



CASA MORELOS

The Pre-Application Process:

This packet includes a Pre-Application which you must complete in order to determine income eligibility for one of The Resurrection Project's (TRP) apartments. In order for TRP to fully process your pre-application you must fill in the form completely and truthfully.

- 1) We need income information for every household member aged 18 or over. If a household member aged 18 or over does not work or receive income, they must sign a "No Income Affidavit" stating that they receive no income from any source. (Please ask a Property Management staff member for this document)
- 2) With your pre-application, you must provide proof of income for the three (3) most recent months for all forms of income, including from those sources listed below (for example: pay stubs, a letter from Social Security or other agency). The more information you give us the better. If annual income cannot be determined, we may ask for income tax returns.

Do you or any of your household members 18 years of age or older receive income from any of the following sources?

<u>Employment</u>	<input type="checkbox"/>	<u>Child Care</u>	<input type="checkbox"/>	<u>Public Assistance</u>	<input type="checkbox"/>	<u>SSI/ SSDI</u>	<input type="checkbox"/>
<u>Veterans Benefits</u>	<input type="checkbox"/>	<u>Alimony</u>	<input type="checkbox"/>	<u>Child Support</u>	<input type="checkbox"/>	<u>Lottery Winnings</u>	<input type="checkbox"/>
<u>Military Pay</u>	<input type="checkbox"/>	<u>Pensions</u>	<input type="checkbox"/>	<u>Section 8/ Subsidy</u>	<input type="checkbox"/>	<u>Workers Compensation</u>	<input type="checkbox"/>
<u>Money Received from Non-Household Members</u>		<input type="checkbox"/>	<u>Other</u>	_____			<input type="checkbox"/>

- 3) Failure to submit proof of all income on the pre-application will delay the process. You must list all of the people that will be living with you if you were to be accepted.
- 4) We will calculate the total of your household's annual income. The stated monthly rent must be no more than 30% of your monthly income.
- 5) Each of our affordable apartments is restricted to households who earn less than 30%, 50%, or 60% of the Area Median income. If your household's income is above the maximum, your household is not eligible for our affordable units. This is determined by using the column in the chart below that corresponds to the number of persons in the household. The verified annual (gross) income of your household must be less than the income limit for the available affordable apartment(s).
- 6) It takes up to two weeks to process your pre-application. You will be notified by U.S. mail if you are income-eligible, not eligible, or if we need more information to process your pre-application.
- 7) If you prequalify, you will be put on an active waiting list. If you do not pre-qualify or if your file is incomplete, you will still remain on file. If your income changes and you believe that your new information may pre-qualify you, you may submit your new information for review.
- 8) If you are next on the waiting list when an apartment becomes available, you will be contacted to complete a full application, at which time a credit report and criminal background will be reviewed.





CASA MORELOS

Rental Pre-Application

NAME: _____

Address: _____

Home phone: _____

City: _____ **State:** _____

Cell phone: _____

Zip code: _____

Work phone: _____

Email: _____

Other phone: _____

How did you first hear about TRP?

Former TRP Client

H.U.D.

CHAC/Section 8

TV, newspaper

Friend

City of Chicago

Church/Mosque/Temple

Fair/Seminar

Other

Which one: _____

Which one: _____

Where: _____

How many people in your household? _____

Optional: (for statistical purposes only)

Race & Ethnicity:

Non-Hispanic White

Asian/Pacific Islander

Native American/Alaskan

Non-Hispanic Black/African-American

Hispanic/Latino (any race)

Other

What is your current...

Monthly rent: \$ _____

of bedrooms: _____

Signature _____

Signature _____

Date _____

OFFICE USE ONLY

DATE RECEIVED:

BY:

We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, national origin, sex, disability, religion, familial status (having children under age 18), age, religion, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, or source of income.



