

WINFIELD VILLAGE COOPERATIVE APPLICATION INFORMATION

Please check all the items below before you bring your application packet into the office.
Please include this sheet with the items listed below.

- _____1. Fill out the *Winfield Village Cooperative Application for Housing*. Include all family members' names, social security numbers, birth dates, and occupations (if applicable).
- _____2. Fill out the *Income Information* for each person over the age of 18 listed on the application.
- _____3. Bring in the following information for each person listed on the application:
 - a. _____ Photo ID of every adult (We'll make a photocopy).
 - b. _____ Social Security card for everyone (we'll make a photocopy).
 - c. _____ Birth certificate for every child under 6 if they do not have a social security card (we'll make a photocopy).
 - d. _____ Copy of most recent Federal income tax return filed by each adult.
- _____4. Bring in the *Applicants/Tenant's Consent To the Release Of Information* package. Please make sure that each adult signs the HUD 9887 form. **Each adult also needs to sign a separate HUD 9887-A form.**
- _____5. Bring in an *Application Declaration* form for each member of your household, including children. Also bring in a signed *Applicant Verification Consent* form if applicable.

A nonrefundable **application fee of \$25.00** in the form of a check made payable to **Winfield Village Cooperative** is required when you turn in your application packet.

Applicants will be notified in writing of their approval, or the reason their application was not approved. The applicant has the right to appeal the decision to the Winfield Village Cooperative Board of Directors.

All necessary items must be turned in for your application to be complete. If you need help filling out the paperwork or do not understand the instructions, please make an appointment so that we may help answer your questions. Thank you for your cooperation.