

## Waitlist Application Information



**Willow House L.P.**  
**1301 Century Circle, Wasilla, Alaska 99654**  
**PHONE: 907-206-8800 FAX: 907-373-5170**  
**EMAIL: [housing@alaskaseniors.com](mailto:housing@alaskaseniors.com)**

**Willow House** is a 55+ senior housing development consisting of 40 one- and two-bedroom units. To qualify, only one member of the household must be 55 or older. Willow House initial occupancy is planned for November 1<sup>st</sup>, 2021.

- ◆ 30 units are one-bedroom, 10 units are two-bedroom.
- ◆ Approximately 18 carports will be available at no charge on a limited, first-come, first-served basis.
- ◆ There will be lockable, heated storage available in the building for each unit.
- ◆ Major appliances will be provided including washers and dryers in each unit.
- ◆ Utilities: Residents will pay their own electric, phone, internet, and cable.
- ◆ There are no balconies or patios with the units.
- ◆ There are garbage chutes on each floor for residents' convenience.

**Rents:** One-bedroom rents range from \$750.00 to \$950.00 and two-bedroom rents range from \$900.00 to \$1,150.00 depending on income. Applicants and residents who receive reduced rent based on income must qualify every year.

**Preferences:** Veteran and Homeless – Documentation will be required.

**Requirements:** One-year initial lease, month-to-month after that. The first month's rent and a deposit equal to one month's rent are required at move-in.

**Pets:** One small (under 20lbs.) dog or cat per unit is allowed with an additional \$250.00 pet deposit. The resident must comply with the pet lease requirements.

### **Where can I get an application?**

- ◆ on WASI's website: [www.wasillaseniors.com](http://www.wasillaseniors.com)
- ◆ for pick-up at the Housing Office at 1301 S. Century Circle in Wasilla
- ◆ by phone request: (907) 206-8800
- ◆ by email request: [housing@alaskaseniors.com](mailto:housing@alaskaseniors.com)

### **When will applications be accepted?**

We start accepting completed applications on Tuesday, May 25<sup>th</sup> 2021.

### **How will applications be ranked on the waitlist for Willow House?**

- ◆ Initially, any applications received on or before 5/25/21 will be numbered and those numbers will be chosen at random, lottery-style.
- ◆ Any applications received AFTER 5/25/21 will be time- and date-stamped and ranked in the order they were received.
- ◆ Please note: Applicants **may** move up or down on the waitlist due to waitlist preferences



This institution is an equal  
opportunity provider.

05/17/2021

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## **How will I know my application has been received and I have been placed on the waitlist?**

You will receive a Waitlist Confirmation letter indicating when your application was received and confirming your placement on either the Active or Inactive Waitlist.

## **How is waitlist placement determined?**

Ranking on the waitlist is determined by the date and time a completed application is received at the Housing Office at Wasilla Area Seniors, Inc. Incomplete applications are considered pending and will be returned to applicants for completion.

Once the date and time of receipt of a completed application is established, it is permanently retained with the application.

## **What is the difference between the “active” and “inactive” waitlists?**

When applying, applicants choose between the “active” and “inactive” waitlists. These two lists sort applicants into two groups: The active list is for those who are ready and willing to move within thirty (30) days of receiving notification of an available unit. Those who are not ready to move in the next 30 days are on the inactive waitlist.

Available units will be offered to those on the active waitlist. Applicants on the inactive waitlist, when they are ready to move within 30 days of receiving notification of an available unit, must submit a written statement to the Housing Office at Wasilla Area Seniors, Inc. The original date of application, which is used to determine the rank order on the list, remains the same when an individual is on either the active or inactive waitlist.

## **How do applicants transfer between the active and inactive waitlists?**

Applicants must provide a written notice to transfer between waitlists. Any time a name is transferred between lists, a letter is sent to the applicant to confirm the action. Applicants may transfer from the active to inactive lists at any time. However, when an applicant transfers from the active to the inactive waitlist after declining an offer of housing, they remain on the inactive list for at least 180 days before they may transfer back to the active list. The original application date remains the same no matter how many times the applicant transfers between lists.

