

## **Steps For Renting an Autumn Village Apartment**

Autumn Village is a Section 202 HUD Assisted Program for Independent Living for the Elderly. The Kearney Housing Agency is the Management Agent and acts as the landlord and leases apartments at Autumn Village to approved eligible families.

The process is:

1. Fill out and return the application to the KHA office (all adults living in the home must sign the application).
2. Upon receiving application, it is placed on the Wait List “apparent eligible,” unless applicant is notified otherwise.
3. As application is closer to the top of the Wait List, applicant will receive a letter to schedule an initial interview. If applicant does not respond within 10 days, the application will be removed from the Wait List.
4. After the initial interview and all verifications are returned, income eligibility, age eligibility and meeting Frail Elderly Definition based on application information.
5. Upon the eligibility determination, the applicant will be referred to the Area Agency on Aging (AAA) for assessment of the individual needs and availability of services.
6. AAA will provide written documentation of needs, available services, provider of the services and/or denial of services.
7. When a unit becomes available for new occupancy, the applicant will receive a call to see the apartment. A decision to accept or reject the apartment shown must be made within 24 hours of viewing.
8. Admission Requirements: A telephone must be installed for accessing the secured entrance; Autumn Village staff will not provide any personal services; Emergency Call Button is only for an emergency such as: falling or illness; Support services may be provided by Medicaid, Social Services, Community Resources, and family members.
9. If applicant rejects the offer, a “Refusal of Unit” form will be filled out.
10. Upon acceptance, the prospective tenant will sign an agreement to accept the apartment. A date is set for leasing with an effective date of lease.
11. Leasing is held at this time. All rules and participant’s responsibilities are explained.

***One month’s rent or pro-rated rent, and a security deposit of \$50.00 or one month’s rent, whichever is greater, is required at this time. Also, if there is to be a pet, the pet deposit of \$250.00 will be collected at this time.***

12. Part of the lease-up process will be an inspection of the apartment and you will then be given the keys.
13. A welcome visit will be set for 30 days after lease effective date.

Participants pay 30% of their annual anticipated income for rent and utilities. The rent is due the first of the month and delinquent by the fifth of the month and is paid directly to the Kearney Housing Agency. Rent at Autumn Village includes all utilities. Tenants are responsible for phone of his/her choice. Autumn Village is responsible for lawn care and snow removal.

Autumn Village **will** check criminal records and credit history.

Eligibility:

Must be *at least* 62 years old.

*Frail Elderly is defined as someone capable of living independently, who is at-risk of becoming frail or who is frail, and who may need assistance in any Activities of Daily Living (ADL's) such as:*

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|------------------------|--|
| <u>Eating:</u>         | May need assistance with cooking, preparing, or servicing food, but must be able to feed self;   |
| <u>Bathing:</u>        | May need assistance with getting in and out of the shower but must be able to wash self;   |
| <u>Grooming</u>        | May need assistance in washing hair but must be able to take care of personal appearance.  |
| <u>Dressing</u>        | May need occasional assistance, but must be able to dress self.  |
| <u>Home Management</u> | May need assistance in doing laundry, housework, grocery shopping, or getting to and from activities such as going to the doctor and shopping, but must be mobile. This does not exclude persons in wheelchairs or those requiring mobility devices. |

