

## CATEGORY ASSIGNMENT OF PRE-APPLICATION

(To be mailed to applicant within 10 days of receipt of complete pre-application)

Date: \_\_\_\_\_

To: \_\_\_\_\_

Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

TDD State Relay: 711

Dear Applicant:

This is to advise you that your complete\* pre-application, with Authorization to Release Information attached, has been placed on the property's waiting list.

Your pre-application is currently:

\_\_\_\_\_ Being processed for immediate occupancy (if all of the eligibility requirements are met.) or it is

\_\_\_\_\_ Being placed on the waiting list.

(Rental Manager to check appropriate category.)

1. Your income level has been estimated to be, by using the USDA - Rural Development income guidelines to be, in the following category:

\_\_\_\_\_ VL – Very Low      \_\_\_\_\_ L – Low      \_\_\_\_\_ M – Moderate

(Rental Manager is to check appropriate level from calculations of income/asset information provided by the applicant on the rental pre- application.)

2. The bedroom size your household is eligible for is: \_\_\_\_\_ 1      \_\_\_\_\_ 2      \_\_\_\_\_ 3

3. The unit type your household is eligible for is: \_\_\_\_\_ elderly/disabled      \_\_\_\_\_ family

4. Your household is in need of a unit with specially designed accessible features: \_\_\_\_\_ yes      \_\_\_\_\_ no

5. Your household has been awarded a letter of priority from Rural Development: \_\_\_\_\_ yes      \_\_\_\_\_ no

(Rental Manager is to check appropriate answers based upon the information provided by the applicant on the rental pre-application.)

When your name nears the top of the waiting list, we will notify you, so that we can begin processing the necessary papers to establish eligibility. At this time, the Rental Manager, will notify you of all the documents necessary to process your pre-application for approval.

This does not guarantee housing; this is merely informing you that your pre-application has been placed on the waiting list.

If you have any questions, please feel free to write or call.

Sincerely,

\_\_\_\_\_  
Rental Manager

\* Pre-application is considered complete when filled out in it's entirety, signed and dated and a signed Authorization to Release Information form is attached.