

Admission Policy Application Procedures Eligibility Requirements

Admission Policy

- The Westerly Apartment complex was approved by the U.S Department of Housing & Urban Development (HUD) for the purpose of providing housing for the elderly, 62 years of age or older. Residence is offered under the Section 236, Section 202 and Section 8 subsidy programs.
- **Effective June 1, 2009 the age limit was lowered to 55 and older.**
- Policies and regulations set forth by HUD are strictly adhered to.
- We are pledged to the letter and the spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

Application Procedure

- All interested persons must complete an application for residency. Applications are reviewed in order to determine preliminary eligibility.
- Applicants may be placed on any or all waiting lists for which they are eligible. Placement on the waiting list does not constitute acceptance of the applicant for residency.
- Application date is determined by the date the application is received and accepted by the Westerly Office.
- Vacancies are filled in chronological order by application date.
- The Westerly Leasing Agent will contact applicants by telephone or mail to schedule an appointment for the initial interview and viewing of the available suite. If the applicant does not respond within five business days of notification by mail, his or her name will be removed from the waiting list.
- It is the responsibility of the applicant to notify the Westerly office in writing with any changes of address or telephone number.
- After refusing two apartments the applicant will be removed from the waiting list. They may reapply at any time.

Subsidies

- A limited number of subsidies for reduced rents are available in each building.
- There may be a waiting list for subsidy at the time of move-in.
- Subsidies are filled in chronological order by date of subsidy request, and income in accordance with the Department of HUD guidelines.

Eligibility Requirements

- The head of the household must be 55 years of age or older.
- Applicants must meet the annual income limits established by HUD. Applicants may contact the leasing Agent in the Westerly office for the current income limits.
- It is the responsibility of the applicant to furnish all income, asset, and medical expense information to determine eligibility where applicable.
- Applicants are screened on the basis of information obtained from previous landlords and arrest records.

- Applicants with current and/or prior criminal convictions will be rejected or accepted as outlined in the Tenant Selection Plan; applicants may contact the Westerly Leasing Agent for further information.
- Applicants with prior evictions or negative evaluations from previous landlords will be rejected or accepted as outlined in the Westerly Tenant Selection Plan; applicants may contact the Westerly Leasing Agent for further information.
- All applicants accepted for residency are required to sign a lease prior to move-in.

Rejection of Applicants

- Applicants who do not meet the eligibility requirements outlined above are ineligible for residency.
- According to HUD regulations an applicant who is rejected is notified in writing and has 14 days to respond. If requested, a meeting will be scheduled to discuss the decision. Those in attendance will include the rejected applicant, a member of the Westerly administrative staff, and a member of the management company staff who did not participate in the initial decision to reject the applicant.

The complete Westerly Apartments' Tenant Selection Plan is available in the Westerly office or online at www.westerlyapartments.com.

For further information or application assistance, please contact the Westerly Office.

(216) 521-0053

**Return applications to - Westerly Apartments
14300 Detroit Ave.
Lakewood, Ohio 44107**

