

ZION SENIOR COTTAGES

APPLICATION PROCEDURES

1. Applicant will submit a pre-application card (provided applicant is at least 62 or older) indicating either a one- or two-bedroom unit and will be placed on the waiting list according to the date and time in which the office receives the pre-application card.
2. When a unit (one or two-bedroom) becomes available, the next applicant on the official waiting list will be called to set up an appointment with our office for an income/asset verification interview.
3. Applicant will submit to our office all verifications of income and assets.
4. Applicant will fill out the application for lease credit/criminal background check and submit the non-refundable \$35 application fee.
5. Applicant will submit earnest money in the amount of \$100.00 to hold chosen unit at the time of the application. Should application be rejected, earnest money will be returned. Should applicant cancel application, earnest money will be forfeited. Should the applicant not execute a lease within 45 days of application the earnest money will be forfeited. Earnest money will be applied towards the security deposit upon move-in.
6. Applicant will complete the 10-page Low Income Housing Tax Credit Program Application Questionnaire and the Authorization for Release of Information form.
7. The interview will consist of questions regarding income and assets.
8. Upon completion of eligibility, (providing the unit has been vacated at the time of the interview) the applicant may view the unit for which they are applying for.
9. The interview will then continue with completing all 3rd party verifications and will send them to the appropriate parties.
10. Upon the return of all 3rd party verifications, they will then be faxed to our compliance officer for approval.