EQUAL HOUSING OPPORTUNITY



CASA MORELOS

RENTAL PROGRAM PRE-APPLICATION

IF PRE-APPLICATION IS NOT COMPLETE IT WILL NOT BE ACCEPTED. COMPLETION OF THIS PRE-APPLICATION DOES NOT GUAREANTEE YOU AN APARTMENT, BUT DETERMINES YOUR INCOME ELIGIBILITY

Name: _____

Unit type preferred: [] Studio [] 1Bedroom [] 2Bedroom [] 3Bedroom

Do you require special accommodations? _____

If yes, what type: _____

TOTAL GROSS ANNUAL HOUSEHOLD INCOME: _____

ALL INCOME EARNERS 18 YEARS OF AGE OR OLDER MUST ATTACH COPIES OF THEIR PROOF OF INCOME

PLEASE LIST BELOW ALL OCCUPANTS THAT WILL LIVE IN APARTMENT AGE RECEIVE ANY TYPE OF INCOME

1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____

Use separate sheet if more space is needed.

CERTIFICATION:The information provided on this pre-application form is complete and true to the best of my knowledge. I understand that withholding or providing inaccurate information may lead to denial of this pre-application, to eviction (if falsehood is discovered after move-in), or to criminal prosecution. I understand that admission to this site is conditioned upon eligibility criteria set forth by federal law and rules set by this site's resident selection plan. I understand that, should I be accepted for admission, I must not maintain any other residence anywhere after move in .

Signature: _____ Date: _____

YOU WILL RECEIVE A LETTER IN THE MAIL INFORMING YOU OF YOUR INCOME ELIGIBILITY





CASA MORELOS

Casa Morelos consists of affordable units at different rent levels and bedroom sizes. Please complete the questions below to see which level you may be qualified for.

⇒ How much to does you household make annually? (Household include all members 18 years or older who work.)

\$ _____.

⇒ How many people are in your household? (Include all members that will live with you in your new apartment.)

_____ Person (s)

Please refer to the chart below to see which affordable apartment you may qualify for based on the income and household size you entered above.

Maximum Income by Household Size

Limit	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
40% AMI	\$ 21,120	\$ 24,120	\$ 27,160	\$ 30,160	\$ 32,560	\$ 35,000	\$ 37,400	\$ 39,800
50% AMI	\$ 26,400	\$ 30,150	\$ 33,950	\$ 37,700	\$ 40,700	\$ 43,750	\$ 46,750	\$ 49,750

(*AMI is the AREA MEDIAN INCOME LEVEL)

If you are at or below the 40% AMI level for your household size you may qualify for the following apartments.

⇒ **1 Bedroom at \$530.00**
(Maximum of 2 people)

⇒ **2 Bedroom at \$640.00**
(Minimum of 2 people)
(Maximum of 4 people)

⇒ **3 Bedroom at \$740.00**
(Minimum of 3 people)
(Maximum of 6 people)

If you are at or below the 50% AMI level for your household size you may qualify for the following apartments.

⇒ **1 Bedroom at \$625.00**
(Maximum of 2 people)

⇒ **2 Bedroom at \$755.00**
(Minimum of 2 people)
(Maximum of 4 people)

PRE-APPLICANT PREFERENCE STATUS

1. Existing Tenant Preferences (for federally assisted housing programs)

- A. A unit transfer because of household size.
- B. A unit transfer based on the need for an accessible unit.
- C. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting. A lease addendum will be entered into with the non-handicapped tenant living in a handicapped accessible unit.

2. State Preferences

- A. Displaced from an urban renewal area.
- B. Displaced by a disaster, such as a fire or flood, that resulted in extensive damage or has destroyed the unit.
- C. Displaced by an activity carried on by an agency of the United States or by any State or local government body or agency.

3. Federal Preferences

- A. HUD Pre-approved Preference - Community Residence Preferences to applicants who live or work in Chicago Community Areas:
 - 31-Lower West Side
 - 34-Armour Square
 - 35-Douglas
 - 60-Bridgeport.

4. No preference

- I am not claiming a preference

In order to determine the preference status, we are required to verify the preference. Therefore, we would appreciate your completing the certification below and returning this form in the enclosed envelope. This information will be used only for purpose of determining the preference for this applicant.

Sincerely,

I hereby authorize the release of the requested information.

Property Manager

Signature of Applicant

