



## WAITING LIST PROCEDURES

### Responsibilities of applicant:

All of the following must be provided to the Homer Senior Citizens, Inc. before the applicant's name will be placed on a waiting list:

- Properly completed rental application and a signed copy of this form.
- A non-refundable \$25.00 application fee for initial waiting list and \$10.00 per additional wait list that the applicant signs up on.
- This is an administrative fee and will not be refunded.

### Waiting List Administration:

- 1) The function of the waiting list is to identify individuals who desire housing at specific times. An applicant's status on the list is a function of (a) order of signing up, and (b) floor plan preference.
- 2) Any inquiries regarding the waiting list must:
  - Be made by the applicant himself/herself and not another party on the applicant's behalf.
  - Be accompanied by the following information:
    - The applicant's name.
    - The Property applied for.
- 3) It is the responsibility of the applicant to notify HSC, in writing, of any changes to the applicant's information.
- 4) HSC will notify qualifying applicants as soon as an apartment becomes available.
  - If an applicant is not available by phone and does not have operative voice-mail, contact by e-mail will be attempted if an e-mail address has been provided. The applicant should respond to the voice mail or e-mail message with the specific apartment complex referenced in the message.
  - The applicant's name will not be in HSC's tenant database until after a security deposit is paid.
  - Should HSC receive no response from applicant within three (3) business days of attempting contact, the applicant's name will be removed from all waiting lists and applicant will have to re-apply.
- 5) Once the applicant has responded and accepted the apartment within the specified time frame above, he/she must provide HSC a \$500.00 security deposit within five business days. If HSC does not receive the deposit within such specified time, the applicant will drop to the bottom of all waiting lists and HSC will proceed to the next applicant on the list.

I have read and understand the procedures.

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*SIGNATURE*

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*DATE*