## **How are applicants selected for residency?**

Applicants are selected for residency on a “first-come, first-served” basis established by the date and time a completed application is received in conjunction with preference requirements set forth in the Tenant Selection Policy. When a unit becomes available, it will be offered to the first qualified applicant on the active waitlist.

## **What happens if an applicant on the active waitlist declines an offer of housing?**

When an applicant declines an offer of suitable housing, the applicant’s name is transferred to the inactive waitlist. The applicant will remain on the inactive waitlist at least 180 days before they may request a transfer back to the active waitlist.

## **Does an applicant need to reapply every year? How long can an applicant remain on the waitlist?**

Unless an applicant chooses to withdraw his/her application, the applicant’s name remains on the waitlist until he/she attains housing. When a co-applicant withdraws, the remaining applicant may submit a new application and keep the original application date.



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## HOUSING APPLICATION

**Willow House L.P.**  
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**PHONE: 907-206-8800 FAX: 907-373-5170**  
**EMAIL: [housing@alaskaseniors.com](mailto:housing@alaskaseniors.com)**

Please return your completed application to the address above.  
**Incomplete applications cannot be accepted.**

- ◆ Housing for Seniors 55 years of age and older (only one person in the household must be 55+)
- ◆ We have a total of 40 units in our three-level senior housing building.
- ◆ Our apartments are equipped for persons with sensory & mobility impairments.
- ◆ All utilities included with the exception of electric, cable, internet, and phone.

If you have any questions or need assistance in completing this application, contact the Housing Department

Applicant Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First MI Last

Other Names Used (Maiden or AKA): \_\_\_\_\_

Co-Applicant Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First MI Last

Other Names Used (Maiden or AKA): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### WAIT LIST PREFERENCE

Please check one box only

**Active Wait List**  Check this box if you **ARE** ready to move within 30 days of an invitation.

**Inactive Wait List**  Check this box if you **ARE NOT** ready to move at this time. This will establish your application date. You may change to the active list when ready to move in.

**Unit Type: I am interested in a one two bedroom apartment.**

**Are you currently receiving or on a waitlist to receive Subsidized Housing?**  Yes  No

**Do you have a Disability?**  Yes  No

**Are you a Veteran?**  Yes  No

**Are you experiencing Homelessness?**  Yes  No

**Is anyone in your household a full-time student?**  Yes  No

The Fair Housing Act prohibits discrimination against persons based on race, color, religion, sex, national origin, familial status, or disability. A current tenant selection policy is available in the housing office.



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5/1/2021

**Rental Application For:  
Willow House L.P.**

I currently:  rent  own a home

Dates of tenancy: \_\_\_\_\_

If renting: Name of owner or property management company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Please list previous addresses for the past 10 years:

Owner or Property Management Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dates of tenancy: \_\_\_\_\_

Owner or Property Management Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dates of tenancy: \_\_\_\_\_

Owner or Property Management Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dates of tenancy: \_\_\_\_\_

Have you ever rented from WASI?  Yes  No If yes, when? \_\_\_\_\_

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**Considering ALL income of ALL household members, what is your Annual Gross Income?**

\$ \_\_\_\_\_

To qualify for low income assistance, the annual household gross income must be at or below certain levels set by AHFC or HUD.

