(MS1)

OLIVER
MANAGEMENT SERVICES

APPLICATION PRE-QUALIFYING CHECKLIST (SUBSIDIZED PROPERTIES)

Name:_____

Preferred Property #1:_____ **(WILL INITIALLY ONLY BE PLACED ON THIS WAITLIST!)**

Preferred Property #2:_____

Date Application Received:_____ Time Application Received:_____

1. Is application complete? (No missing information): YES:_____ NO:_____

    If "No", date the rejection letter was sent for incomplete application: _____

    If "Yes", applicant will be put on the Waitlist of Preferred Property #1 to process the pre-qualifying criteria.

2. Send application/background information to Kim to run Credit, Criminal, Background Check
    If this comes back good, the application will be returned to Preferred Property #1 for the manager to
    continue processing pre-qualifying criteria. Background check: ACCEPT:_____ REJECT:_____

    If application is denied: Rejection letter date:_____ Reason:_____

    Date appeal must be received by (14 days after rejection letter):_____

    Did applicant appeal: YES:_____ NO:_____

    If "No": Remove applicant from waitlist. Date:_____

    If "Yes": Date appeal received:_____ Appeal results:_____

3. Is the household size appropriate for unit being requested: YES_____ NO_____

4. Income and assets based on application information:

    _____ Appears to be under Very Low/Extremely Low

    _____ Appears to be Over Income (Send to Penny for more in-depth calculation)

5. Landlord Reference: GOOD:_____; or ISSUES THAT REQUIRE REJECTION LETTER _____

6. (Elderly/Handicapped Properties only)(Family Properties skip to #7)

    Age:_____ (62 or older)

    Disabled:_____ (Verified by Verf. Of Disability, Def. E)

    Verification Date Sent:_____ Result:_____

7. If #4, #5, and/or #6 come back as unacceptable, Date rejection letter sent:_____

    Date removed from waitlist:_____

8. If this pre-qualifying checklist is complete and good, manager of Preferred Property #1 needs to contact
    other property/s of the prospective tenant so that person can be placed on the other property/s waitlists.
    Date the other property manager/s were notified:_____