NORTHEAST SOUTH DAKOTA COMMUNITY ACTION PROGRAM

104 Ash Street East, Sisseton, South Dakota 57262-1908
Phone: (605) 698-7654 Fax (605) 698-3038

DEAR APARTMENT APPLICANTS:

NESDCAP would like to thank you for your interest in the apartments our agency owns and manages. We take pride in our apartments and are pleased with what we have to offer.

A non-refundable application fee per adult may apply and is due at the time the application is received in order to process your application. You will also be required to submit a copy of your driver's license or picture ID for all adults in the household and a copy of social security cards for all household members.

Please completely fill out the enclosed application, sign and date and return to our agency. You need to enter all income and expenses as current and accurate as possible. All adult household members will need to sign a release of information statement that will authorize us to process your application.

The following procedure is used for processing an application and determining your eligibility:

1. Date of Application
2. Credit Check
    a. Credit References will be mailed out for a score under 575
3. Criminal History Search
4. Information from current and/or prior landlords
    a. Timely rental payments
    b. Rental History, such as housekeeping habits, neighborhood behavior
5. Income Eligibility
    a. An income verification form with the signed release of information is sent to verify all income.
6. Availability of qualifying apartment.

When your application has been processed and determined eligible, an approval letter will be sent to you with the appropriate forms to sign to verify your income and expenses. You will need to specify a date and time to sign the move in documents, complete the move in inspection, and pay the security deposit.

If you are determined eligible and no apartment is available you will be placed on a waiting list. It is your responsibility to call our office if you have a change in income, address, or phone while you are on our waiting list.

If an apartment becomes available and our agency is unable to contact you by phone or mail, your application will be marked and put in our inactive/unavailable file.

Also, be informed that if after six months you have not contacted our office to remain on the waiting list, it will be assumed you are no longer interested and your application will be cancelled.