

CLARK ESTES APARTMENTS

Pre-Application Procedure

Clark Estes Apartments will be accepting up to 200 pre-applications for apartments. Expected occupancy is December 1, 2019 and **preference will be given to those on the waitlist who can occupy the units as soon as they become available.** To be listed on the wait list please provide the requested information on the pre-application card. Once the pre-application card is completed and returned only via fax or email (see below), one will be added to the waitlist in order that the pre-application cards were received.

The pre-application will reserve your spot on a wait list. Approximately 30-60 days prior to a unit becoming available (estimated December 1, 2019) you will be contacted by phone or email to set up an in person meeting to complete your application. This will include income verification, credit report, past landlord references, and a criminal background check, for all members of the household 18 years and older. There is a \$30.00 non-refundable fee to apply for all members of the household 18yrs. and older. Attached is a list of the required documentation to bring to this meeting.

Once contacted there is 10 days to set a meeting date within 20 days to complete your application, and respond with your intention to be ready to move within 30-45 days of an approved application. If there is no response within 10 days we will move onto the next household on the wait list and try to reach out to you for a 2nd time. You will not lose your place on the wait list, unless there is no positive response within 30 days from the 2nd notice. The waitlist will be updated from time to time (at least annually) at which time you must respond to remain on the list. Once contacted a meeting with all the documentation must be set up within 20 days.

Please note the following:

- It is the applicant's responsibility to keep your contact and income information up to date and let us know if there are any changes to the application or household composition.
- Preference will be given to applicants ready to move in when units are ready to be occupied.
- Preference for available accessible units will be given to those with disabilities.
- All adults over the age of 18 will be required to sign the lease.
- All Units are income restricted to households at or below 60% AMI, see attached income limits.
- Income will be verified within 30 days prior to move in. Attached is a list of the required documents, all documents are required and must be submitted in their entirety before the application can be completed. As units are in high demand providing this information timely is critical so please be prepared to access this information.
- Payment of a non-refundable \$30.00 application fee for all members of the household 18yrs. and older is due with your application.
- If the supporting documentation is not provided within 30 days of being contacted, we will move onto the next applicant on the wait list, however you keep your place on the wait list for an additional 30 days and when your documentation is completed you will be considered for the next available unit.
- If upon review of the verification documentation, it is determined you do not qualify you will be given the reason and have the right to appeal.
- Once the application is accepted and approved, the household must move in within 30-45 days or the unit will be given to the next approved applicant.
- Project is smoke and drug free.
- Students are typically not eligible under the LIHTC program, although certain exceptions apply.
- The project will accept Housing Choice Vouchers.

- Some parking (no charge) is available and will be assigned on first come first serve basis, limit 1-car per unit.
- The wait list will close and pre-applications will no longer be excepted once 200 pre-applications have been received.

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Income Limitation

Single person household	\$37,440
Two person household	\$42,780
Three Person household	\$48,120
Four person household	\$53,460

Initial Rent schedule (**subject to change prior to lease up**)

<u>Bedrooms</u>	<u>Number of Units</u>	<u>Initial Rent</u>
Studio	15	\$816
1-Bedroom	21	\$864
2-Bedroom	18	\$1040

Clark Estes Apartments

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