

# Arrowwood Hills Housing Cooperative

2566 Arrowwood Trail  
Ann Arbor, MI 48105-1298

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TTY/ Voice help Michigan Relay Center at 711 or 1-800-649-3777

*Equal Housing Opportunity*

November 2015

## Application for the Wait List

Dear Potential Member:

Thank you for your interest in Arrowwood Hills Cooperative. Please turn in the following information in order to be considered for our future waitlist openings:

1. Proof of identity, age and citizenship status for all household members is required. A clear copy of Driver's License or state ID for all household members 18 and over, and copies of birth certificates for all minors.
2. A clear copy of Social Security cards for all adults and children in the household.
3. A Criminal History Release Form for all household members 18 years of age and over. If you or any member of the household is a Michigan Resident for less than 5 years, you must obtain a police clearance from your previous country, sheriff or municipality.
4. All head of household and co-head adult members must attend a new member orientation. If you do not attend orientation your applications will be denied. Orientation dates are Nov 17<sup>th</sup> at 5:30 p.m. and 18<sup>th</sup> at noon, Dec. 14<sup>th</sup>. (sessions are approx. 50 minutes)
5. Membership loan eligibility and your ability to pay carrying charges must be reviewed and verified along with your credit history. A special loan program is available for eligible low to moderate income applicants. Our orientation program will cover this process.
6. In order to determine Section 8 eligibility, we must verify your income and citizenship status. We will have Section 8 paperwork at orientation, if interested.
7. A processing fee of \$40 payable in a money order only.
8. Once your application is complete, we will send a letter notifying you of approval or denial. If you are approved, you will be placed on our waitlist. The waitlist is approximately 1-2 years.

Please collect all the above information and turn it in with your application. We will request that you update this information when we offer you a unit or every six months. If you have questions, please do not hesitate to call our office. Applications will only be distributed **until November 30, 2015 and *must* be received by December 15, 2015.**

Sincerely,

*Patricia Byrd*

Resident Manager



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Revised 10/2015