



APPLICATION COVER LETTER



Dear Applicant Household:

Integrity Management Company (IMC) appreciates your interest in our community. The following instructions highlight critical issues involved with completing and submitting an Application for Housing for consideration. Whenever possible management recommends the application be completed at the onsite property office as our preferred method. This permits management personnel to respond to any questions and allows sufficient opportunity to review the application for completeness while you are present.

IMC has provided you with this cover letter, a copy of the "**Resident Selection Plan**" containing a comprehensive overview of the laws, statutes, regulations, policies and procedures your application will be reviewed and processed following. **Form HUD-92006, HUD-9887 and 9887a**, and the **Race and Ethnic Data Reporting forms are included** your thorough review & completion. We realize this plan is rather lengthy but strongly encourage each applicant to take the time and read through this important document.

This property provides access to assisted housing to the general public without restriction to interested parties. We are not permitted to discriminate against applicants on the basis of their race, color, religion, sex, national origin, familial status, or disability. In addition, we have an obligation to provide reasonable accommodations to applicants who disclose they or a family member has a disability. A reasonable accommodation is some modification or change that can be made to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the programs under which the property operates. In the process of making application for housing, management states the "preferred method" is to take and receive applications in person and at the property site office, however, management will mail the application package to an interested party upon request. Additionally, should an applicant or member of the applicant's household have a disability, you are encouraged to disclose this at the time of application though this remains at the sole option of the applicant. Please note the following TDD/TTY state access numbers; California 800-735-2929 and South Dakota 800-877-1113 are available should the need exist.

The following instructions are provided to assist you in successfully and fully completing the Application for Housing;

1. Please complete all sections by "printing in ink". Please do not leave any section, question or item blank, even items that you believe do not apply to you or your household. Rather, should you know an item does not apply to you, please simply print "N/A" (not applicable) in that item. For instance, in Section I, it asks for the driver's license state and number; should you not have a driver's license you will write N/A in each item. If you make a mistake and need to make a correction, simply draw a line through the erroneous information, write the correct information above, and initial the change.
2. In the event the applicant household is married, the application must be completed by the Head of Household detailing all information for all household members (Head of Household, spouse, co-head of household, and all minors). Both adult household members (as well as any dependents 18 years of age or older) must sign the application. When the applicant household is comprised of single adult household members (co-applicants, roommates, related or unrelated adult individuals, with or without dependent children, etc.), each adult (defined as 18 years of age and older or emancipated individuals not yet 18 years of age in accordance with applicable state law), who reside in the apartment must complete and sign a **separate application for housing**.
3. It is important that all information disclosed in the application is accurate and complete. False, incomplete, or misleading information may cause your application to be denied.

4. When completing the Rental/Residency history you must include all places you and any other adult household member lived during the previous five years including places where your or their name did not appear on the lease and places where you or they may have used a different name. Also note any gaps in the five year history must be explained in writing at the time you apply. You are welcome to provide this explanation on an additional sheet of paper as an attachment to the application.
5. Should the applicant complete the application onsite, management will review the application for completeness and, if complete, will record the date and time received on the front page in the section marked "For Office Use Only". The application will then be processed following the "pre-screening" guidelines disclosed in Section V of the Resident Selection Plan. Should your application be submitted via first class mail, management will follow the identical procedures by recording the date and time received followed by processing the application following the "pre-screening" guidelines.
6. Please note the "pre-screening" considers all information disclosed on the application; most notably, household composition (the number of household members) to insure the property has a unit type (size) in accordance with the general occupancy guidelines, the household gross annual income meet the income restrictions for the property and program, and there are no disqualifying issue pertaining to current or prior housing and criminal history.
7. Once the application has been reviewed under "pre-screening" guidelines the applicant household will be notified in writing approving the application. If the application is denied, the written notice will detail the reason why and provide a specific time period the applicant may choose to appeal this decision. Please refer to the Resident Selection Plan regarding your rights to appeal and the procedures to be followed.
8. As long as your applicant remains on the waiting list and is on file with management, it is primarily the applicant's responsibility to contact the property onsite office whenever information contained in the application has changed. Changes may include, but are not limited to, address or telephone number, employment/income changes, a change in the number of household members, student status, etc. Management will, not less than annually, contact each applicant on the waiting list to request an update of the application information and to confirm the applicant's continued interest in remaining on the waiting list.

Again, Integrity Management Company extends a thank you for your interest in our community. At any time during this process and beyond do not hesitate contacting IMC personnel should you have any questions or concerns.

Sincerely,

INTEGRITY MANAGEMENT COMPANY