

## **Genesis East Application Process**

1. Applicant fills out Genesis Housing Application, Accommodation Questionnaire, MSHDA Income/Asset Checklist, & MSHDA Consent Form (158)
2. Applicant fills out MSHDA Project Based Voucher Application (322) & provides proof of residency document (State ID, Utility Bill, Social Security print-out, or other)
3. Date and time-stamp Genesis application and initial.
4. MSHDA PBV Application & Copy of Proof of Residency are mailed to Robin Acton. (we keep copies)
5. Applicant is listed on our Application Status List and file folder is created.

### Upon receiving notice of a vacancy:

6. E-mail Robin Acton notice of the expected move.
7. E-mail Robin of actual move-out date.
8. Robin Acton will notify us of next name on the list. (we should already know who this is)
9. Robin will mail out form packet (1890, 9886, 214) to applicant.
10. We start processing our application. If the application is more than 1 year old, we will ask them to come in (or mail) to fill out a new Genesis Application, MSHDA Checklist, & Consent Form.
11. Contact applicant to bring in GRPD background check. Mail out GRPD Release form or have them pick-up.
12. Send for disability verification, run credit report, get landlord references, etc.
13. Obtain income and asset verifications. (dated within 120 days of move-in)
14. Have Sr. Property Manager review file for approval or denial.
15. E-mail Robin if we have denied the application, the date, and for what reason.
16. Robin will notify us that she has all her paperwork and if she has approved the applicant.
17. Contact Robin notifying of when the apartment will be ready for inspection.
18. Robin schedules inspection of unit prior to move-in.
19. After inspection, we can move them in.
20. Fax copy of lease to Robin.