



WAITING LIST APPLICATION

Dear Future Resident,

Thank you for your interest in Canyon Terrace Apartments!

Please take a few minutes to read over our requirements before filling out and returning our Waiting List Application. We hope that you will soon be calling Canyon Terrace your new home. Should you have any questions or concerns, please give us a call at (916) 988-2318. All interested individuals have the right to complete and submit an application.

By completing this Waiting List Application and returning it to the leasing office, you are applying to be placed on a Waiting List for an affordable unit at Canyon Terrace governed by the City of Folsom's Inclusionary Housing Program. As such, eligible households must not exceed maximum income limits, as established annually by HUD, and adjusted for household size. Maximum rent limits are determined based on the unit size. Please contact the Leasing Office for more information about Income and Rent Limits.

We currently offer ONE, TWO, and THREE-bedroom units. Please indicate your desired unit size on the attached Waiting List Application. Applicants acknowledge that as unit sizes fill, they may not be offered a unit of their first or second choice. Our Occupancy Standards limit households to no more than 2 persons per bedroom plus one additional person. While all interested individuals will have the right to complete and submit an application, eligible households cannot exceed these Occupancy Standards.

Please take a moment to review the information listed below regarding the completion of the Waiting List Application, Applicant Selection, and other details about the application process. By completing and signing the attached Waiting List Application, you acknowledge receipt of the information contained in this letter.

FILLING OUT THE APPLICATION:

To ensure your Waiting List Application is accepted, please follow these helpful hints:

1. Please do not leave any blank spaces. If a question does not apply to you, please write 'No' or 'None' in those spaces. Incomplete applications will be returned to the prospect and will not be entered into our Waiting List.
2. If you make a mistake, please do not use liquid correction fluid or correction tape. Please cross out and place your initials next to the item(s) corrected.
3. All adult household members who intend to reside in the home must sign and date the Waiting List Application. Incomplete applications will be returned to the prospect and will not be entered into our Waiting List.

If you need assistance to complete the Waiting List Application, we are happy to help you. We provide reasonable accommodation for persons with disabilities in completing our application documents or returning our application to us for processing.

To be placed on the Waiting List for Canyon Terrace Apartments, your completed, signed, and dated Waiting List Applications may be submitted to the Leasing Office in person. For out-of-area or medical/disability reasonable accommodations, Waiting List Applications may be mailed to the property at the address listed above. Once the property has received your Waiting List Application packet, you will be placed on the Waiting List based on the time and date it was received. The Waiting List applications received unsigned or incomplete will be returned to the applicant and will not be entered into our Waiting List.

UPDATING YOUR INFORMATION ON THE WAITING LIST

Once you have submitted your Waiting List Application, it is imperative that you notify the Leasing Office immediately of any changes to your contact information (telephone number, email address, and mailing address) and any changes to your household composition.

APPLICATION SELECTION PROCEDURES

Once the marketing period has ended, we will begin calling applicants on the Waiting List, based on the time and date the application was received. Once contacted, prospects will have 72 hours to schedule an interview. If we have trouble contacting you within the required timeframe provided or you fail to appear for a scheduled appointment, we will remove your application from the waiting list.

During this interview, you will be required to pay a \$ 50.00 _____ non-refundable screening fee, *per adult household member*, and a \$100 holding deposit. Once payment is received, we will begin the background screening and eligibility qualification process. As part of this process, applicable members will sign documents authorizing management to verify the household's income, assets, student status, and other eligibility requirements.

INTERVIEW DOCUMENTS - Please bring the following items for ALL members:

- Valid Photo ID for all household members aged 18 and over.
- Birth Certificates are required for all household members under the age of 18.
- Please also bring proof of the current income and assets of all potential household members.
- Other verification or eligibility items may include but are not limited to, custody documentation, confirmation of student status, and any anticipated or potential changes to income expected in the next 12 months, including Layoffs, etc.
- If applicable, households with a Tenant-Based Voucher must provide copies of voucher information to the Leasing Office. These documents are completed with management and then sent to the applicable Housing Authority for processing.
- Additional documentation may be required to confirm your program eligibility.

A final decision will not be made until all of the above information has been verified, received, and reviewed.

THE MOVE-IN

Once the holding deposit has been paid and your application has been approved, your qualification documents will be screened by a third-party compliance auditor. Upon final approval, your Move-in Date will be confirmed with the site team. Approved households must take possession of the unit within 14 days of the date of application approval. Payment of a full security deposit will be required at this time. If your move-in date is other than the 1st of the month, your rent will be pro-rated. Before moving, you will be required to sign a lease, tenant income certification documentation, and other property policies and addendums. You will need to accompany the manager to conduct a walk-thru move-in inspection of your new apartment. Once completed you will need to sign the inspection accepting the condition of the unit. Once completed, you will receive the keys to your unit. If applicable, the unit may be inspected by the local Housing Authority with any Tenant-Based Vouchers and must pass before move-in.

If you have any questions regarding completing the Waiting List Application, the disposition of your application, or the property or regulations or would like a copy of our Resident Selection Criteria, please do not hesitate to call us.

Sincerely,

Property Manager



WAITING LIST APPLICATION



PROPERTY NAME: CANYON TERRACE APARTMENTS

THIS IS A PRE-APPLICATION FOR CONSIDERATION FOR PLACEMENT ON THE WAITING LIST.
YOU WILL BE REQUIRED TO COMPLETE A FULL RENTAL APPLICATION IF CHOSEN FROM THE WAITING LIST FOR SCREENING AND PRE-ELIGIBILITY PROCESSING. ALL QUESTIONS MUST BE ANSWERED ON THIS APPLICATION. IF A QUESTION DOES NOT APPLY PUT 'NONE' IN THE BLANK/BOX.

NAME (LAST, FIRST, MIDDLE INITIAL)	RELATIONSHIP TO HEAD	SSN - LAST 4 #s ONLY	BIRTHDATE	GENDER (OPTIONAL)	FULLTIME STUDENT?
	HEAD				<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO

CURRENT STREET ADDRESS (Check Box <input type="checkbox"/> if the address is mailing <u>ONLY!</u>)		CITY	STATE	ZIP
TELEPHONE NUMBER	ALTERNATIVE NUMBER	EMAIL ADDRESS		

Please indicate your requested unit size: _____ 1st Choice _____ 2nd Choice _____ 3rd Choice
** You will be placed on the list for each Unit Size requested. If first offered your Second or Third Choice, you will only have one opportunity to decline **

Total household **ANNUAL** gross income (including income from assets) anticipated over the next 12 Months? _____

Do any household members currently have a Section 8 Voucher? Yes No If no, have any members applied? Yes No

How did you hear about our property? _____

ACKNOWLEDGMENT: I/We hereby certify that the information provided on this waiting list application is true and accurate and agree and understand that verification and documentation may be requested by management to determine household eligibility.

HEAD OF HOUSEHOLD SIGNATURE

DATE

OTHER ADULT MEMBER SIGNATURE

DATE

OTHER ADULT MEMBER SIGNATURE

DATE

OTHER ADULT MEMBER SIGNATURE

DATE

OTHER ADULT MEMBER SIGNATURE

DATE

OTHER ADULT MEMBER SIGNATURE

DATE

OTHER ADULT MEMBER SIGNATURE

DATE

OFFICE USE ONLY:			
Date	Time	Agent	SUBSIDY: <input type="checkbox"/> PBV <input type="checkbox"/> TBV <input type="checkbox"/> VASH