



Dear Applicant,

Thank you for your interest in living at _____ Community, a Graceworks Housing property. 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.

___ **Application for Housing Assistance**

___ **Application Supplement for Federally Assisted Housing**

___ **Application Assistance and Information Statement** – This provides information about requesting any reasonable accommodations or modifications needed in order to live in one of our units. Fill this out if needed, or just sign & date on page 4 if you choose to not request any accommodation or modification at this time.

___ **Tenant Selection Plan receipt**

___ **Citizenship Declaration forms**

___ **Document Package for Applicant’s Consent to the Release of Information, HUD 9887 Forms-** Sign and date this form in the two places noted. This provides your consent to release information to us in order to verify your eligibility for housing.

___ **Request for Credit Record Check and Criminal Record Check**

___ ***Verification of Disability- **If you are under the age of 62 and/or believe that you have a mobility impairment,*** please sign and date the enclosed release form and provide your physician’s contact information.

___ **Attach copies of your *Driver’s license or State picture I.D, Social Security verification, and Birth Certificate.***

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 not 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 then contact you again when a unit becomes available. You will be asked to complete other verification forms as needed in order to determine final eligibility and your rent amount in order to offer you a home in our community. In the meantime, if you have any questions or would like a tour of the building, please feel free to stop by or give me a call at _____. It is our intent to offer the best affordable housing available and provide a quality customer service experience.



Office hours are stated on the Tenant Selection Plan, with our phone and fax number. Thank you again for the opportunity to meet your housing needs.

Sincerely,

Site Manager

SECTION 8 PROGRAM - 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.

	<u>1 Person</u>	<u>2 Persons</u>
Income		
Limits:	Low:	
	Very	
	Low:	
	Extremely Low:	

Income eligibility for this Community requires that your income be less than the Very Low Income Limit above, unless HUD has granted specific permission to raise this limit to the Low Limit.

NOTES: