



General Information for Prospective Applicants Plano Community Home Sponsored Properties

Dear Applicant/Interested Party,

Thank you for your interest in Plano Community Home Sponsored Properties (PCHSP) consisting of Plano Community Home East Campus, Plano Community Home West Campus, Pioneer Place Senior Housing and Fairoaks of Denton. Applications for residency are available for:

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|-------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------|
| East Campus 1608 - 1612 Ave. L Plano, TX 75074 | Fairoaks of Denton 1950 Lattimore St. Denton, TX 76209 | West Campus 3905, 3915, 3925 American Dr. Plano, TX 75075 | Pioneer Place 1928 - 1932 Ave. K Plano, TX 75074 |
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You may pick up an application from East Campus or Fairoaks of Denton or you may print one online from www.planocommunityhome.org/apply

Plano Community Home Sponsored Properties provides United States Department of Housing and Urban Development (HUD) subsidized apartments to those who meet the eligibility requirements listed below.

Eligibility Requirements

Age: An eligible applicant for the **East Campus** must be a person:

1. 62 years of age or older at the time of application, or
2. 18 years of age or older who have a mobility impairment **AND** who require the features of our accessible units which are wheel chair accessible and have barrier-free showers.

An eligible applicant for **Pioneer Place, West Campus and Fairoaks of Denton** must be a person:

1. 62 years of age or older at the time of application.

Financial: The 2015 Gross Income Limit to qualify for an individual is \$24,650 and \$28,200 for a two person household. West Campus is comprised of three

separate buildings; Phase III, Phase IV, and Phase V. West Campus, Phase IV has a higher income limit qualification. The income limits for West Campus, Phase IV, are \$39,450 for an individual and \$45,050 for a two person household. There is no set asset limit, but for assets, a portion of the asset amount is counted as income. The asset portion counted as income is calculated as:

1. .06% (previously 2%) of the total of the asset amount, or
2. Interest earned from the asset amount; whichever amount is greater. The combined total of actual gross income plus the income earned from assets must be at or below the current gross income limit to qualify.
3. Formula
 - *gross income + income earned from assets = at or below current gross income*

Calculation of Rent

Rent is based on 30% of an applicant's household adjusted gross income. There are allowable deductions for annual medical expenses that can be verified by a third party.

- Water, sewage and trash removal services are included with the lease.
- Residents are responsible for the cost of electricity, cable, telephone and Internet services.
- Residency is limited to applicants who are eligible and qualified to meet the terms of tenancy. A copy of the current *Tenant Selection Plan*, for each campus, is available to read at the business office upon request and at our website at www.planocommunityhome.org.

Applications

Applications for all properties are available at **Plano Community Homes East Campus** and **Fairoaks of Denton**. You also request that an application be mailed to you by calling the East Campus may Business office at (972) 423-6058, the Fairoaks of Denton Business office at (940) 891-1719, or you may print an application from our website by going online to www.planocommunityhome.org.

On the application, there is a place to indicate what type of apartment you are interested in. You should mark **each** type of apartment for which you will consider. We offer efficiencies (East Campus only) and one (1) bedroom apartments, with and without mobility impaired features.

Our East Campus currently has a policy stipulating if an applicant moves into an efficiency apartment, that applicant will have the option to be added to an in-house waiting list for a one (1) bedroom apartment after they have lived in the efficiency for one (1) year.

All ORIGINAL applications must be returned to the East Campus or Fair Oaks of Denton Business Offices. PCHSP will NOT accept faxed applications.

Apartment Information and Tours

East Campus offers efficiency apartments (approx. 480 sq. feet) and one (1) bedroom apartments (approx. 520 sq. feet).

Pioneer Place offers one (1) bedroom apartments (approx. 520 sq. feet).

West Campus offers one (1) bedroom apartments (approx. 520 sq. feet).

Fairoaks of Denton offers one (1) bedroom apartments (approx. 540 sq. feet).

