

## Steps for Renting a Pioneer Apartment

1. Fill out and return the application to the SHA 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 a unit becomes available for new occupancy, the applicant will receive a call to see the apartment. 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 apartment. A deposit of \$75.00 is required at this time. A date is set for leasing with an effective date of lease.
8. Leasing is held at this time. All rules and participant’s responsibilities are explained.
9. Part of the lease-up process will be an inspection of the apartment and you will then be given the keys.
10. 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 Shelton Housing Authority. Rent at Pioneer Apartments includes all utilities. Tenants are responsible for phone of his/her choice. Pioneer Apartments is responsible for lawn care and snow removal.

SHA **will** check criminal records.

Eligibility:

Must be elderly or near elderly or persons with a disability.

The Shelton Housing Authority will select families on the following preferences:

- A. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws. (Verification will be required.)

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

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