

**PARK PLACE APARTMENTS
1230 N STREET
SACRAMENTO, CALIFORNIA 95814**

April 1,2018

Dear Applicant,

Enclosed is an application for Park Place Apartments along with a brief description of the project and Resident Selection Criteria. Your application packet should include the following items:

- A. COVER LETTER**
- B. INFORMATION AND APPLICATION ASSISTANCE STATEMENT**
- C. APPLICATION FOR RESIDENCY**
- D. SUPPLEMENTAL APPLICATION**
- E. CITIZENSHIP DECLARATION FORM**
- F. RACE/ETHNIC DATA FORM**
- G. RESIDENT SELECTION CRITERIA**
- H. APPLICATION PROCESSING INFORMATION**
- I. PROGRAM DESCRIPTION**
- J. MANDATORY MEAL PROGRAM DESCRIPTION**
- K. MARKETING FLYER**

The Resident Selection Criteria guidelines describe the priority in which applications will be processed. As Applications are processed, the applicant and all household members will be required to attend a personal interview. We will contact each applicant to schedule an appointment date and time.

All household members will be required to attend all interviews

At the time the interview is scheduled, applicants will be provided with a list of documents, which must be brought to the interview. This will include, but may not be limited to, income and bank information, birth certificates, Driver's License, Social Security Cards, or other form of photo identification, tax returns, and other pertinent information.

Those applicants who are approved to move into the project will be required to recertify income and family information annually on the anniversary of the household's move-in date to continue to be eligible to receive housing subsidy at Park Place Apartments. This process is known as an annual recertification.

After your personal interview, your application will either be approved or denied based on the income, occupancy and Resident Selection Criteria guidelines. A second interview may be necessary for some applicants to provide additional information.

If your application is denied, you will be notified in writing, and the reason for denial will be stated. You will be given the opportunity to appeal the decision through the Grievance and Appeal Procedure.

Sincerely,

Park Place Apartments

PARK PLACE APARTMENTS COVER LETTER-A-04-01-18