

Applying for South Bend Mutual Homes

Application Process

STEP 1: Preliminary Application

- a) Fill out the sheet called **Preliminary Response Information**.
- b) Fill out the Sheet with the blue logo on the top. Everyone in the household over age 18 must sign this form.
- c) Mail the two forms to Justus Property Management, 104 S. Main Street, Nappanee, IN 46550. Attach a \$21 check for every person in the household over the age of 18.

Step 2: Preliminary Screening:

Justus Property Management will review the income listed on the application to see that it does not exceed the income limits for the size of your family. They will run a criminal records check. If your income is too high, or if other issues arise, Justus will contact you. If your income is within the income limits and if you pass the criminal background check, you will proceed to the next step.

Step 3: Cooperative Interview:

A screening board will interview the applicants and select the first twelve residents. These interviews will begin in mid- July. The plan now is for the twelve residents selected to interview the next applications.

Step 4: Income Verification:

The first twelve residents will then fill out a formal application for the property. All income sources will be verified. The information that you will need for that application is listed below. Once all the information is verified, then you will receive final approval.

Step 5: Move In:

The construction schedule shows that the first twelve homes will be completed at the end of November. The second 12 homes will be completed at the end of January. Depending on the progress of construction, this schedule may change by a few weeks.



Information Needed for Step 4, Income Verification:

- a) Once you are contacted to complete the application process you will be asked to provide written verification/proof of the items listed below that are applicable to your situation.
- b) You will be required to provide written proof all wage & income, (earned or unearned) prior to acceptance. This includes but is not limited to child support, wages from a job, social security benefits, and regular contributions to the household from a person not in occupancy or a charitable organization.
- c) You will need to provide written proof of all assets, savings, checking, 401 K, bonds, certificates of deposit, etc.
- d) You will be required to provide social security cards and birth certificates for all family members that will be residing in the home. ID (Federal or State issued) for all family members 18 years or older.
- e) You rent will be based on program guidelines after all information and verifications are obtained.
- f) Housing references for at least 2 years prior to application.



South Bend Mutual Homes



Preliminary Response Information

Complete below and return this entire page to:

Justus Property Management, Inc. 104 S. Main St. Nappanee, IN 46550

Current Address _____

Current Phone # _____
 Alternate # or Cell # _____
 Alternate # or Cell # _____

List ALL persons who will be residing in the home:

| | NAME ((Head & Co-Head for 1 & 2) | Age | Relationship | Annual Income | Source of Income | Student yes or no |
|---|-------------------------------------|-----|--------------|------------------|---------------------|-------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

Is anyone in your family handicapped or disabled? Yes _____ No _____

Comments or Other
Information:

