



A Petra Community Housing Property

## Hopkinson House

Strengthening Communities, Empowering Lives

Dear Applicant:

Thank you for your interest in Hopkinson House located at 536 Main Street in Schwenksville, PA. Attached is an Application for residency. In line with the mission of Petra Community Housing, criteria preference has been established for residency at the Hopkinson House. All applicant households must meet income qualifications and the head of the household must be at least 18 years of age. Preference will be given to families of more than two but less than six and to families or individuals with a physical handicap (lower unit only).

The waiting list for Hopkinson House will be determined on the above criteria then on a first-come basis. When an applicant's name reaches the top of our Wait List they may be offered the available unit. If they are approved but do not accept the unit, their name will be dropped from the Wait List, except for medical reasons. They may reapply but their name will be placed at the bottom of the list based on the listed criteria.

Income limits are determined by Montgomery County Department of Housing and Community Development (*please review the income limits on the following page*). Those who qualify for this program will pay the monthly rent as listed in the following page. Water/sewer and garbage pick up are included in the rent. Heating, Central Air Conditioning, Electric, cable and phone are the responsibility of the tenant. Both apartments are two bedroom unfurnished units equipped with a refrigerator, stove, dishwasher, clothes washer and dryer. The lower unit is ADA (Adults with Disability Act) compliant. Two off-street parking spaces are provided for each unit. The facility is a non-smoking facility.

Completed applications can be delivered to the main office in person during regular business hours, Monday through Friday, or via first class mail: Petra Community Housing, 201 South Main Street, Spring City, PA 19475. This application requires specific information per the list on the application.. **Failure to provide proper documents and/or verification will result in the rejection of your application and/or delay in processing.** Remember that the application packet must contain the original signatures of all persons applying to reside in the unit. Please be advised that it is your responsibility to update your information, phone number, and other changed information on your application.

Upon receipt of your completed application, you will be notified if it appears you have initially qualified for tenancy, and if your name has been placed on the Wait List. If you have any questions concerning the applicant packet or our facility, please feel free to contact us at **484-933-4956**.

Sincerely,

Steve Kambic

Executive Director

Revised 6/6/17



## NOTIFICATION TO PROSPECTIVE RESIDENTS

Thank you for your interest in becoming a tenant of Hopkinson House. Tenancy is open to all qualified eligible persons without regard to race, age, color, national origin, disability status, religion, familial status or sexual orientation. The attached application has been designed to be self-explanatory and all information is strictly confidential. In order to qualify for residency at the Hopkinson House you must be below the following income limits.

Family Size	Maximum Annual Income
One Person	\$34,980
Two Persons	\$39,960
Three Persons	\$44,940
Four Persons	\$49,920
Five Persons	\$53,940

**In order to qualify for residency all applicant's must pass a background check**

**The following preferences (in the order listed) will be given to applicants applying for residency:**

First Floor Unit:

1. Family Household\* with at least one member permanently, physically handicapped
2. Individual Household with a permanent, physical handicap
3. Family Household
4. Homeless Household in coordination with Montgomery County's Your Way Home Initiative

Second Floor Unit:

1. Family Household\*
2. Homeless Household in coordination with Montgomery County's Your Way Home Initiative

*\*A Family Household shall consist of two (2) to five (5) persons who have demonstrated the ability to share a common living arrangement.*

### **RENTAL RATES**

Unit	Monthly Rent
Lower Unit (ADA Compliant) 1147 sq. feet	\$600 – includes water/sewer, garbage pickup
Upper Unit 1053 sq. feet	\$610 – includes water/sewer, garbage pickup

### **PROOF OF SOCIAL SECURITY NUMBERS:**

Petra requires all persons applying for housing to provide picture ID for all persons 18 years of age and older in the household and proof of Social Security numbers for all household members. Adequate documentation includes a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN. The head of household/spouse/co-head must disclose SSNs for all family members.

### **PET DEPOSIT:**

One small pet is allowed of no more than 35 pounds. The pet must be a domestic, non-aggressive species, approved in advance by management. A pet deposit of \$300 is required at lease signing.

### **DUE AT LEASE SIGNING:**

The first months rent along with a security deposit of \$500 and Pet Deposit (if applicable) is due at the time the lease is signed.

### **NON-SMOKING FACILITY:**

Hopkinson House is a smoke-free environment. Tenants and their guests are prohibited from smoking anywhere inside the building or within 10 feet of the building. Violations of the smoke-restricted policy can result in eviction.

### **HOPKINSON HOUSE APPLICATION PROCEDURES**

1. You must file your application at the Office, by U.S. mail, email\* or fax\*, after which you will be notified of your eligibility.
2. When the applicant comes to the top of the waiting list, they will be interviewed. If they qualify for residency they will be offered the available unit. If possible, the notification will be thirty (30) days in advance. If the applicant declines the offered apartment, they are removed from the Wait List unless there are verifiable medical reasons.
3. If notified by phone, you must accept the offer within twenty-four hours of the phone call.
4. If notified by mail, you must respond within three (3) working days by telephone or by coming into the office.
5. You must complete the appropriate verification forms needed to complete and approve your application for tenancy within five (5) working days (if not previously provided).
6. Having your application processed is not a guarantee of acceptance for tenancy at Hopkinson House.
7. At lease signing, the resident pays the security deposit, pet deposit (if applicable); and either full month's rent or the pro-rated rent for the remainder of the current month. The resident receives keys and possession of the unit immediately and may move in at any time.

If you have any questions regarding our policies, please contact Petra Community Housing at 610-948-1797.

### **REJECTION CRITERIA**

1. Your family income is over the applicable income limits published by Montgomery County Department of Housing and Community Development.
2. You have derogatory or unsatisfactory credit history as reported by a Credit Reporting Agency; unsatisfactory includes, but is not limited to, late payment of obligations, judgments, bankruptcy.
3. You or another household member have negative Criminal History including a felony, registration as a lifetime sexual predator/offender, or history of drug or alcohol abuse which may interfere with residents' rights to peaceful enjoyment of the premises.
4. Negative references from prior landlords, including poor housekeeping habits, or evidence of gang or illegal substance activity.
5. Submission of false or untrue information on your application, or failure to cooperate, in any way, with the verification process.
6. Inappropriate household size for the available unit.
7. You or another family member are not a citizen, national or eligible as a non-citizen.
8. Failure to sign designated forms and/or documents upon request, including the lease.
9. Applicant has a pet that does not conform to management's Pet Rules.
10. You are not capable of fulfilling the lease agreement, with or without assistance.
11. This will not be your only residence..
12. Inability to disclose and document all Social Security Numbers in the household.

**WARNING:** This application may be refused or rejected solely on the grounds that it is not complete and/or legible, or if any information is found to be false.

\*fax (610) 948-1765, email: [Natalie.Rogers@petrach.org](mailto:Natalie.Rogers@petrach.org). Please confirm our receipt of your application when sent.