

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

January 1, 2019

APPLICATION PROCEDURE

This project is operated in accordance with the Federal Fair Housing Laws and complies with the Affirmative Fair Housing Marketing Plan contained in the Fair Housing Act.

Application Processing

- ✦ **Each household applying must fill out an application for rental. If an apartment home is not available at the time the application is completed, the application will then be time and date stamped and placed on the appropriate Park Place Waiting List as determined by applicant's selection on application. Applications will then be processed in chronological order.**
- ✦ We strongly encourage you to keep a copy for your records, showing the date and time stamp received by Park Place.
- ✦ All applications must be filled out completely, legibly and must be signed. Applications not filled out completely and/or legibly will not be considered until all information can be confirmed.
- ✦ Applications must meet all program requirements before inclusion onto the Park Place Waiting List.
- ✦ Applications will be placed chronologically on Waiting List. Each applicant will be selected for further processing in chronological order.
- ✦ An applicant's position on the Wait List does not assure the applicant housing at Park Place Apartments.
- ✦ The Wait List will not be considered open to further applicants unless the property can be reasonable expected to move in said prospective applicants within one year.
- ✦ Rejected applicants have (14) fourteen days to file a written appeal with management explaining why their application should be reconsidered based on the guidelines established and set forth in the Park Place Resident Selection Criteria.
- ✦ Applicants will be instructed to report all applicant information changes (i.e. asset changes, family composition changes, income changes, and Social Security Numbers, etc.) in writing as they may have impact on their eligibility.
- ✦ Applicants will be contacted a minimum of twice per year to update the property's Wait List. Management will mail a postcard to each person on the Wait List at the time of the update.
- ✦ It shall be the responsibility of each applicant on the Wait List to reconfirm his or her continuing interest in the property by returning the postcard to the property's Management Office, or by notifying the manager in writing. Failure to respond to these updates will result in applicant's name being removed from the Wait List.
- ✦ When an apartment becomes available or is about to become available, an interview will be scheduled, and a written notice sent to the first three applicant households at the top of the Wait List for that type of unit. If a household cannot be contacted within (10) ten working days, the first offer will be cancelled and the unit will be offered to the next person on the Wait List.

- ✦ Applicants who are offered occupancy and refuse an apartment two different times will be removed from the waiting list, unless the applicant has a verified “hardship”. A “hardship” will be defined as, but not limited to, undue financial burden or poor health.
- ✦ If an applicant on the Waiting List is offered an apartment and refuses the offered apartment, he or she may remain on the Waiting List if the refusal is for a verifiable medical reason. The applicant will move to the bottom of the Waiting List. Any other refusal reasons are considered valid reasons for refusal at management's discretion. In any event, a second refusal, for any reason other than one due to a disability, will cause the application to be rejected and the applicant's name removed from the Waiting List. This applicant may reapply in the future, at a time that applications are being taken.
- ✦ When a unit becomes available, in-place tenants requiring a different unit will be housed appropriately before we move in an applicant on the Waiting List. This allows management to treat current tenants having the greatest housing need prior to applicants on the Waiting List. In this manner, we are able to avoid displacing, through any action, current tenants whose housing needs have changed since admission.
- ✦ Applicants who are experiencing hardships due to health or financial reasons will not be moved from their original date on the waiting list if proper documentation is received by management.