Northend Gardens

720 / 730 N. 7th Street - Steubenville, OH 43952

Application Instructions

Dear Applicant,

Thank you for your interest in our housing. Please note that to process your application, we will need the following information along with your completed application:

- 1. Birth Certificates for ALL household members
- 2. Social Security cards for ALL household members
- 3. Complete income information two full months of pay stubs or history, and/or current Social Security, Pension, etc. verifications for all household members
- 4. Complete landlord information including Name, Address and Phone numbers
- 5. If you receive Section 8 Housing Assistance, enclose a copy of your Voucher
- 6. Application fee in the amount of \$35 paid by check or money order (cash is not accepted) made out to: *Northend Gardens*

When filling out your application please be sure to include all information. Please DO NOT use white-out. To correct an error, draw one (1) single line through the error, initial it and then put the correct information.

Incomplete applications or applications that do not include the application fee cannot be processed and will be placed on hold.

Should you have any questions or concerns, please contact us at 740-314-8049.

Sincerely,

Mickey Libetti

Mickey Libetti Property Manager