Tours of our Plano campuses will be provided on alternating Thursdays, by appointment only. You may schedule an appointment to tour a Plano property by calling (972) 423-6058, or by visiting the East Campus Admission's office Monday through Friday, between the hours of 8:30 am and 5:00 pm. **Take a virtual tour and see photos of our apartments online at www.planocommunityhome.org.**

Tours for our Fair Oaks of Denton property are offered Monday - Friday, by appointment only. You may schedule an appointment to tour Fair Oaks of Denton by calling (940) 891-1719, Monday through Friday, between the hours of 8:00 am and 5:00 pm. **Take a virtual tour and see photos of our apartments online at www.planocommunityhome.org.**

Even though some applicants may decide to do a tour before submitting the application, **PCHSP strongly recommends that you submit your application as soon as possible so that it does not delay the admissions process.**

Check out our website www.planocommunityhome.org for more information!

Waiting List Information

Efficiency (East Campus Only) - If an applicant is interested in immediate housing, our efficiency waiting list is historically shorter than the one (1) bedroom waiting list and an applicant may not have as long of a wait as anticipated. The wait times for this type of unit are as long as 6 - 12 months or more.

One bedroom (East Campus, Pioneer Place, West Campus and Fair Oaks of Denton) - The wait time for these locations are as long as 1- 2 years or more.

It is difficult however, to tell applicants how long they will have to wait for an apartment while on the waiting list.

Once a completed application is received and preliminarily reviewed for eligibility, it is time and date stamped and added to the waiting list. As applicants approach the top of the waiting list, our Admission's staff will attempt to contact the applicant to schedule a first interview, by mail, to begin processing the application and screening for eligibility. If applicants do not respond to the attempts made to contact them, refuse the offer to schedule a first interview or refuse an apartment, PCHSP will remove their name(s) from the waiting list. Once an applicant has signed a lease with any of our properties, their name(s) will be removed from all other waiting lists.

Once a name is removed from the waiting list, an applicant will be required to complete a new application to be eligible for the waiting list. Please note all applicants are only eligible to apply for a campus with an open waiting list.

- Applicants who are removed from any PCHSP waiting list will be required to wait **one** (1) year, from the date his or her name is removed from a waiting list by Admissions staff, before reapplying.
- If an applicant reapplies and is removed from any PCHSP waiting list a second time, that household will need to wait for a period of **two** (2) years before reapplying, unless their situation has significantly changed.

- If an applicant(s) is rejected, during any part of the process or completed an appeal and the final decision was to reject, the applicant is removed from all PCHSP waiting lists and must wait for **two** (2) years before reapplying.

Other Resources

Because the need for subsidized housing is so great, we encourage applicants to seek as many housing options as they can find. Being on the waiting list for other housing resources **will not** affect your status on **any** PCHSP waiting lists. The only resource recommendations we have to suggest, are to contact the Housing Authority for any city or county where the applicant is willing to live; search out housing publications or advertisements; or contact the Department of Housing and Urban Development Housing Counseling Service Locator at 1(800) 569-4287 or visit the HUD website at www.hud.gov/local/index.com. Once the internet page loads, choose a state, and look for the link to search for subsidized apartments.

Thank you again for your interest in Plano Community Home Sponsored Properties. If you have additional questions, please call (972) 423-6058.

Sincerely,

Plano Community Homes Admission's Office

Plano Community Home Sponsored Properties (PCHSP) acts in accordance with the Federal Fair Housing Laws and the Americans with Disability Act Law. Residency is open to all qualified, eligible persons in accordance with the Federal Fair Housing Act which prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. PCHSP does not discriminate based upon age for any reason, excluding HUD program/project requirements.

Plano Community Home Sponsored Properties does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (CFR, part 8 dated June 2, 1988).

*Lee Ann Hubanks, President
Plano Community Home Sponsored Properties
(972) 424-9800*

