



Northville Housing Commission
401-A High Street • Northville, Michigan 48167-1273
Phone: (248) 349-8030 • FAX: (248) 305-2896

Dear Allen Terrace Applicant:

Thank you for your interest in residency at Allen Terrace. Owned by the City of Northville, Allen Terrace is an apartment community for independent senior citizens. Allen Terrace is not available to provide living assistance services to residents and residents are solely responsible for providing for his/her own care at all times.

Allen Terrace requires no minimum or maximum income or assets. However, verification of age and, if applicable, preference verification is required at the time of application. Allen Terrace is a smoke free community. Please review the information below **prior** to completing your application.

- A) All applicants/residents must be 62 years of age or older and age verification must be provided.
- B) The following preference categories, listed in their preferential order, apply to all applicants and where applicable, residency verification must be provided:
 - 1. Current City of Northville resident (ranked according to most number of years/months)
 - 2. Former City of Northville resident (ranked according to most number of years/months)
 - 3. Parent or grandparent of current City of Northville resident
 - 4. City of Northville employee, including parent or grandparent
 - 5. Current Northville Township resident, including parent or grandparent
 - 6. All Others
- C) When an available unit is offered to the applicant, he/she must respond to said offer within 48 hours. If an applicant declines two units, applicant's application will be placed on hold for 6 months. Thereafter, Allen Terrace will contact the applicant in writing for the opportunity to return to the waiting list. If the applicant affirmatively responds, they will be returned to the waiting list.
- D) A non-refundable entry fee of five hundred dollars (\$500.00 and subject to change) is due and collected within 24 hours of accepting an available unit. If the entry fee is not timely paid, the unit will be immediately available to other applicants. The entry fee is not a security deposit; it is a non-refundable fee in connection with processing the application and preparing the unit for occupancy. Upon payment of this non-refundable entry fee, Allen Terrace will hold the proposed unit for 7 business days, during which time the lease must be fully executed. If it is not, the unit will no longer be held, the unit will become immediately available to other applicants, and Allen Terrace shall retain the entry fee.
- E) A Security Deposit equal to one (1) month's rent is collected at the time of Lease signing.

Please be sure to sign and date your application and to include all required documentation. Incomplete applications will not be accepted. If you should have any questions regarding your application, please contact the office at (248) 349-8030.

