

WELCOME

Thank you for your interest in applying for housing. At this time, a **pre-application** is available to begin the housing process. The completion of the pre-application is to determine general program eligibility for the affordable program(s) offered at this property and placement on a Wait List. This does not determine if the household is eligible for move-in. Additional screening and verification of household requirements will be completed at a later date. A final eligibility determination is made at the time the unit is available.

In order to assist with processing, please complete the following:

1. **Pre-Application for Housing** – one application form for each applicant 18 years of age or older
 - a. Do not leave any blank spaces.
 - b. List current contact information – working cell phone, alternate numbers, email
 - c. If a question does not apply, please write “N/A”
 - d. Should your information and circumstances change, please contact our office to update your application information
2. **Returning Documents** – Please return the following documents to management at the same time:
 - a. Pre-Application – completed, signed and dated – One application for each adult
 - b. Applicant Criteria – all adults sign and date the Acknowledgement (last page)

Informational Handouts – Do not return:

- Applicant Flyer for SSN (HUD only) – Information only
- Is Fraud Worth It (HUD only) – Information only
- How Your Rent Is Determined Fact Sheet (HUD only) – Information only
- EIV - Notice to Applicant - EIV and You Brochure (HUD only) – Information only

Once the pre-application has been submitted, the estimated wait time for housing will vary depending on the property turnover rate and number of applicants already on the waiting list. Management will contact you via phone and/or mail when housing will be coming available. A “full” Application for Housing will be completed at that time by each adult household member. Additional information will be required to process your application to determine eligibility.

A final decision regarding your eligibility cannot be made until all of the required information has been received, verified, and reviewed. Once you have passed our eligibility/screening requirements, and an apartment is available, you will be notified to start the move-in process.

If you have any questions regarding the housing program requirements, screening or eligibility process, please contact the rental office. We look forward to working with you.

Sincerely,

Community Director

Property Name HPD - Boles Creek
Address 315 East Lake Street - Office
City, State, Zip Weed, CA 96094
Phone (530) 938-3989
Email boles.creek@fpimgt.com

FPI Management, Inc.
G:\Application Instructions Cover
October 2016
