income information for each member of your household.

SECURED WITH SSL

 ✓ Complete

Show DetailsEdit

Proceed

Sign Out

Personal Info

Household

Additional Info

Income

Assets

Agreements

Assets

Please enter information related to the assets for each member of your household.

SECURED WITH SSL

incomplete

Enter Assets

29. Assets Information Page

30. Assets Details – Yes or No Questions & Save

31. Click Proceed Button

12. Do you own or have contracts pending to own a home or any real estate? \*

YesNo

13. Do you own or have contracts pending to own any rental property? \*

YesNo

14. Do you have an annuity (that you have the option of withdrawing the balance on)? \*

YesNo

15. Do you have a retirement account such as a pension, 401(k), 403(b) IRA or Keogh account? \*

YesNo

16. Do you have a safe deposit box? \*

YesNo

17. Do you have a trust fund (where you have access to the money)? \*

YesNo

18. Do you receive money from a trust fund? \*

YesNo

19. Do you have any whole or universal life insurance policies (case or surrender value available before death; does not include term life insurance)? \*

YesNo

Cancel

Save

Sign Out

Personal Info

Household

Additional Info

Income

Assets

Agreements

Assets

Please enter information related to the assets for each member of your household.


SECURED WITH SSL

Complete

Show Details

Edit

Proceed

 Sign Out

Personal Info

Household

Additional Info

Income

Assets

Agreements

✓

✓

✓


✓

✓

○

## Agreements

Review and accept the following agreements to continue processing your application.

 SECURED WITH SSL

Application Agreement	Must be accepted	<a href="#">View</a>
-----------------------	------------------	----------------------

Submit Application

32. *Agreements Information Page*

33. Click View (on right hand side)

34. Click Accept & Continue Button

✕

### CONSENT TO ELECTRONIC DELIVERY AND SIGNATURE

By clicking below you consent to the following relating to electronic delivery of all notices, disclosures, authorizations, acknowledgements and other documents relating to your residential lease agreement with Senior Living at the Market Place, (referred to as "We," "Us" or "Our") including any disclosures We are required by law to provide to you in writing. Electronic delivery will be instead of delivery to you in paper.

**Access and Delivery of Your Documents** – When you receive notice from Us alerting you that documents are waiting for you, you will promptly access and review such documents. This notice may sent to you through the resident portal (if you have a resident portal account) or to your email address (if any) that you have provided to Our leasing office. You agree to promptly access and view the materials awaiting you. You are considered to have received information from us when We notify you that the information is waiting for you at your secure mailbox at the web portal or as posted on Our website, as designated in the email We send to you. For this reason, it is important that you inform Us of any changes to your regular mailing address.

**Scope of Communications To Be Provided in Electronic Form** - You agree that We may provide you with any communications that we may choose to make available in electronic format, to the extent allowed by law, unless and until you withdraw your consent as described below. We may also continue sending paper communications to you. Your consent to receive electronic communications includes, but is not limited to, all notices, disclosures, authorizations, acknowledgements and other documents relating to your residential lease.

**Electronic Form and Hardware/Software Requirements** – Documents and other information to be provided will be in pdf format. You acknowledge that you have access to the internet and can open materials sent in pdf format. To obtain free pdf software, go to [www.adobe.com](http://www.adobe.com). The computer hardware and software used to access the internet is all you will need to view your documents and other information. To retain a copy of these materials, you may save them, print them or email them to where you can save or print them. If you have a resident portal account, you may also view the materials at any time by logging onto the resident portal.

**How to Update Your Email Address** - To update your email address contact Our leasing office and tell Us your previous email address, your new email address, your full name and your US Postal address.

Accept & Continue

Application Agreement  
SENIOR LIVING AT THE MARKET PLACE  
Date submitted: 8/16/2023 9:32:09 AM CST

Resident Information

Name:  
Site Address:

Advertising Source:  
Referred by: Other  
N/A

Application - Shelly Tester  
Personal Information

Date Of Birth:  
Gender:  
Marital Status: WIDOW  
Citizenship: United States  
SSN: N/A  
Alien Number: N/A  
Other ID Type : I dont have any ID.  
Email:  
Mobile:  
Place Of Birth: Augusta  
Language: English  
Preferred Contact: E-mail  
Primary Race: White  
Ethnicity: Not-Hispanic or Latino

Residential History

Current Residence

Residence/Mortgage Company:  
Rent/Own/NA:  
Address:

Manager/Contact:  
Move-In Date:  
Phone:  
Email:

Start Signing



Initial by Click Initial by Hand

Please select your method and click Initial to digitally sign this document.

Preview:

☐ Automatically advance to the next signature

Cancel Initial

35. Click Start Signing Button OR Click Directly on Orange Tabs

36. Initial/Signature Page Pops Up

\*\*If box is checked, it will autofill Initials/Signatures

37. Click Initial


38. Click Finish Signing Button

39. *Signing Complete Pop Up*

40. Click Finish Button

I do not have pets.

Additional Information	
Pay Type	N/A



HEAD OF HOUSEHOLD


Page 3 of 3 | Document Signed!

