

WAITING LIST POLICY

I understand that I am on the active Waiting List for a _____ bedroom apartment. In order to stay on the active waiting list, I must update my application with NET Housing Partners, in person or online, **EVERY SIX MONTHS** from the date below. At that time, I will report, **IN WRITING**, any changes in family size, income, etc. If at any time my address or telephone number should change, I will need to update my application immediately.

I also understand that if I do not update my application in writing at the end of six months, I will no longer be on the active waiting list.

ELIGIBILITY DETERMINATION

When the PHA receives enough information to make a determination on the applicant's eligibility, the applicant will receive a letter stating one of three things:

1. The application has been approved and an offer is being made. If an offer is made, the applicant will have 5 working days to have the utilities turned on in the head of household's name, sign the Dwelling Lease packet, participate in the move in inspection, and pay any monies owed; or
2. Applicant has been placed on the waiting list. If placed on the waiting list the applicant will have to wait until his/her name comes to the top of the waiting list and the PHA has a unit available; or
3. The application has been denied. The letter will give the applicant the reason the application was denied and advise the applicant has 10 days from the date of the letter to request an informal hearing. **This request must be in writing.**

A SECURITY DEPOSIT IS REQUIRED:

There is a security deposit of \$300.00 for elderly residents, which can be paid \$100.00 down on move-in and \$50.00 per month for 4 months. The security deposit for families is \$500.00, which can be paid \$200.00 down on move-in and \$50.00 per month for 6 months. If problems exist in meeting security deposit payment, arrangements can be made on a case by case basis. Part of the deposit may be returned when you move-out depending on the condition of your unit and the amount owed the PHA and proper notice.

A 30-Day written notice of intent to vacate must be given to NET Housing Partners, or resident will be charged a penalty equal to 30 days rent from the day of the move-out.

Applicant Signature

Date