

## Procedures

### Application/Initial Determination of Eligibility

The application process requires you to submit detailed information about your household income, assets, and composition. Read all documents carefully and fill them out accurately and completely. Inaccurate or incomplete information may delay processing. Do not leave blank lines. If requested information is not applicable, enter 'N/A'. A \$35.00 non-refundable processing fee is required for each household member.

- Application &mdash; Complete entire application, do not leave any areas blank, use &lsquo;N/A&rsquo; where necessary.
- Standard Application
- Application for Disabled Persons
- Special Unit Requirement(s) &mdash; This questionnaire is administered to every applicant to determine whether a family needs special features in their housing unit.
- Third Party Verifications Forms &mdash; Complete the top portion only of the verification forms and return them to our office. We will be verifying all Savings, Checking, Money Market, CD, and investment accounts.
- Verification of Savings/Check Account
- Investment Verification
- Employment Verification
- Verification of Annuity Benefits
- Verification of Pension Benefits
- Social Security Benefit Letter &mdash; Please send a current copy of your Social Security benefit letter. If your letter is more than 4 months old, please request a new one by calling Social Security at (800) 772-1213 or the local office at (707) 544-4302 located at Building A, 2099 Range Ave., Santa Rosa, CA.
- Landlord Reference(s) &mdash; Complete the top portion only of the landlord reference. If you have lived at your current residence for less than 5 years you must complete landlord reference forms for both current and previous landlords. If you are the owner of your primary residence please note it on the application. A current fair market value appraisal of any property owned must be included with your completed application.
- Previous Year Tax Returns &mdash; if you filed taxes, please provide us with a copy.
- A Race and Ethnic Data Reporting Form is required by the U.S. Department of Housing and Urban Development.

Adverse credit reports will disqualify your application. If a review of your application indicates that you are eligible, you will be placed on the waiting list and a letter will be mailed to confirm this. If it is determined that you are not eligible, you will be sent a letter indicating the reason.