Finish Signing ?

She [REDACTED]

I do not have pets.

Additional Information	
Pay Type	N/A



**Signing Complete!**

Thanks for signing! You can download the documents for your records or click Finish to return to your previous experience.

Download Finish

HEAD OF HOUSEHOLD

SIGNED 8/16/2023 AT 10:08AM EDT

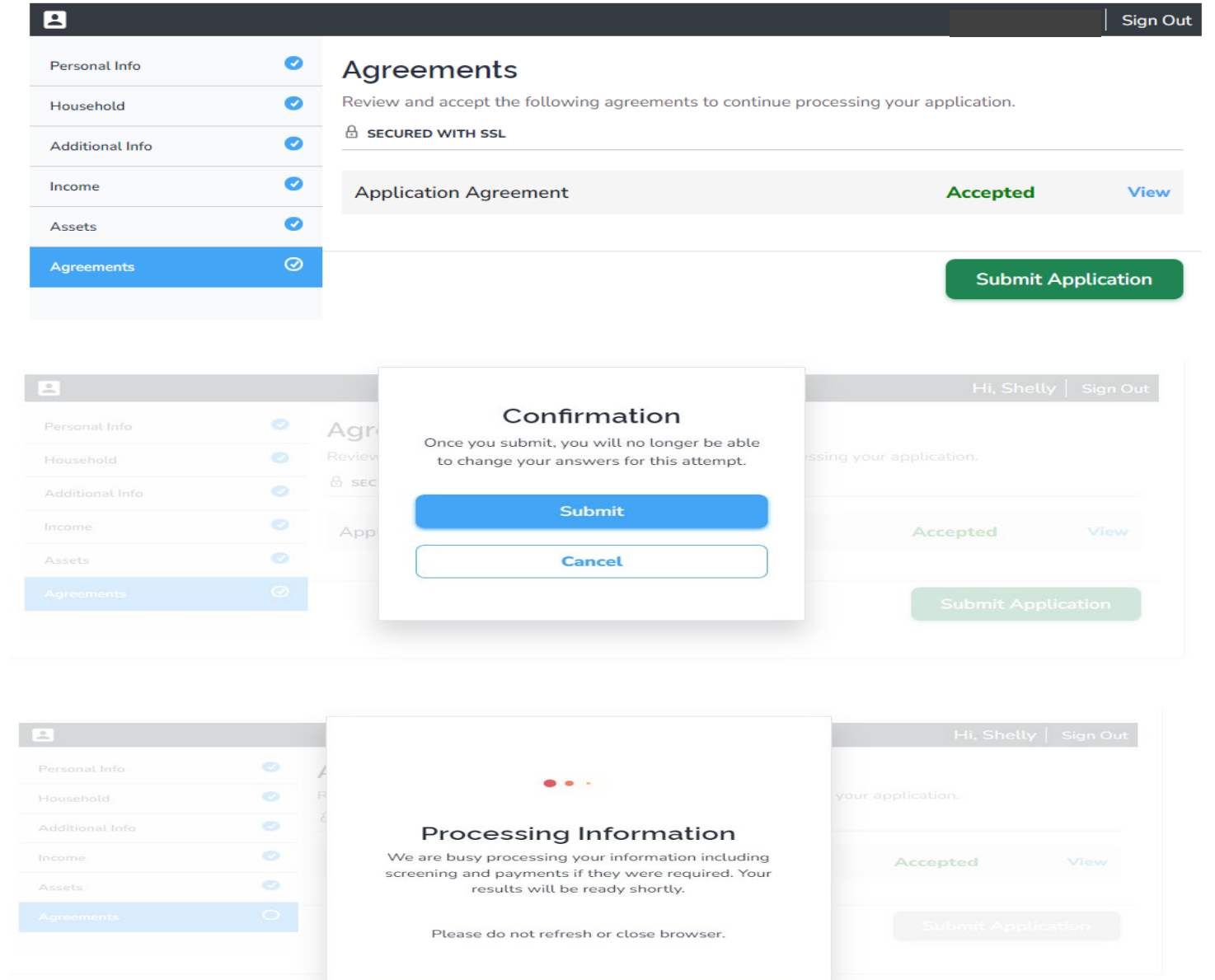
Page 3 of 3 | Document Signed!

Finish Signing ?

41. All Circles on Left Side should have check marks
42. Click Submit Application

43. *Confirmation Pop Up Page*
44. Click Submit Button

45. *Processing Information Page Pop Up*





# Application Complete!

(Click Done Button)



Sign Out

 SECURED WITH SSL



You have a confirmed place on our waitlist. We will notify you when you can sign back in to choose your unit, or when we have assigned a unit to you.

- Identification for each household member(SSN, alien registration number, other)
- Completed application
- Landlord references
- Completed questionnaire for each adult household member
- Contact information for each income and asset source
- Student information(school name, address, contact name)
- Age verification (birth certificate, etc.)
- Pay stubs
- Checking and savings account statements
- Brokerage statements
- Divorce, legal separation and child support documents
- Copy of last year's federal and state tax return

Done