

BROADVIEW SENIOR APARTMENTS

Pre-Application Procedure

Starting August 23, 2021, Broadview Senior Apartments will be accepting pre-applications for apartments. Expected occupancy is December 1, 2021, and priority 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 via fax, or email, 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 60-90 days prior to a unit becoming available (estimated December 1, 2021) you will be contacted to set up a 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 at this time. Attached is a list of the required documentation to bring to this meeting.

Once contacted there is 10 days to respond with your intention to be ready to move and set a meeting to complete your 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 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 15 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.
- One must be 55 years of age or older to qualify for an apartment.
- One's income must be 3 times the rent.
- 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%, 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 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 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 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 cert exception apply.
- The project will accept Housing Choice Vouchers.
- Limited parking (no charge) is available and will be assigned on first come first serve basis, limit 1- car per unit.

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60% Income Limitation

Single person household	\$39,180
Two person household	\$44,760
Three Person household	\$50,340
Four person household	\$55,920

30% Income Limitation

Single person household	\$19,150
Two person household	\$21,850
Three Person household	\$24,600
Four person household	\$27,300

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

<u>Bedrooms</u>	<u>Number of Units</u>	<u>Initial Rent</u>
1-Bedroom	53	\$888
2-Bedroom	17	\$1066

Broadview Senior Apartments

666 Dundee Rd., Ste. 1703

Northbrook, IL 60062

708-223-4133 (tel)

847-498 4844 (fax)

info@broadviewsenior.com