

APPLICATIONS

Acceptance of Application:

Management will accept an application for rental from any and all interested persons during normal business hours.

When a prospective applicant inquires, the Management staff shall encourage the person to come to the office to complete an application. Before an application is accepted it must be signed and *substantially* complete (with enough information to determine program eligibility and a means to contact).

Applications:

An Application for Residency will be accepted when the following requirements have been met:

- Applicant has submitted a substantially completed application. i.e. Picture I/D, proof of social security number and enough information to determine program eligibility.

NOTE: For properties with little or no waiting list, proceed with the “Screening Process” Policy that follows.

The Application for Residency will be determined to be incomplete if the above listed requirements are not met.

Periodic Renewal of an Application:

Since the Waiting Lists are usually at least six months long, many applicants may not still be interested in renting by the time his/her application nears the top. In order to keep the lists limited to interested parties, each applicant is required to notify the office by *telephone* or in *writing* at least *every six months* from the original application date.

When contact is made, the Property Manager should update the information on the Application and on the Waiting List. It is also necessary to send an RS-30hr to confirm the applicant’s current status. This procedure serves to keep the application *active*. (E-mail responses should be printed and stored with the application.)

Failure to follow this procedure results in the application becoming classified as *dead*, in which case, the applicant is removed from the Waiting List and an RS-30hr is sent to verify this change in status.

Application Classification:

Applications are at all times classified in one of the following categories:

- *Active* - All applications that are currently on the Waiting List.
- *Dead/Rejected* - All applications that were complete, placed on the Waiting List, and removed from the Waiting List for any reason other than being accepted as a resident.
- *Resident* - All accepted applications are transferred to the actual *Resident's File*.

Storing Applications:

Store applications in the appropriate sized filing cabinet in alphabetical order in the following manner: (It is easier to find an application by this method.)

- Pending move-in - place in tabbed **“red”** hanging files by bedroom size while screening and verifying income, etc. is in progress.
- Active – place in tabbed **“green”** hanging files by bedroom size. Periodic review of current applications is required. See Applicant Selection Policy.
- Dead – place in tabbed **“yellow”** hanging files by bedroom size. The most current 3-year history should be kept. Purge the file on the 4th year.
- Rejected – place in tabbed **“orange”** hanging files by bedroom size. The most current 3-year history should be kept. Purge the file on the 4th year.
- Resident – The accepted application and relevant verified paperwork must be filed in the actual resident file. This will be part of the resident’s permanent record at the property.