

Dear Applicant:

Thank you for your interest in Gruber Mills (d.b.a. Bard Complex). Attached is an Application for Tenancy packet. Because of the HUD Section 202/PRAC subsidy applicants must meet certain qualifications for admission to Gruber Mills. Head of household, spouse, or co-head must be 62 years of age or older to apply.

Particular income limits determined by the Department of HUD in accordance with the Section 202/PRAC program do apply (***please review the income limits on the following page***). Those who qualify for this program type will pay 30% of his/her monthly income toward rent and utilities. Heat, water and gas utilities are included in the rent. All apartments are unfurnished units equipped with refrigerator and stove. Six (6) units are handicapped/barrier-free to some degree. The facility is a non-smoking facility.

Gruber Mills will house applicants on a first-come, first-serve basis from our waiting list. 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 dropped from the Waiting List.

Gruber Mills 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 applications can be delivered to our office in person during regular business hours, Monday through Friday, or via first class mail to Phoenixville Homes, Attn: Donna Beard, P. O. Box 67, Spring City, PA 19475. Remember that the applicant packet must contain the original signatures of all persons applying to reside in the unit. Please be advised that it is your responsibility to update your information, phone number, and other changed information on your application. This must be done in writing.

Upon receipt you will be notified if it appears you have initially qualify for tenancy, and if your name has been placed on the Waiting List. Applicants will not be interviewed until this has been completed. If you have any questions concerning the applicant packet or our facility, please feel free to contact our Rental Office at **(610) 948-9782**.

Sincerely,

Donna Beard, Property Manager



# NOTIFICATION TO PROSPECTIVE RESIDENTS OF SUBSIDIZED HOUSING

Thank you for your interest in becoming a tenant **Gruber Mills**. Tenancy is open to all qualified eligible persons without regard to race, color, national origin, handicap status, religion, familial status or sex. **Gruber Mills** 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 December 1, 2011, are as follows:  
**1 PERSON - \$28,550 maximum, 2 PERSONS - \$32,600 maximum**

## Enterprise Income Verification (EIV):

HUD now requires all income verification of employment and social security benefits be processed through the **Enterprise Income Verification (EIV)** system for current residents. Additionally, management has the option of using the Exist Resident Search option within the **EIV** system for determining if new residents are currently receiving subsidy elsewhere. If you become a resident of **Gruber Mills**, we will verify your applicable income information through the use of this system. The Income Reports in **EIV** contain the social security numbers (SSNs), full dates of birth, first and last names, and physical address of tenant families. This is all sensitive information that **must not** be handled carelessly. Therefore, **Gruber Mills** realizes that it must be careful not to share this information with anyone who is not authorized to have it. Please review **Gruber Mills' EIV Policy** for further information regarding staff access, EIV Coordinator role, physical and administrative safeguards. Management does utilize the features of the Existing Resident search feature within the **EIV** system for new move-ins to the property.

## Proof of Social Security Numbers:

HUD now requires all persons applying for housing to provide proof of Social Security numbers for all household members. Applicants must provide documentation of SSNs in order to be eligible for assistance at **Gruber Mills**. Adequate documentation means a social security card issued by the **Social Security Administration (SSA)** or other acceptable evidence of the SSN. The head of household/spouse/co-head must disclose SSNs for all family members. According to **Federal Register 24 CFR Part 5**, all social security numbers for an applicant's household must be verified using appropriate documentation before the household may be admitted into the project.

## Non-Smoking Facility:

**Gruber Mills** is a smoke-free environment. The purpose of this rule is to protect the health and safety of our residents and property. It is a violation of the House Rules for any resident, guest, visitor, contractor and/or staff persons to smoke, carry, inhale or exhale lighted cigarettes, pipes, cigars or any other tobacco product anywhere inside

the building, except in designated areas. The public designated areas are located outside the building and there are posted signs. Violations of the smoke-free policy can result in eviction as a violation of the House Rules (which Rules are incorporated by reference in the Lease). A violation of the Lease agreement allows for immediate termination of the Lease by the Landlord.

## **GRUBER MILLS APPLICATION PROCEDURE**

1. You must file your application at the Office, either by mail or in person, after which you will be notified of your eligibility. An interview will be scheduled.
2. When the applicant comes to the top of the waiting list, s/he will be interviewed. When an apartment becomes available they will be offered the available apartment unit. If possible the notification will be thirty (30) days in advance. An applicant may turn down an apartment offer, but only once. If applicant turns down a second apartment, they are removed from the Waiting List unless there are verifiable medical reasons.
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 needed to complete and approve your application for tenancy within five (5) working days.
6. Having your application processed is not a guarantee of acceptance for tenancy **Gruber Mills**.
7. At lease signing, the resident pays all of the security deposit and the first payment of the pet deposit (if applicable); and either full month's rent or the pro-rated rent for the remainder of the current month. The resident 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 in order to comply with the requirements of the application process, please bring this fact to the attention of Management. **Gruber Mills** 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 Management Office at **(610) 948-9782**.

## **REJECTION CRITERIA**

1. Your family income (using the HUD definition of income) is over the applicable income limits published by HUD.

2. You have derogatory or unsatisfactory credit history as reported by a Credit Reporting Agency; unsatisfactory includes, but is not limited to, late payment of obligations, judgments, bankruptcy.
3. You or another household member have negative Criminal History including a felony, registration as a lifetime sexual predator/offender, or history of drug or alcohol abuse which may interfere with residents' rights to peaceful enjoyment of the premises. (Please review Resident Selection and Screening Criteria.)
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 available unit.
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 in the household.
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 or disabled, where required.
17. You or your household is comprised of students who do not meet the exception requirements per HUD (please refer to the TSP for further information).

**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.