



COMPLETING YOUR APPLICATION

- Complete one application for any of the properties in our management portfolio
- All questions must have complete answers (FULL name, FULL address, telephone numbers, all previous rental history including landlord contact information, etc.)
 - o If a question does not apply, please state “Not Applicable or N/A”
 - o The area that is most often left incomplete is “Ethnicity”. Please choose one, Hispanic or Latino, or Not Hispanic or Latino.
 - o ***Incomplete applications will be returned and will delay the process.***
- List all household members who will live in the property including all adults and all minor children
 - o If household does not include both parents of minor children, proof of custody is necessary. A self-certified letter signed by both parents is acceptable
- List all sources of income for any adult household members(s)
- List all assets including bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc. Please note having assets will not be a reason to deny housing
- Carefully read the enclosed “Things you should know about USDA Rural Rental Housing”
- **INCLUDE A COPY OF THE DRIVERS LICENSE OR STATE ID & SOCIAL SECURITY CARD FOR ALL HOUSEHOLD MEMBERS 18+**
- **MAIL YOUR COMPLETE APPLICATION TO OUR OFFICE OR DROP AT THE KINGFIELD OFFICE (Faxed and/or emailed applications are often not legible and tend to have missing pages. Therefore, are not accepted)**

APPLICATION PROCESS

- Send OR deliver completed application to management office at 62 W. Kingfield Road – Kingfield Maine 04947
- Upon receipt of a completed application a letter will be sent stating you have been placed on the waitlist
 - o If you have chosen multiple housing locations, you will be put onto a waitlist for all that you requested
- Many variables will determine who on the waitlist will be eligible for the next available/vacant apartment. The variables include, but are not limited to; income level, number of household members, type of unit available/requested, etc
- When an apartment becomes available and you are deemed next on the waitlist, you will be contacted to begin the eligibility process. If you would like to move forward, a letter will be mailed stating what items are needed to determine eligibility.
- After eligibility has been determined the applicant and management will work together to determine a move in date
- A security deposit equal to the units basic rent is required upon lease up. This deposit may be paid in installments, with one third due at lease-up and the remaining balance paid over a 90 -day period
- Elderly properties allow 1 animal per unit. A \$300.00 pet deposit is required and may be paid over the course of 90-day period
- Family projects do not allow animals unless they are approved support and/or assistance animals with verification of such
- A one-year lease is required at move-in

“In accordance with Federal Law and USDA Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability (not all prohibited bases apply to all programs). To file a complaint of discrimination, writ to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1-800-795-3272 (voice) or 202-720-6382 (TDD) USDA is an equal opportunity provided and employer.”

