

## Steps for Renting a Plaza Boulevard Apartment

This application is for the Plaza Boulevard Program. The Kearney Housing Agency is the landlord and leases apartments to approved eligible families.

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, eligibility and suitability is documented and approved (or not approved).
5. When an apartment becomes available for new occupancy, the applicant will receive a call to see the unit. A decision to accept or reject the home shown must be made within 24 hours of viewing.
6. If applicant rejects the offer, a “Refusal of Unit” form will be filled out.
7. Upon acceptance, the prospective tenant will sign an agreement to accept the house. A security deposit of is required at this time. A date is set for leasing with an effective date of lease.
8. Prior to the lease up date, the tenant must provide verification showing that he or she has paid a deposit and the electricity will be in that family’s name on the effective day of the lease from the City of Kearney.
9. Leasing is held at this time. All rules and participant responsibilities are explained as well as signing the lease and other documents.
10. Part of the lease up process will be an inspection of the home with the new tenant. Upon completion, the tenant will then be given the keys.
11. A welcome visit will be set for 30 days after lease effective date.

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. The resident receives a utility allowance and must pay all utilities; water, sewer, gas, electric and trash. The tenant is responsible for mowing, watering and trimming the yard as well as snow removal.

KHA **will** check criminal records.

If my address changes, I must notify KHA in writing listing my name, social security number, former address, and new address.

**I must respond to all KHA notices within 10 calendar days. Not doing so will result in my application being removed from the Wait List.**

***WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.***

EQUAL OPPORTUNITY HOUSING

Kearney Housing Agency does not discriminate on the basis of disability, race, color, religion, sex, familial status or national origin in the admission or access to, or treatment or employment in, its federally assisted programs and activities.