
TDD: 711

To: _____ Date: _____

APPLICATION FEE NOTICE

This letter is being written to inform you of a policy change that has been made at _____ in which we now charge application fees prior to working up applications for move in. Since you are an active member of our waiting list we wanted to inform you that when you receive notice that your application is at the top of the waiting list, you will be required to bring in a cashier's check or money order made payable to the property in the amount of \$25.00 per adult household member, with a maximum fee of \$100.00 per household. If you do not pay this fee we will not process your application for move in, and you may be withdrawn from our waiting list.

Please complete the information below and return this document to us, saying that you understand this policy change and still wish to remain on our waiting list. If we do not hear from you within 10 days, we will assume you have found other housing and you will be notified of your removal from our waiting list.

Yes, I wish to remain on your waiting list, and understand I will be required to pay an application fee prior to my application being processed for move in.

Signature: _____ Phone #: _____

Current Address: _____

Thank you,

(Resident Manager)

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