

**KINGSBURY PLACE APARTMENTS
APPLICATION PROCESS**

WHAT YOU NEED TO KNOW

Thank you for considering Kingsbury Place Apartments as your new home! The 44 apartments at Kingsbury Place offer permanent supportive housing to qualified individuals.

The Kingsbury Place Resident Selection Plan has established the following resident eligibility conditions:

INCOME ELIGIBILITY:

All primary lease-holders must have income at or below the 2010 guidelines listed to occupy the indicated units:

- Eight 1 bedroom and two 2 bedroom - no more than 25% AMI (\$11,575)
- Six 1 bedroom and five 2 bedroom - no more than 30% AMI (\$13,890)
- Seven 1 bedroom - no more than 40% AMI (\$18,520)
- Six 1 bedroom and one 3 bedroom - no more than 50% AMI (\$23,150)
- Five 1 bedroom, three 2 bedroom & one 3 bedroom - no more than 60% AMI (\$27,780)

OTHER ELIGIBILITY CONDITIONS:

Preference may be given to applicants who have a verifiable disability, are chronically homeless and/or direct referrals from Network 180.

In order for us to process your application,

1. Please fill out the front and back of all enclosed application forms:
 - a. Application for Kingsbury Place housing
 - b. The questionnaire regarding Request for Reasonable Accommodations
 - c. Be sure to sign and return via mail or delivery to 528 Bridge St. NW, Suite 6, Grand Rapids, MI 49504.
2. You will need the following information available when we call to process your application:
 - a. A photocopy or actual picture identification and Social Security card
 - b. Recent proof of all income you receive (Social Security or SSI award letters, last four paycheck stubs if working, DHS benefits, etc.)
 - c. Proof of any assets (bank statements, property, savings, stocks, etc.)
 - d. Provision of a name and address to which we can obtain signatures on the Verification for Chronically Homeless condition and Verification of Disability.
 - e. Waiver of Liability and Release of Claims form to allow us to research your criminal history in Grand Rapids and Michigan
3. Kingsbury Place Apartments will obtain the following at the time your application is processed:
 - a. A credit report
 - b. Previous landlord references
 - c. A Grand Rapids and Michigan State criminal record check
 - d. Verification of income and assets
 - e. Verifications of chronically homeless and disability status (if applicable)

Rental rates for the apartments will vary depending on the income level of the applicant, and whether an individual has a Section 8 Rental Voucher or will be paying the entire rate. The established rental rates are:

- a. \$235 to \$500 per month for 1 BR units depending on income
- b. \$271 to \$650 per month for 2 BR units depending on income
- c. \$650 to \$800 per month for 3 BR units depending on income