



# CASA MARAVILLA

## Affordable Housing for Adults 55+

### 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) Casa Maravilla apartments. In order for TRP to fully process your pre-application in a timely manner, you must fill in the form completely and truthfully and provide the required documentation. Failure to submit all documentation will delay the process.

- You must list all the people that will be living with you in the apartment if you are accepted. Casa Maravilla is for households whose head, or spouse, or sole member is at least 55 years of age. All other household members, excluding spouse, must be at least 45 years old.
- You must provide proof of age and income for every household member.
  - A copy of a birth certificate, driver's license, passport, immigration card, military identification, or any other state, local, national or international documentation with current information about the age or birth of the person.
  - With your pre-application, you must provide proof of income for the three (3) most recent months for all forms of income, (for example: pay stubs, a letter from Social Security or other agency). The more information you provide, the better.
- It may take up to two weeks to process your 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.
- 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.
- Each of our affordable apartments is restricted to households who earn less than 30%, 40%, 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).
- 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.
- 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 Maravilla and The Resurrection Project are committed to compliance with the Fair Housing Amendments Act, Section 504 of the Rehabilitation Act, and all other Fair Housing and Civil Rights laws. Should you require a reasonable accommodation to these instructions or any of our policies, please contact us so that we may consider your request.

**Maximum Income  
by Household Size:**

Limit	1 person	2 people	3 people	4 people
30%	15,850	18,100	20,350	22,600
40%	21,120	24,120	27,160	30,160
50%	26,400	30,150	33,950	37,700
60%	31,680	36,180	40,740	45,240







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Completion of this Pre-Application does not guarantee you an Apartment, but is used to determine income eligibility. Processing may take up to two (2) weeks. You will receive a letter in the mail informing you of your income eligibility.

Name: \_\_\_\_\_

Unit type preferred:  Studio  1 Bedroom  2 Bedroom

Do you require an apartment with special accommodations?  Yes  No

If yes, which type of accommodation? \_\_\_\_\_

**Does any household member receive income from any of the following sources?**

- Employment
- Child Care
- Public Assistance
- SSI/ SSDI
- Veterans Benefits
- Alimony
- Lottery Winnings
- Child Support
- Military Pay
- Pensions
- Section 8/Subsidy
- Workers Compensation
- Money Received from Non-Household Members
- Other: \_\_\_\_\_

**ALL INCOME EARNERS MUST ATTACH COPIES OF THEIR PROOF OF INCOME FOR THE MOST RECENT 3 MONTHS**

List all Occupants that will live in the apartment	Age	Type of Income Received
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

**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 and 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: \_\_\_\_\_



# 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 List. 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 the following 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. This information will be used only for purpose of determining the preference for this applicant.

I hereby authorize the release of the requested information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

