



WAITING LIST APPLICATION COVER LETTER

Property Name: Please select the property(ies) to which you are applying:

- | | |
|--|--|
| <input type="checkbox"/> Alexandria Apartments (1-2bdr) 623 S. Howard St. Spokane, WA 99204 | <input type="checkbox"/> Republic Gardens Apartments (1-2bdr) 627 S. Madison St., Republic, WA 99166 |
| <input type="checkbox"/> Avondale Apartments (0-1bdr) 229 W. 2nd Ave. Spokane, WA 99201 | <input type="checkbox"/> Resident Court Apartments (0-2bdr) 1203 W. 5th Ave. Spokane, WA 99204 |
| <input type="checkbox"/> Belamy Apartments (2bdr) 2108 E. 1st Ave. Spokane, WA 99202 | <input type="checkbox"/> Riverwalk Point I Apartments (1-4bdr) 5008 E. Buckeye Ave. Spokane, WA 99217 |
| <input type="checkbox"/> Hillcrest Apartments (1-2bdr) 501 NW Armstrong Ave, Wilbur, WA 99185 | <input type="checkbox"/> Riverwalk II Apartments (1-3bdr) 4915 E. Upriver Lane Spokane, WA 99217 |
| <input type="checkbox"/> Pacific Apartments (2bdr) 2701 E. Pacific Ave. Spokane, WA 99202 | <input type="checkbox"/> Sinto Apartments (2bdr) 211 E. Sinto Ave. Spokane, WA 99202 |
| <input type="checkbox"/> Patrician Apartments (0-2bdr) 102 E. 2nd Ave. Spokane, WA 99202 | <input type="checkbox"/> St. Anne's Apartments (2-3bdr) 2121 E. Pacific Ave. Spokane, WA 99202 |
| <input type="checkbox"/> Pine Villa Apartments (0-2bdr) 33 E. Graves Rd., Spokane, WA 99218 | <input type="checkbox"/> Windsor Apartments (1-2bdr) 9523 E. 8th Ave., Spokane Valley, WA 99206 |
| | <input type="checkbox"/> Woodhaven Apartments (1-3bdr) 465 W. 6th Ave, Kettle Falls, WA 99141 |

Mail applications to: 1203 W. 5th
Ave, Spokane, WA 99204

Phone: (509) 228-3338 Option 4

Email: waitlist@iepmanagement.com

TTY for Hearing Impaired: 771 or (800) 855-1155

Dear Applicant,

Thank you for your interest in joining our community. Please take a few minutes to review our requirements for completing and returning the attached waiting list application. This letter includes information about our eligibility criteria and tenant selection procedures. Once we receive and review your application, we will place your name on our waiting list and notify you when an apartment becomes available. If you have any questions, please call us at the number above. Additional details are available in our Tenant Selection Plan, which you can request from management or find on our website, www.iepmanagement.com.

Filling Out the Application:

- All adult household members must sign and date the waiting list application for each property you wish to apply to.

- Complete all sections of the application for all household members. If a question does not apply, write "No" or "N/A."
- If you make a mistake, cross it out, initial it, and write the correction.
- We offer reasonable accommodation for persons with disabilities.
- We support the Violence Against Women Act (VAWA) protections during application and tenancy. Please let us know if you need more information.

Submit your application by bringing, mailing, or faxing it to the property. If your application is complete and your household is eligible, we will date/time stamp it and place it on the waiting list. Incomplete applications will be returned to you with a letter indicating what needs completion.

Eligibility:

Our property offers Low Income Home studio units. Occupancy standards comply with federal, state, and local laws. Exceptions may be made for approved Live-In Aides or for reasonable accommodations. Annual household income must not exceed the income limits set by our designated funders, which is between 30% to 50% of the Area Median Income (AMI) depending on the funder and the property you apply to. Please refer to the tenant selection policy for property specifics.

| Number of Occupants per Bedroom | 0 Bd | 1 Bd | 2 Bd | 3 Bd | 4 Bd |
|--|-------------|-------------|-------------|-------------|-------------|
| MINIMUM Number of Occupants | 1 | 1 | 2 | 4 | 5 |
| MAXIMUM Number of Occupants | 2 | 3 | 5 | 7 | 9 |

Utilities (water, sewer, and garbage) are included in your rent. Some properties include electricity and will be noted in the tenant selection policy.

The Waiting List:

Applicants are chosen from the waiting list in the order their application was received. Please update us with any changes to your household, such as address, phone number, or household size. We may send you an update letter asking if you want to remain on the list. If we do not hear back, we may remove your name. Accordingly, we encourage you to keep us informed of changes.

