

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

As discussed with you, we are ready to process your application for consideration for an apartment at «**community**». **Also, as discussed with you, we can only make a final determination of your eligibility after all of your financial information has been verified by a third party. There is a possibility that once all the verified information is gathered, your annual income may not be within the applicable income limits for the property. We will do our best to inform you as soon as possible if your income level affects your eligibility.** Enclosed is an instruction sheet that explains what you need to do with the enclosed forms.

This is to notify you in writing that, once we offer you an apartment, you will have to start paying rent for the apartment as soon as it is available, whether you move in physically or not. Also, please be aware that when you are offered an apartment, there is a remote possibility that the tenant who gave notice may change his/her mind and we would have no choice but to put your name back on the waiting list for the next unit.

If you have decided when you receive this letter that you are no longer interested in living at «**communities on wait**», you would save us a lot of time and effort by stating that here and returning the letter back to us.

I am no longer interested in being considered for an apartment. Please remove my name from the waiting list. I understand that if I have applied for multiple properties that it will be my responsibility to notify you if I wish to remain on any other waiting lists. If «mgmt_company» is not notified, my name will be removed from all waiting lists.

As a prospective tenant to «**communities on wait**», we must inform you that it is an «mgmt_company» policy to not invite or allow any applicant to look at an apartment until it has been completely turned over. Once the apartment is ready for viewing, arrangements can be made with this office to look at it. There is a possibility that «mgmt_company» will reject or reconsider any applicant if this policy is ignored. An applicant(s) taking it upon him or herself to go to the property before an apartment is ready creates a disturbance and leaves «mgmt_company» to question the applicant(s) ability to follow rules. Arrangements can be made at most of our properties for an applicant to view an apartment that is currently occupied to get an idea of what it looks like. If you are interested, please contact your rental agent to see if these arrangements can be made.

Sincerely,

«rental_agent»

INSTRUCTIONS FOR CERTIFICATION

Social Security Verification Requirements – If anyone in your household receives Social Security or SSI benefits, please send us a photocopy of **your most recent** Social Security Award Letters for all household members who receive Social Security or SSI income. If you cannot find these letters, it will be your responsibility to contact your local Social Security office and obtain a verification letter from them for every household member who receives Social Security benefits. You can call them toll free at 1-800-772-1213. We cannot accept old Social Security information or your word for it.

Disposal of Asset Form – Attached This form must be completed and signed by the head of household. Instructions can be found on the form. Sign the form where the Black checkmark (✓) appears.

General Release Form – Attached This form must be signed by the person's name who appears on the form . Sign the form where the Black checkmark (✓) appears.

Fact Sheet for HUD-Assisted Residents - Section 8 Only

The Fact Sheet must be read by all adult household members. A certification that this has been done is also required. Sign the Certification where the Black checkmark (✓) appears.

Police Reference Form – Attached Police References are required for those applicants who do not meet specific requirements of our Resident Selection Criteria (provided upon request).

NH State Police statement - This form must be signed by the person's name who appears on the form. The form must also be notarized.

VT State Police statement - Please sign the enclosed Police Form where the Black checkmark (✓) appears.

Additional Requirements:

ALL FORMS REQUIRED ABOVE MUST BE RETURNED BY «today_plus_6»

Your application will be inactivated if we do not receive the forms by this specific date.