



601 Thomas Drive, Sun Prairie, WI 53590 608-837-3174

Dear Applicant:

Thank you for your interest in Colonial View Apartments. Attached is an Application for Tenancy packet. Because of the HUD Section 202/8 subsidy program through which the property is funded, applicants must meet certain qualifications for admission. Head of household, spouse, or co-head must be 62 years of age or older, or adults 18 and older with a need (mobility impairment) for the features of an accessible unit may apply. Such individuals are only eligible for this specific unit type.

Particular income limits determined by the Department of HUD in accordance with the Section program do apply (**Please review the income limits on the following page**). Those who qualify for this program will pay 30% of his/her monthly income toward rent. Water and heat are included in the rent. All 94 apartments are unfurnished units equipped with refrigerator and stove. Twelve (12) units are handicapped/barrier-free units to some degree.

Colonial View Apartments will house applicants on a first-come, first-serve basis from our waiting list (**please see Extremely Low Income Policy on the next page**). Please understand that because we work with a waiting list you may not be able to choose the location of the apartment. When an applicant's name reaches the top of our Waiting List we will offer the next available apartment. If you do not accept the available apartment, your name can be removed from the Waiting List.

Colonial View Apartments does not provide assisted living, nursing services, or personal care. Residents must be capable of fulfilling lease requirements by themselves or arrange on their own for needed services to be provided by outside agencies. This application requires specific information. **Failure to provide proper documents and/or verification will result in the rejection of your application and/or delay in processing.** Completed application can be mailed or delivered to our office during regular business hours, Monday through Friday. Remember that the applicant packet must contain the original signatures of all persons who apply to reside in the unit. To see an apartment and schedule a tour of the building, please contact the office for an appointment. Please be advised that it is your responsibility to update your contact information, phone number and any other changes on your application. Changes must be made in writing.

Applicants will not be offered an apartment until an application is completed, verified, and applicant has been interviewed. Upon receipt of your application you will be notified if it appears you have qualified for tenancy and if your name has been placed on the Waiting List. If you have any questions concerning the applicant packet or our facility, please feel free to contact our Office at (608) 837-3174.

Sincerely,

**Management**

## **COLONIAL VIEW APARTMENTS** **APPLICATION PROCEDURES**

1. You must file your application at the Colonial View Office after which you will be notified of your eligibility.
2. When the applicant comes to the top of the waiting list, they will be offered the next available unit. If possible, the notification will be thirty (30) days in advance. An applicant may turn down an apartment offer. If applicant turns down a second apartment offer, they are removed from the Waiting List.
3. If notified by phone, you must accept the offer within twenty-four hours of the phone call.
4. If notified by mail, you must respond within three (3) working days by telephone or by coming into the office.
5. You must complete the appropriate verification forms with your application for tenancy.
6. Having your application processed is not a guarantee of acceptance for tenancy at Colonial View Apartments.
7. At lease signing, the tenant pays the entire security deposit and pet deposit (if applicable); and either full month's rent or the pro-rated rent for the remainder of the current month. Tenant receives keys and possession of the unit immediately and may move in at any time.
8. If you have a disability and you need a reasonable accommodation or modification to comply with the requirements of the application process, please bring this fact to the attention of management. Colonial View Apartments is committed to serving all eligible and qualified individuals.
9. For further processing information please see our Tenant Selection Plan.

If you have any questions regarding our policies, please contact our Office at (608) 837-3174

# NOTIFICATION TO PROSPECTIVE RESIDENTS OF SUBSIDIZED HOUSING

Thank you for your interest in becoming a tenant of Colonial View Apartments. Tenancy is open to all qualified eligible persons without regard to race, color, creed, national origin, disability, religion, familial status, sex or any other protected State class. Colonial View Apartments does not discriminate based upon age for any reason, excluding HUD program/project requirements. The attached application has been designed to be self-explanatory and all information is strictly confidential. We will calculate your adjusted income from the information you provide on the attached application.

- The new Very Low Income Limits as of August 2022, are as follows:

- **1 PERSON - \$40,400                      2 PERSONS - \$46,150**

- HUD requires that we give priority in renting Section 8 units to applicants on the Waiting List whose income meets the Extremely Low Income Limits for our area. The new established Extremely Low Income Limits as of August 2022 are as follows:

- **1 PERSON - \$24,250                      2 PERSONS - \$27,700**

## **Extremely Low Income Limit Policy:**

Beginning June 2000, the Department of HUD implemented a new policy which would give priority to individuals whose income does not exceed 30% of the area's median income amount. Following the new HUD guidelines, at the time of admission 40% of all new move-ins taking place in a 12 month period must fall below the extremely low-income limit (24 CFR 5.653)

For Colonial View Apartments to comply with this regulation, we have changed our admission policies. After reviewing the prior year's new admissions to our facilities, we discovered in many instances the slow rate of turnover could cause us to skip over applicants with higher-income to find an extremely low-income household/family. We may not select applicants in an order different from that of the waiting list (first-come, first-serve) for the purpose of selecting higher income families for residence. While higher-income applicants may be skipped in order to achieve 40% extremely low-income, lower-income applicants may not be skipped in favor of others who have higher incomes (24 CFR 5.655). Therefore, in most cases households within the extremely low-income limit will have priority over other households on a waiting list.

# REJECTION CRITERIA

Your application may be rejected for any one of the following reasons:

1. Your family income (using the HUD definition of income) is over the applicable income limits published by HUD.
2. You have a derogatory or unsatisfactory credit history as reported by a Credit Reporting Agency or failed to provide sufficient credit history; unsatisfactory includes, but is not limited to, late payment of obligations, judgments, bankruptcy. You have a negative Criminal History including a felony. (Please review Resident Selection and Screening Criteria.)
3. You cannot pay the full security deposit at move in.
4. Negative references from prior landlords, including poor housekeeping habits or evidence of gang or illegal substance activity.
5. Submission of false or untrue information on your application, or failure to cooperate, in any way, with the verification process.
6. Inappropriate household size for the unit available or the available unit is "altered" and no one in your family needs those features.
7. You or another family member, are not a citizen, national or eligible as a non-citizen to pay an "assisted" rent where applicable.
8. Failure to sign designated forms and/or documents upon request, including the lease.
9. Applicant has a pet that does not conform to management's or HUD's Pet Rules.
10. By HUD formula you cannot show a need for the subsidy assistance (where applicable).
11. You are not capable of fulfilling the lease agreement, with or without assistance.
12. You have repeatedly (up to two times) been offered a housing unit, and for other than a verified medical reason, you have refused to take the unit offered.
13. This will not be your only residence and you will pay an assisted rent.
14. Inability to disclose and document all Social Security Numbers or execute certification when numbers have not been assigned.
15. Applicant or member of family has been previously removed for trespassing from the apartment community by management or the local Police Department.
16. The applicant/family is not "elderly" (only where it is required).
17. The applicant/family is not "handicapped/disabled" (where required).

**WARNING:** This application may be refused or rejected solely on the grounds that it is not complete and/or legible, or if any information is found to be false.