When an Apartment Becomes Available:

When a unit is available, we will generate a waiting list report of eligible applicants, as is our policy. If we cannot contact you, we may skip or remove your application per our Tenant Selection Plan policies.

Once contacted and you accept a unit, you must schedule an appointment with management within 2 business days. All adults must participate in appointments

and sign necessary documents. You will complete a full rental application and start the certification process, including background screening, which you will pay for. If denied, you will be notified in writing and can appeal. We do not accept comprehensive reusable resident screening reports, as defined by and pursuant to RCW 59.18.257. Please refer to this property's Tenant Selection Plan for more specific information regarding screening criteria.

For the Appointment, Bring:

- Age Verification: Photo ID for adults, birth certificate for minors.
- Income Verification: Proof of current and potential income for the next 12 months.
- Asset Verification: Current balances/values of all assets, including bank accounts, savings bonds, and real estate.
- Other Verifications: Student Status, Homeless Status, Disabled Status, etc. Ask management for acceptable alternatives.

A final decision on eligibility will be made once all information is verified and reviewed. If approved, and an apartment meets your needs, we will notify you to begin the move-in process.

The Move-In:

Once accepted, we will set a move-in date. On that day, you will need to pay the full security deposit (equal to one month's rent), rent, and pet deposit (if applicable). Rent will be prorated if the move-in date is not the 1st of the month. You will accompany the manager for a move-in inspection and sign the inspection form. All adults will sign the lease, house rules, rent calculation certification, and other property policies. Then, you will receive the keys to your unit.

If you have any questions about completing the application, the status of your application, the property, or regulations, or if you would like a copy of our Tenant Selection Plan, please call me.

Sincerely,

Community Manager

WAITING LIST APPLICATION

Managed by



THIS IS A PRELIMINARY APPLICATION FOR CONSIDERATION FOR PLACEMENT ON THE WAITING LIST.
 IF CHOSEN FROM THE WAITING LIST FOR SCREENING AND PRE-ELIGIBILITY PROCESSING, YOU WILL BE REQUIRED
 TO COMPLETE A FULL RENTAL APPLICATION AND SUPPLEMENT TO APPLICATION FORMS.
 ALL QUESTIONS MUST BE ANSWERED ON THIS APPLICATION. USE ADDITIONAL PAGES WHEN NECESSARY.
 IF A QUESTION DOES NOT APPLY PUT 'NONE' IN THE BLANK/BOX. **USE DARK INK ONLY!**

| |
|----------------------|
| Application Received |
| Date: |
| Time: |
| By (Name): |

| Mbr # | NAME (First, Middle Initial, Last) | RELATION TO HEAD | SOCIAL SECURITY NUMBER | BIRTHDATE (mm/dd/yyyy) | GENDER (optional) | STUDENT (Y/N) | LIST ALL U.S. STATES LIVED IN (including birth) |
|-------|------------------------------------|------------------|------------------------|------------------------|-------------------|---------------|---|
| 1 | | SELF | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

| | | | |
|--|--------------------------|---------------|-----|
| CURRENT MAILING ADDRESS (include UNIT # if applicable) | CITY | STATE | ZIP |
| TELEPHONE NUMBER | ALTERNATIVE PHONE NUMBER | EMAIL ADDRESS | |

We are required to collect this information for reporting purposes. Your response is voluntary and will not affect your eligibility.

ETHNICITY (SELECT ONE) **RACE (SELECT ALL THAT APPLY)**

Hispanic Non-Hispanic
 American Indian or Alaskan Native Black / African American
 Asian Native Hawaiian or Pacific Islander White Other
 Prefer not to disclose

What is the total number of household members that will be living in the unit (include unborn children & live-in aides)? _____

Over the next 12 months, what is the total gross annual household income? \$ _____

Best describe your current housing: Standard Lacking a fixed nighttime residence Fleeing/Attempting to Flee Violence
 Substandard Conventional Public Housing

Is your Household Displaced by: Natural Disaster Government Disaster Private Action NOT Displaced

YES NO Any household member claiming disabled status for admission (eligibility)/deduction qualification?
 If yes, Member Name: _____

YES NO Based on disability or medical condition, does a household member request features of a wheelchair or adapt unit?
 If yes, Member Name: _____

YES NO Any household member subject to a registration requirement under a sex offender program in any state?
 If yes, Member Name: _____

