**APPLICANT NOTIFICATION LETTER**

Name:  Date:

Your application for occupancy in  Apartments

 [ ]  has been checked for completeness and appears to contain all the necessary information. You will be placed on the waiting list and when we reach your name and an appropriate size unit is available, you will be contacted so that we can continue the application process.

 [ ]  has been returned to you because it has not been completed sufficiently to conduct the application process. Please complete the items that are highlighted and return it as soon as possible so that the application process may begin.

 [ ]  has been received. Because of the annual income reported on your application exceeds the income limits established by LIHTC (IRC Section 42) but falls at or under income limits established by RD/HUD, we are not able to offer you housing at this time. Your application will remain in place on the waiting list and you will be contacted should your income meet LIHTC (IRC Section 42) income limits at a later date. Please be advised that you may still be eligible for other Rural Development financed properties.

 [ ]  is now ready for further processing because we have reached your name on the waiting list. Please contact this office within seven (7) days; otherwise, your name will be removed from the waiting list.

 [ ]  has been accepted and an apartment is available for you at this time. Your name will be removed from the waiting list if you do not contact this office within seven (7) days of this letter.

 [ ]  has been removed from the waiting list due to the following reason(s):

 [ ]  you failed to respond within seven (7) days.

 [ ]  you indicated either by [ ]  phone [ ]  in person [ ]  in writing that you are no longer interested.

 [ ]  other:

 [ ]  has been rejected due to the following reason(s):

[ ]  unacceptable credit. Credit information was obtained by computer through ONLINE Information Services. We are not a reporting agency so anyone requesting information concerning their credit should contact the credit bureau at:

 ONLINE Information Services- Consumer Service

 P.O. Box 1489

 Winterville, NC 28590

 Phone: 877-262-6851 Website: http://www.onlineis.com/consumers

 [ ]  unacceptable police report.

 [ ]  unacceptable landlord reference.

 [ ]  income exceeds Rural Development limits.

 [ ]  number of household members exceeds our occupancy policy.

 [ ]  misrepresentation of facts on or during the application process.

[ ]  not enough income. Your total housing expense (rent plus utility allowance) exceeds our policy of 50% of your gross monthly income. Note: This applies for complexes without RD rental assistance only.

 [ ]  other:

Except in cases where your income exceeds LIHTC or RD limits, you have ten (10) days from receipt of this notice to appeal this decision through the RD 7 CFR 3560.160 Tenant Grievance and Appeals Procedure which is posted in the rental office.

Please submit all inquiries in writing to: Evergreen Construction Co.

 7706 Six Forks Road, Suite 202

 Raleigh, NC 27615

***If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at*** [***http://www.ascr.usda.gov/complaint\_filing\_cust.html***](http://www.ascr.usda.gov/complaint_filing_cust.html)***, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at*** ***program.intake@usda.gov*****.”**

Signature of Manager

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Title

“This Institution is an equal opportunity provider and employer”

Phone Number  **** **EQUAL HOUSING OPPORTUNITY** Revised 10/14 RD/LIHT