



Processing NEDS Applications

Step 1:

NEDS UNIT MUST BE INSPECTION READY AND AVAILABLE

- Notify IHI of vacancy (please double check address and confirm NEDS unit);
- Tour will be scheduled (Please allow 1-2 weeks for tour to be scheduled).

Step 2:

ONCE TOUR HAS TAKEN PLACE

- Applications are completed at IHI prior the tour;
- Each applicant is processed in order by **CLIENT PRIORITY NUMBER** with the **REASONABLE ACCOMADATIONS BEING PROCESSED FIRST (please see attachment 4)**
- AT this time, it is advised that 2-3 applications be processed

Ex. Mary Jane 323446
Jane Doe 323447
James Doe 323448

Step 3:

APPLICANT APPROVAL/DENIAL WITH MANAGEMENT COMPANY

If Applicant is APPROVED:

- Do NOT contact approved applicant;
- Notify IHI so we can confirm with approved applicant he/she is still interested
- If the approved client declines the unit, then it is offered to the next approved applicant on the list until unit is occupied

If Applicant is DENIED:

- IHI will notify the disapproved applicant.

Step 4:

COMPLETION OF DISPOSITION FORMS (please see attachment 1)

- Dispositions are to be completed on ALL APPLICATIONS that was processed;
- If an additional applicant is processed and approved, it should be noted on the disposition form that they are 2nd choice for that unit;
- If an applicant is APPROVED but DENIES the unit, it must be noted on the disposition form;
- **TAX CREDIT PROPERTIES ONLY: The approved disposition is submitted after the applicant is approved by your compliance department.**
- Both APPROVED and DENIED disposition forms are to be emailed to:

Anglen.miller@habc.org – Ms. Miller Ford (HABC)

kcarrington@ihiusa.org – Ms. Kellie Carrington (IHI)

Step 5:

ACCEPTANCE OF DISPOSITION FORMS

- Ms. Miller Ford will schedule a housing interview with the approved applicant and you will receive a copy of appointment letter (please see attachment 2)
- Criminal and credit screening is initiated through HABC;
- Once the approved applicant goes to the interview at HABC, an inspection of the unit will be scheduled.

Step 6:

PASSING/ FAILING OF UNIT

IF THE UNIT PASSES INSPECTION.....

- HABC will notify management and IHI that credit and criminal was completed successfully;
- HABC will set rental dollar amount;
- HABC will forward rent confirmation (please see attachment 3) to Management and IHI;

- Upon receiving rent confirmation, the approved applicant will be scheduled to visit IHI for move in orientation, and can also be scheduled to sign the lease and be given a move-in date.

IF THE UNITS FAILS INSPECTION.....

- NOTIFY IHI that the vacant unit failed, the reason for the failure, and re-inspection date;
- **Do not notify the approved applicant;**
- **Applicant will NOT be able to occupy the home if inspection does not pass.**

Step 7:

SECURITY DEPOSIT REQUEST (Please see attachment 5)

- IHI will pay up to \$500.00 towards security deposit upon receipt of:
 - **Completed and Signed Lease**
 - **Lease Addendum**
 - **Security Deposit Form (sent by IHI)**
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- Security Deposit Form is sent out after receiving signed lease and lease addendum;
- If security deposit is more than \$500.00, applicant is responsible for the remainder of security deposit;
- Approved applicant and management must sign and date the request for security deposit form, and be returned to IHI within 5 days;
- Please allow 2-3 weeks after submitting for payment to be received.