

«today»

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

Dear «full_name»:

This is to notify you that your pre-certification for an apartment at «**community**» has been completed and you are eligible for an apartment as long as your income does not change significantly. As soon as your name comes up on the waiting list and there is an apartment available, we will contact you. **Your initial application and placement on the waiting list has been based on the unverified income information that you have provided us. We cannot make a final determination of your eligibility until a third party has verified all of your financial information. There is also a possibility that once all of 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. We recommend that you make us aware of any change in your income, while you are on the wait list, to avoid any complications when an apartment is available.**

When we offer you an apartment, this is to notify you in writing that you will have to start paying rent for the apartment as soon as it is available, whether you physically move in or not. We expect that this may happen within the next six months but understand that this is not a guarantee. It really depends on when a notice is received at «mgmt_company» from an existing tenant. (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 available unit.)

As a prospective tenant to «community», we must inform you that it is a(n) «mgmt_company» policy not to invite or allow any household to look at an apartment until it has been completely turned over. Once the apartment is ready for viewing, arrangements must be made with this office to look at it. There is a possibility to reconsider an applicant for housing if this policy is ignored. Applicants taking it upon themselves 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 a household 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.

We will be in touch. If you have any questions in the meantime, please do not hesitate to contact the office.

Sincerely,

«rental_agent»