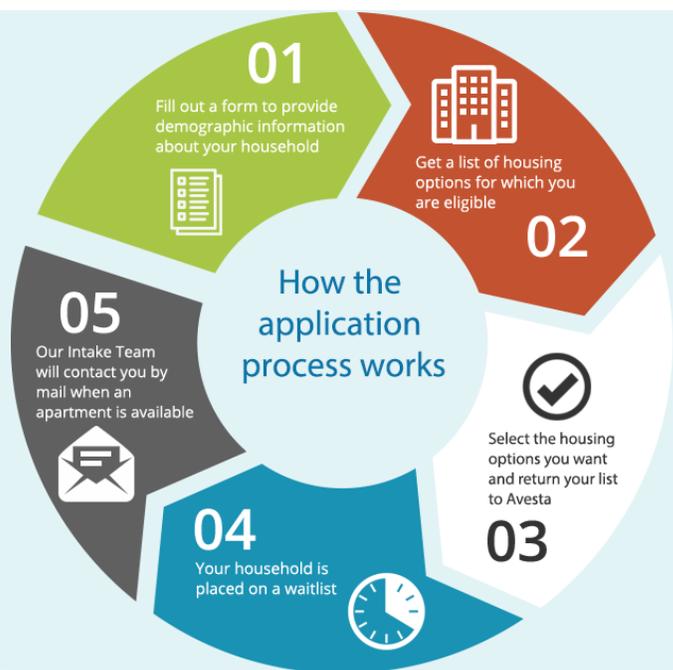


# How to Apply for Avesta Housing Properties



- 01** Fill out our Housing Eligibility Questionnaire (HEQ)  
*If you have a housing voucher or are on a voucher waitlist, you **must** provide written proof with your HEQ.*
- 02** You will be mailed a Preliminary Application listing the properties your household is eligible for
- 03** Select the properties you're interested in and return the Preliminary Application to Avesta Housing
- 04** You will be placed on the wait list for the properties you selected and Avesta will mail you a confirmation letter
- 05** Avesta will contact you by mail when an apartment is available. You must respond to all correspondence to remain on the waitlist. *Please let us know if your mailing address, income, or household size changes.*



## Frequently Asked Questions

### Can I make an appointment to get assistance with the application?

Yes, to best serve our applicants and residents, you must make an appointment.

### What types of housing and rent options does Avesta offer?

All properties have unique income guidelines, age restrictions, and qualifying factors:

**Subsidized properties:** rental rates are approximately 30% of the household's gross monthly income (before taxes).

**Non-subsidized properties:** rental rates are lower than market rate; applicants must meet monthly minimum income guidelines and annual maximum income guidelines.

### Does Avesta accept vouchers?

Avesta accepts portable housing vouchers at our non-subsidized properties. You are required to submit proof of your voucher when you apply.

### Can anyone apply? What is the application fee?

Yes, anyone is welcome to submit a Housing Eligibility Questionnaire. Avesta does not charge an application fee.

### What is Avesta's pet policy?

Pet policy varies by building. Typically, one (1) cat would be allowed at non-subsidized properties, and one (1) cat or one (1) small dog would be allowed at subsidized properties. Service or support animals are allowed with medical verification.

### How many people can occupy an apartment?

We allow two (2) household members per bedroom. Only one (1) person may occupy a studio apartment. One (1) person is not allowed to occupy a two (2) bedroom apartment unless there is a documented medical need.

### What types of income are considered when determining eligibility for your programs?

Please provide all sources of income when applying for housing. We will review the sources for eligibility purposes.

### What kind of background information does Avesta check?

Background checks include the following\*:

- ✓ **Credit Reports** must support the household's ability to pay rent and evidence of a positive rent payment history. Items of concern are past due balances and collection accounts for utilities or landlord balances, excessive past due debt, and evictions. You can obtain a free credit report at [www.annualcreditreport.com](http://www.annualcreditreport.com).
- ✓ **Criminal History Checks** will be run on all adult household members. Some of the factors that will be considered in screening an applicant's criminal history are the nature and severity of any convictions, the degree of danger to the health, safety and security of other residents and/or to the property, and the amount of time that has passed since the conviction(s). Persons convicted of sexual offenses or are subject to a lifetime Sexual Offender registration requirement are permanently prohibited from admission to Avesta Housing managed Developments.
- ✓ **Landlord References** are required in order to establish evidence of a positive resident history including rent payment history and lease compliance. Professional references may be accepted if there is evidence of a gap in landlord history. If you have been evicted in the last five (5) years, you may be rejected.

*\*Please note that it is an illegal act to make false statements to obtain federal housing assistance, which could lead to the cancellation of an application or termination of tenancy.*

### How long are the waitlists?

Each property maintains its own waitlist and the length varies from property to property. Unfortunately we are unable to predict how long an applicant will be on a waitlist, and we are not able to provide applicants with the position they are on the waitlist.

### What do I do if I need a handicapped accessible unit?

If you require a handicapped-accessible unit, you should indicate that on your Housing Eligibility Questionnaire. A status or a condition of an applicant or a household does not expedite the processing of an application; however, when an apartment becomes available that has handicapped accessible features, priority will be given to a resident or applicant who needs those features.

### What if I am unable to move when Avesta calls me with an apartment vacancy?

If you are unable to move at the time you are contacted, you will be moved to the bottom of all waitlists. If you provide a documented medical reason why you are unable to accept the apartment, then your name will remain in its current position on the waitlist. **Applicants must respond to all correspondence within the timeframes specified or you will be removed from ALL waitlists.**

### How much money will be required to pay at move-in?

You will be responsible for paying the first month's rent and a security deposit equal to one (1) month's rent.

### Who do I contact if I have questions?

One of our Intake Specialists is happy to help you:

 **CALL Toll free:** 800-339-6516 (voice/TTY) | **Phone:** 207-553-7777

