

## **APPLICATION PACKAGE INSTRUCTIONS**

Thank you for your interest in our apartment community. By scheduling an appointment when returning the application package, the application process can often be expedited. If you are unable to deliver the application in person, you may return the application by mail. We will be happy to place you on the Waiting List once we have received a complete application. Potential residents must meet certain, verifiable income requirements. It is important that you answer each **question on the application and sign the application and other forms contained with in the application package**.

Please call \_\_\_\_\_ at \_\_\_\_\_ to schedule an appointment.

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**Before returning the application, make sure that all items are completed. If the question does not apply to you, please write N/A. Do not use white out. If you make an error, draw a single line through the mistake and initial the correction. Make sure that all adults sign and date the application. “Adult” is defined as any person 18 years or older or an emancipated person.**

When returning the application package, please bring the following forms of identification:

- ◆ Valid identification for all adults.
  - If you are personally delivering the application, copies of identification will be made at the office.
  - If you are mailing the application, please provide a legible copy of valid identification
- ◆ Copies of Social Security cards (or other evidence of number) for all household members.
  - If social security cards or other evidence of number is not available, contact Resident Manager for required forms.
- ◆ Copies of Birth Certificates for all persons under 18.
  - ◆ **All Sources of Income for Every Household Member**: Including, but not limited to pay stubs, social security benefits, child support, etc.

**Eligibility will be determined based upon these factors and applicant(s) will be notified in writing within 10 days of application as to the acceptance or denial of their application. If no unit is available at the time of acceptance, the application will be placed on the waiting list. For additional information about eligibility or screening, please refer to the Resident Selection Policy.**

*The Housing Company provides equal opportunity to all persons with disabilities and provides accommodations to meet the needs of persons with disabilities upon request, if the accommodation is both reasonable and financially feasible. Management may require verification that the applicant/resident is disabled and is in need of the accommodation because of the disability. Request for accommodation will be promptly processed.*

*The Housing Company does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person in the position named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, Part 8 dated June 2, 1988). Position: Regional Property Manager, The Housing Company P. O. Box 6943, Boise, ID 83707-0943 Voice: 208-331-4890; Hearing Impaired (TDD) 1-800-545-1833 ext. 628*

