

## Waitlist Application Information

Susitna Place, Raven Tree Court,  
Eagle's Nest, Knik Manor, Alder View, Blueberry Pointe,  
Willow House L.P, Aspen House L.P  
Senior Housing  
1301 Century Circle, Wasilla, Alaska 99654  
PHONE: 907-206-8800 FAX: 907-373-5170

### How will I know my application has been received and I have been placed on the waitlist?

You will receive a Waitlist Confirmation letter indicating when your application was received and confirming your placement on either the Active or Inactive Waitlist.

### How is waitlist placement determined?

Ranking on the waitlist is determined by the date and time a completed application is received at the Housing Office at Wasilla Area Seniors, Inc. Incomplete applications are considered pending and will be returned to applicants for completion.

Once the date and time of receipt of a completed application is established, it is permanently retained with the application.

### What is the difference between the “active” and “inactive” waitlists?

When applying, applicants choose between the “active” and “inactive” waitlists. These two lists sort applicants into two groups: The active list is for those who are ready and willing to move within thirty (30) days of receiving notification of an available unit. Those who are not ready to move in the next 30 days are on the inactive waitlist.

Available units will be offered to those on the active waitlist. Applicants on the inactive waitlist, when they are ready to move within 30 days of receiving notification of an available unit, must submit a written statement to the Housing Office at Wasilla Area Seniors, Inc. The original date of application, which is used to determine the rank order on the list, remains the same when an individual is on either the active or inactive waitlist.

### How do applicants transfer between the active and inactive waitlists?

Applicants must provide a written notice to transfer between waitlists. Any time a name is transferred between lists, a letter is sent to the applicant to confirm the action. Applicants may transfer from the active to inactive lists at any time. However, when an applicant transfers from the active to the inactive waitlist after declining an offer of housing, they remain on the inactive list for at least 180 days before they may transfer back to the active list. The original application date remains the same no matter how many times the applicant transfers between lists.

### How are applicants selected for residency?

Applicants are selected for residency on a “first-come, first-served” basis established by the date and time a completed application is received. When a unit becomes available, it will be offered to the first qualified applicant on the active waitlist.

### What happens if an applicant on the active waitlist declines an offer of housing?

When an applicant declines an offer of suitable housing, the applicant's name is transferred to the inactive waitlist. The applicant will remain on the inactive waitlist at least 180 days before they may request a transfer back to the active waitlist.

### Does an applicant need to reapply every year? How long can an applicant remain on the waitlist?

Unless an applicant chooses to withdraw his/her application, the applicant's name remains on the waitlist until he/she attains housing. When a co-applicant withdraws, the remaining applicant may submit a new application and keep the original application date.



This institution is an equal  
opportunity provider.

5/22/2024



# Rental Application

**Alder View, Eagle's Nest,  
Knik Manor, Raven Tree Court,  
Susitna Place Senior Housing  
PHONE: 907-206-8800 FAX: 907-373-5175**

**Please return your completed application to 1301 S Century Cir. Wasilla, AK 99654  
Incomplete applications cannot be accepted.**

To All Prospective Tenants,

Thank you for your inquiry into our Senior Housing for applicants 62 years of age and older.

- ◆ Our apartments are equipped for persons with sensory & mobility impairments.
- ◆ All utilities included with the exception of cable, internet, phone.

If you have any questions or need assistance in completing this application, contact the Housing Department at 907-206-8800 or email: [housing@alaskaseniors.com](mailto:housing@alaskaseniors.com).

Applicant Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Other Names Used (Maiden or AKA): \_\_\_\_\_  
 Co-Applicant Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Other Names Used (Maiden or AKA): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Main Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### WAIT LIST PREFERENCE

Please check one box only

**Active Wait List**  Check this box if you **ARE** ready to move within 30 days of an invitation.

**Inactive Wait List**  Check this box if you **ARE NOT** ready to move at this time.

You may change to the active list when ready to move in.

