Equal Housing Opportunity

**Application for the Wait List**

Dear Potential Member:

Thank you for your interest in Arrowwood Hills Cooperative. You are competing and application for the waitlist. Please turn in the following information to be considered for our waitlist:

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 processing fee of $40 payable in a money order or cashier’s check made out to Arrowwood Hills Cooperative. We do not accept cash or persona checks.
4. All head of household and co-head adult membersmust attend a new member orientation. If you do not attend orientation your applications will be denied. orientation dates are posted in the office and on our website.
5. If you would like to apply for our section 8 program, we need to determine Section 8 eligibility. We must verify your income and citizenship status. We will have Section 8 paperwork at orientation, if interested.
6. 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.
7. Membership loan eligibility and your ability to pay carrying charges will be reviewed and verified along with your credit history. A special loan program is available for eligible applicants. Our orientation program will cover this process.
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 2-3 years. If we find your circumstances no longer meet our criteria, at the time we offer the unit, your application can still be rejected. Please keep us abreast of changes, such as family size, criminal history, incomes and credit rating.

Please collect all the above information and turn it in with your application and all fees. We will request that you update this information before, we offer you a unit. You must attend an orientation in order to get final approval. Being approved for the waitlist is not the final approval. If you have questions, please do not hesitate to call our office.

Sincerely,

Patricia Byrd

Resident Manager