

NOTIFICATION TO PROSPECTIVE RESIDENTS



JEFFERSON CENTER
930 N. Tamiami Tr.
Sarasota, FL 34236
(941) 953-9585
www.jeffersoncenter.net

Dear Applicant:

Thank you for your interest in becoming a resident of Jefferson Center. Tenancy is open to all qualified eligible persons as Jefferson Center does not discriminate in any fashion based upon a person's race, color, sex, creed, national origin, handicap status, religion, familial status, source of income, sexual preference, or disability. Residency is open to all qualified eligible persons in accordance with any State recognized protected classes. Jefferson Center does not discriminate based upon age for any reason, excluding HUD program/project requirements. The attached application has been designed to be self-explanatory and all information is strictly confidential. We will calculate your income from the information you provide on the attached application.

Particular income limits, determined by the U.S. Department of Housing & Urban Development in accordance with the Section 202 program, do apply. Electricity, water, sewer, garbage and basic cable television are included in the rent. All apartments are unfurnished and equipped with a refrigerator and stove.

The maximum income limits change each year by the Federal government. The current year income limits are noted on the Rent Rate Schedule.

Minimum income: 30% of your gross income is calculated to determine the apartment size you qualify for. Jefferson Center is **not subsidized by the federal government.**

Jefferson Center will house applicants on a first-come, first-serve basis from our waiting list. Please understand that because we work with a waiting list, you may not be able to choose the location of the apartment. When an applicant's name reaches the top of our waiting list we will offer the next available apartment.

Jefferson Center does not provide "assisted living," nursing services, or personal care. Residents must be capable of fulfilling lease requirements by themselves or arrange on their own for needed services to be provided by outside agencies.

Completed applications may be mailed or delivered to our office during regular business hours, 9:00-5:00 pm Monday through Friday. Remember that the applicant packet must contain the original signatures of all persons applying to reside in the apartment. To see a typical apartment, please contact the office for an appointment. We do not have model apartments to show. We ask our residents to show their apartments and we like to give them a day's notice of a showing. Please be advised that it is your responsibility to update your information, phone number and other changed information on your application. This must be done in writing.

12/12/2016

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Upon receipt of your application, you will be notified if it appears you have qualified for tenancy and if your name has been placed on the waiting list. Applicants will not be interviewed until an apartment becomes available.

If you have any questions concerning the application packet or our facility, please feel free to contact our Rental Office at (941) 953-9585 and Jefferson Center's website at www.jeffersoncenter.net.

JEFFERSON CENTER APPLICATION PROCEDURES

1. You must file your application at the Rental Office (by mail or in person) after which you will be notified of your eligibility.
2. When the applicant comes to the top of the waiting list, they will be offered the next available apartment. If possible, the notification will be thirty (30) days in advance.
3. If you are notified by telephone, you must accept the offer within twenty-four (24) hours of the telephone call.
4. If notified by mail, you must respond within three (3) working days by telephone or by coming into the office.
5. You must complete the appropriate verification forms needed to complete and approve your application for tenancy within five (5) working days.
6. Having your application processed is not a guarantee of acceptance for tenancy at Jefferson Center.
7. At lease signing, the tenant pays the entire security deposit and pet deposit (if applicable); and either full month's rent or the pro-rated rent for the remainder of the current month. They receive keys and possession of the unit immediately and may move in at any time.
8. If you have a disability and need a reasonable accommodation or modification in order to comply with the requirements of the application process, please bring this fact to the attention of management. Jefferson Center is committed to serving all eligible and qualified individuals.

Rejection Criteria

Your application may be rejected for any one of the following reasons:

1. The applicant is unable to meet the Maximum Income and/or Minimum Rent requirements.
2. Negative references from current or prior landlords, including poor housekeeping habits, evidence of gang or illegal substance activity, NSF checks, lease violations, evictions, etc.
3. Submission of false or untrue information on your application, or failure to cooperate, in any way, with the verification process.
4. Failure to sign designated forms and or documents upon request, including the lease.
5. The applicant has a pet that does not conform to management's or HUD's Pet Rules.
6. The applicant has a criminal history which includes registration as a sexual offender and drug related activity.
7. The applicant is not a citizen, national or eligible non-citizen as defined by HUD.
8. The applicant/family is not "elderly".
9. This will not be your only residence.

Warning: This application may be refused or rejected solely on the grounds that it is not complete and/or legible, or if any information is found to be false. Jefferson Center does not discriminate in any fashion based upon a person's race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or familial status. Residency is open to all qualified eligible persons in accordance with any Federal and/or State recognized protected class.