YES NO Any household member currently engaged in, or in the past three (3) years been engaged in the illegal use, manufacture or distribution of drugs or abuse of alcohol or have a pattern of abuse?
 If yes, Member Name: _____

YES NO Any household member evicted in the last three (3) years from federally assisted/non-federally assisted housing for drug related criminal activity? If yes, Member Name: _____

YES NO Within the last three years since the date of eviction, have any household members been evicted?
 If yes, Member Name: _____

YES NO Within the last three (3) years, starting from the date of completion, have any household member been convicted of any criminal offense? If yes, Member Name: _____ When: _____ County/State: _____
 Offense: _____ Explain: _____

How did you hear about our property? Brochure/Flyer Drive by/Walk in Housing Authority Internet Newspaper
 Phone book Referral Tenant Referral Other Radio/Television
 Directory/Resource Other: _____

YES NO Will everyone listed on this application be able to provide proof of these requirements prior to move in?
 If NOT, Why Not? _____
 A) Valid Social Security Numbers for all family members (Exceptions: 62 or older as of 1/31/2010 whose initial determination of eligibility was begun before 1/31/2010, members that do not contend eligible immigration status and an extension for up to 90 days following move-in for members under age 6 added within 6 months to application prior to move-in)
 B) Proof of Eligibility and allowances for all family members (age, household membership, custody, disability status, etc., if applicable)

YES NO The Violence Against Women's Act (VAWA) requires owners to provide special consideration, protections and confidentiality during the rental application process to applicants that request and qualify for protections under the Act due to dating violence, domestic violence, stalking and sexual assault. Do you understand that you may discuss confidentially, request more information and/or claim protections under this Act with the Owner/Management of this property?

BY SIGNING THIS DOCUMENT, YOU ACKNOWLEDGE AND CERTIFY TO ALL (CHECK BOXES):

- I acknowledge that I must inform management of changes to my/our WAITING LIST Application information and of my/our continued interest at least every six (6) months in order to remain on the waiting list. Failure to update MAY result in me/us being removed from the waiting list.
- I certify that, should I qualify for residency, this apartment will be my permanent residence and I will not maintain a separate rental unit in a different location.
- Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction. Failure to complete and sign the application with required attachments, providing false statements or failure to provide complete and truthful information related to your application may result in delay of your eligibility approval, rejection of your application or eviction after tenancy.

This application must be signed by all adults who will occupy the apartment before it can be considered by the Landlord. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord in writing. If approved, all monies deposited with this application will be held as reservation deposit to be either returned to the applicant or credited toward any deposit, which may be required of applicant at the time the rental agreement is executed. If approved and the rental unit is held for applicant for more than ____ days, then the applicant withdraws the application, all monies deposited shall be forfeited to Landlord. A non-refundable screening fee of \$_____ will be collected to process this application.

Application Fee \$_____ Deposit \$_____ Amount Paid \$_____ Amount Still Due \$_____

By signing, the applicant recognizes that an investigative report will be prepared whereby information is obtained from credit bureaus, landlords and employers, through interviews and public records. This inquiry includes information as to your character, general reputation, credit, and mode of living. This application may be disapproved as a result of any misrepresentation or insufficient information as a result of an incomplete application.

SIGNATURES AND DATES (REQUIRED). I CERTIFY THE ACCURACY AND COMPLETENESS OF INFORMATION PROVIDED:

 APPLICANT (HEAD) SIGNATURE DATE

 CO-HEAD/SPOUSE/ OTHER ADULT SIGNATURE DATE

EACH ADULT MUST SIGN/DATE THE APPLICATION AS HEAD, CO-HEAD, SPOUSE OR OTHER ADULT HOUSEHOLD MEMBER

ATTACHMENTS:

- Application Cover Letter - Explains eligibility, application process, wait list process and selecting applicants.
- Other Attachment(s) _____

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| Management Company: Inland Empire Property Management 504 Coordinator: Chief Operations Officer | Inland Empire Property Management does not discriminate against any person on the basis of race, color, creed, religion, marital status, disability, familial status, national origin, age, sexual orientation, gender identity or military/veteran status in the admission or access to treatment or employment in their federally assisted programs and activities. As such, we are required to provide reasonable auxiliary aids and services necessary for effective communication with persons with disabilities when requested. The person below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). Persons with language barriers may request or arrange interpretation alternatives or services based on the property's LEP Policy. |   |
| Address: 1203 W. 5th Ave, Spokane, WA 99204 | Telephone #: (509) 228-3338 option 4 | |