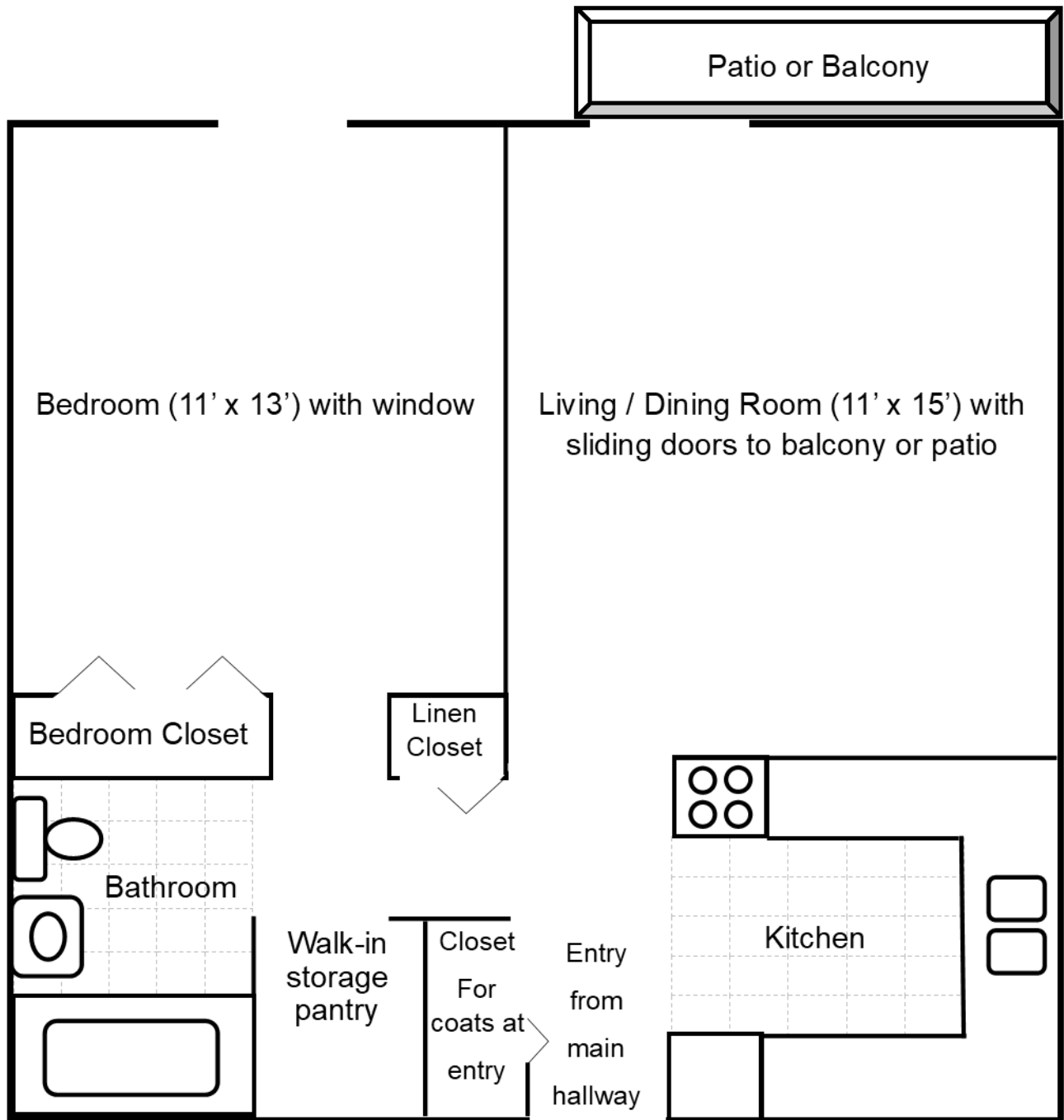
Attachment: Application

Yours very truly,

Tracey Emmanuel
Housing Director
Northville Housing Commission



ALLEN TERRACE TYPICAL ONE BEDROOM FLOOR PLAN



Approximately 625 Total Square Feet

Northville Housing Commission

401 - A High St; Northville, MI 48167; (248) 349-8030 / (248) 305-2896 (fax)

ALLEN TERRACE APPLICATION FOR RESIDENCY

Name: _____

Address: _____
Street City State Zip Code

Home Phone: _____ Cell Phone: _____

FAMILY COMPOSITION						
List yourself and any other person who will live in the rental unit with you						
	Name	Relationship	Date of Birth*	Age*	Sex	Social Security Number
1		Self				
2						

Present living arrangements: Own Rent

Current City of Northville resident? No Yes How long? Years _____ Months _____

Former City of Northville resident? No Yes Your previous residence history in the City of Northville:

a.) Address: _____

How long? Years _____ Months _____ *Verification attached? Yes

b.) Address: _____

How long? Years _____ Months _____ *Verification attached? Yes

Are you the parent or grandparent of a current City of Northville or Northville Township resident? If yes, please list current address of child/grandchild and attach *Verification documentation:

Name	Address	Phone #	# of Years

How did you hear about Allen Terrace?



It is the applicant's responsibility to keep this office informed of any changes to address or phone number.

***VERIFICATION**

- **Acceptable Preference Verification for Age includes but is not limited to:**
 - Current driver's license (front and back)
 - State of Michigan photo I.D. card (front and back)
 - Birth Certificate
- **Acceptable Preference Verification for Residency includes but is not limited to:**
 - Property Tax Records
 - Lease
 - Voter Registration
- **City of Northville residents** must also provide verification that includes length of residency as preference is given based on the greatest number of years/months as a City resident.
- **If claiming Parent or Grandparent of a current City of Northville or current Northville Township resident**, a copy of the driver's license and birth certificate of your immediate family member must be provided to verify their address and relationship. If the immediate family member's last name is different from yours, you must submit whatever documents might be necessary to confirm your relationship.

The information requested in this application is necessary in order to give you the benefit of any preference category to which you may be entitled. The undersigned applicant(s) understands that this application form is not a contract and that it creates no legal obligation on the part of the City of Northville, the Northville Housing Commission, or the applicant. The undersigned also states that the information provided herein is true and complete to the best of his/her knowledge and further, that he/she has no objection to any inquiry which might be made by the Northville Housing Commission or its agents, servants, or employees for the purpose of verifying the information provided herein.

Signature of Applicant _____
DATE

Signature of Applicant _____
DATE

Allen Terrace is a smoke free community.



<p>For Office Use Only</p> <p>Date Received:</p>	<p>Preference Category Verification:</p>	<p>Age Verification:</p>
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