



Nikiski Senior Shore Apartments

Waitlist Application

This application is to place applicants on the housing waitlist for Nikiski Senior Shore Apartments as they become available. When contacted regarding an available apartment, a further application will be required to supply additional information.

To be considered for the Nikiski Senior Shore Apartments Waitlist, applicants must meet the following criteria:

- ✓ Be at least 55 years of age or older
- ✓ Have no prior evictions
- ✓ Pay a \$25.00 waitlist application fee
 - This covers administrative costs and will not be refunded
- ✓ Submit a fully completed and signed waitlist application

Waitlist Procedures

The function of the waitlist is to identify individuals who desire housing at specific times. An applicant's status on the waitlist is a function of (a) order of submitting waitlist application, (b) Alaska residency (c) Nikiski Senior Center Membership, (d) Federal HOME Program housing, and (e) Unit bedroom size requested/availability.

Nikiski Senior Center is required to provide under the Federal HOME Program not less than three (3) units restricted to occupancy for *very-low Income families* (families whose income does not exceed 50% of the area median income) as determined by HUD, adjusted for family size. At the time an apartment becomes available, you will be asked to provide further information relative to your financial circumstances to determine if you are eligible for one of these units.

Available (for both market and low-income) are eight (8) ADA-compliant units with an attached garage; of those units, two (2) are one bedroom and six (6) are two bedrooms.

Absolutely no smoking permitted in any apartment unit or garage.

At the time a unit becomes available, administration will contact qualifying applicants in the following manner:

1. Determine if the Federal HOME Program unit requirements are met.
2. If yes, then we will contact in order of application:
 - a. AK resident NSC members
 - b. AK resident Non-NSC members



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- c. Non-AK resident NSC members
- d. Non-AK resident Non NSC members
3. If no, then we will contact NSC members who have been identified as being considered for low-income housing in order of application, in the order listed above.
4. First attempts of notification will be by phone. If an applicant is not available by phone and does not have an operating voicemail, contact will be attempted by email if provided.
 - a. Should NSC receive no response from the applicant within three (3) business days of attempting contact, the applicant's name will be removed from the waitlist, and the applicant will need to reapply.
5. Once the applicant has responded and agrees to the time frame, then the applicant must submit the final application and pay the security deposit within 24 hours.
 - a. **No apartment will be held or designated until a deposit is paid.**
6. If the applicant is no longer interested, then they may choose to be removed from the list or moved to the bottom of the list for future consideration.

Head of Household Information	Last Name:	First Name:		Mid. Int.	Date of Birth:
Bedrooms: • 1 • 2 • No preference	Soc. Security Number:	Sex: • Male • Female	Driver's License No./State:	Other Names:	
Do you consider your income level to be: • Low= \$52,200↓ • Moderate= \$156,600↓ • Above Moderate = \$156,600↑					
Have you applied for an Alaska Housing Voucher? • Yes • No		If yes, Date of Application:		Approved? • Yes • No • Pending	
Marital Status: • Divorced • Married • Single • Widowed • Separated • Unmarried Partner		Ethnicity of Head of Household: • Hispanic or Latino • Not Hispanic or Latino	Race: Check all that apply: • White • Black/African American • Asian • Native Hawaiian/Other Pacific Islander		Employment Status: • Full Time • Part Time • Seasonal • Retired • Student/Training (no income)
Do you have a disability? • Yes • No		If Yes, Explain:			



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Are you a current Alaska State Resident? • Yes • No				
Are you a Nikiski Senior Center Member? • Yes • No			Phone Number:	
If yes, Lifetime or Annual • Lifetime • Annual				
Mailing Address:	City/State:	Zip Code:	Alternate Number:	
Email:				
Spouse/Co-applicant information	Last Name:	First Name:	Mid. Int.	Date of Birth:
	Soc. Security Number:	Sex: • Male • Female	Driver's License No./State:	Other Names:
Do you consider your income level to be: • Low= \$52,200↓ • Moderate= \$156,600↓ • Above Moderate= \$156,600↑				
Have you applied for an Alaska Housing Voucher? • Yes • No		If yes, Date of Application: • Yes • No		
Marital Status: • Divorced • Married • Single • Unmarried • Widowed • Separated • Partner		Ethnicity of Head of Household: • Hispanic or Latino • Not Hispanic or Latino	Race: Check all that apply: • White • Black/African American • Asian • Native Hawaiian/Other Pacific Islander	Employment Status: • Full Time • Part Time • Seasonal • Retired • Student/Training (no income)
Do you have a disability? • Yes • No		If Yes, Explain:		
Are you a current Alaska State Resident? • Yes • No				
Are you a Nikiski Senior Center Member? • Yes • No			Phone Number:	
If yes, Lifetime or Annual • Lifetime • Annual				
Mailing Address:	City/State:	Zip Code:	Alternate Number:	
Email:				



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***Note: Applicant is solely responsible for keeping NSC Membership current and informing administration of any changes to application information.**

I have read and understand the waitlist procedures and agree to be placed on the Nikiski Senior Shore Apartment's Waitlist.

Applicant Signature

Date

Co-Applicant Signature

Date

**Following for NSC Administrative use only*

Date application turned in:

Task:	Initial once completed:
Check that the application is completely filled out and <u>signed</u> (check all pages front and back)	
Complete spreadsheet with all applicable information and application date	
Place application in binder chronologically (newest in back)	

NOTES:



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