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Are you employed?  Yes  No Co-Applicant:  Yes  No

Employer: \_\_\_\_\_ Gross Monthly Earnings: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Gross Monthly Earnings: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Self-Employment?  Yes  No Co-Applicant:  Yes  No Gross Monthly Earnings: \_\_\_\_\_

Self-Employment?  Yes  No Co-Applicant:  Yes  No Gross Monthly Earnings: \_\_\_\_\_

Have you been convicted of a crime in the last 10 years?  Yes  No Co-Applicant:  Yes  No

If yes, please explain: \_\_\_\_\_

Do you own a pet?  Yes  No Co-Applicant:  Yes  No

Do you smoke?  Yes  No Co-Applicant:  Yes  No

Have you ever been evicted?  Yes  No Co-Applicant:  Yes  No

When? \_\_\_\_\_ Why? \_\_\_\_\_



**Rental Application For:  
Willow House L.P.**

Please complete for all household members.

| Income  | Applicant |   |        | Co-Applicant |   |        |
|---|-----------|---|--------|--------------|---|--------|
| Source  | Y         | N | Amount | Y            | N | Amount |
| Wages   |           |   |        |              |   |        |
| Social Security   |           |   |        |              |   |        |
| Supplemental Security Income (SSI)  |           |   |        |              |   |        |
| Alaska Permanent Fund Dividend  |           |   |        |              |   |        |
| Senior Care/Benefits  |           |   |        |              |   |        |
| Public Assistance   |           |   |        |              |   |        |
| Retirement or Pension   |           |   |        |              |   |        |
| Native Dividends  |           |   |        |              |   |        |
| Other Payments: Alimony, child support, veterans' benefits, annuities, severance packages, settlements, lottery winnings, inheritances, native claims, or rental properties |           |   |        |              |   |        |

| Assets   | Applicant |   |       | Co-Applicant |   |       |
|--|-----------|---|-------|--------------|---|-------|
| Source   | Y         | N | Value | Y            | N | Value |
| Checking Account   |           |   |       |              |   |       |
| Savings Account  |           |   |       |              |   |       |
| Money Market Account   |           |   |       |              |   |       |
| Certificates of Deposit or Treasury Bills  |           |   |       |              |   |       |
| Stocks, Bonds, or Securities   |           |   |       |              |   |       |
| Pensions, IRAs Keogh, or other Retirement Accounts   |           |   |       |              |   |       |
| Do you own real estate or rental property?   |           |   |       |              |   |       |
| Do you have a Whole Life Insurance Policy?   |           |   |       |              |   |       |
| Have you disposed of or given away assets for LESS than fair market value within the past two (2) years? Example: Sold or given to family, friends, or others assets (home, car, cash) for less than their actual value. |           |   |       |              |   |       |
| Cash on Hand   |           |   |       |              |   |       |

**Rental Application For:  
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Wasilla Area Seniors, Inc. collects demographic information to comply with federal requirements. Your response to these questions is optional.

**Ethnicity** (Circle One): Hispanic / Non-Hispanic

**Race** (Circle All That Apply): Alaskan Native/American Indian / Native Hawaiian, Pacific Islander / Asian / African American / Caucasian / Biracial / Multiracial / Other—Please Specify: \_\_\_\_\_

- \* Note: This is a preliminary application and gives no lease or rental rights.
- \* Additional information will be required to complete your application when a unit is available to you.
- \* WASI manages this wait list in compliance with HUD/AHFC regulations.

**Contact the Housing Department if any changes occur in the information you have provided on this application at 907-206-8800 or email: [housing@alaskaseniors.com](mailto:housing@alaskaseniors.com)**

**I certify that all the information I have given is correct and complete to the best of my ability and authorize Wasilla Area Seniors, Inc. to make any inquiries necessary to evaluate my eligibility and qualification for tenancy and credit standing. This may include, but is not limited to, any/or all of the following:**

- 1) **Prior tenant history**
- 2) **Verification of Information including all income sources**
- 3) **Credit History**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

|                               | Initials | Date |
|-------------------------------|----------|------|
| Application Received          |          |      |
| Accepted          Denied      |          |      |
| Initial Wait List Letter Sent |          |      |
| Denial Letter Sent            |          |      |
| Removed From Wait List        |          |      |

Notes:

- AN, NA, PI
- D

- H
- V



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