**Unit Type:** I am interested in a efficiency one two bedroom apartment.

I am willing to take a one bedroom kitchenette (microwave and refrigerator provided)

I require a full kitchen

I require a bathtub **OR**  I require a walk-in shower **OR**  I will take either a tub or shower

Are you currently receiving a Housing Choice (Section 8) Voucher? Yes No

Are you currently on a waitlist for a Housing Choice (Section 8) Voucher? Yes No

Do you have a Disability? Yes No

Are you a Veteran? Yes No

Are you experiencing Homelessness? Yes No

Is anyone in your household a full-time student? Yes No

The Fair Housing Act prohibits discrimination against persons based on race, color, religion, sex, national origin, familial status, or disability. A current tenant selection policy is available in the housing office.



5/22/2024

**Rental Application For WASI:**  
**Alder View, Eagles Nest, Knik Manor, Raven Tree Court, Susitna Place Senior Housing**

I currently:  rent  own a home

Length of tenancy: \_\_\_\_\_

If renting: Name of owner or property management company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Please list previous addresses for the past 10 years:

Owner or Property Management Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Length of tenancy: \_\_\_\_\_

Owner or Property Management Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Length of tenancy: \_\_\_\_\_

Owner or Property Management Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Length of tenancy: \_\_\_\_\_

Have you ever rented from WASI?  Yes  No If yes, when? \_\_\_\_\_

---

Are you employed?  Yes  No Co-Applicant:  Yes  No

Employer: \_\_\_\_\_ Gross Monthly Earnings: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Self-Employment?  Yes  No Co-Applicant:  Yes  No Gross Monthly Earnings: \_\_\_\_\_

Have you been convicted of a crime in the last 10 years?  Yes  No Co-Applicant:  Yes  No

If yes, please explain: \_\_\_\_\_

Do you own a pet?  Yes  No Co-Applicant:  Yes  No

Do you smoke?  Yes  No Co-Applicant:  Yes  No

Have you ever been evicted?  Yes  No Co-Applicant:  Yes  No

When? \_\_\_\_\_ Why? \_\_\_\_\_



**Rental Application For WASI:  
Alder View, Eagles Nest, Knik Manor, Raven Tree Court, Susitna Place Senior Housing**

Please fill out completely:

Monthly Income Source	Applicant			Co-Applicant		
	Y	N	Amount	Y	N	Amount
Social Security						
Supplemental Security Income (SSI)						
Alaska Permanent Fund Dividend						
Senior Care/Benefits						
Public Assistance						
Retirement or Pension						
Native Dividends						
Other Payments: Alimony, child support, veterans' benefits, annuities, severance packages, settlements, lottery winnings, inheritances, native claims, or rental properties						

**Considering ALL income of ALL household members, what is your Annual Gross Income?**

\$ \_\_\_\_\_

Current Assets Source	Applicant			Co-Applicant		
	Y	N	Value	Y	N	Value
Checking Account						
Savings Account						
Money Market Account						
Certificates of Deposit or Treasury Bills						
Stocks, Bonds, or Securities						
Pensions, IRAs Keogh, or other Retirement Accounts						
Do you own real estate or rental property?						
Do you have a Whole Life Insurance Policy?						
Have you disposed of or given away assets for LESS than fair market value within the past two (2) years? Example: Sold or given to family, friends, or others assets (home, car, cash) for less than their actual value.						
Cash on Hand						

**Rental Application For WASI:  
Alder View, Eagles Nest, Knik Manor, Raven Tree Court, Susitna Place Senior Housing**

Wasilla Area Seniors, Inc. collects demographic information to comply with federal requirements. Your response to these questions is optional and does not affect your placement on the waitlist.

**Ethnicity** (Circle One): Hispanic / Non-Hispanic

**Race** (Circle All That Apply): Alaskan Native\*/American Indian\* / Native Hawaiian, Pacific Islander / Asian / African American / Caucasian / Biracial / Multiracial / Other—Please Specify: \_\_\_\_\_

\* Tribal Affiliation: \_\_\_\_\_

Note: This is a preliminary application and gives no lease or rental rights. Additional information will be required to complete your application when a unit is available to you. WASI manages this wait list in compliance with HUD/AHFC regulations.

**Contact the Housing Department if any changes occur in the information you have provided on this application at 907-206-8800 or email: [housing@alaskaseniors.com](mailto:housing@alaskaseniors.com)**

**I certify that all the information I have given is correct and complete to the best of my ability and authorize Wasilla Area Seniors, Inc. to make any inquiries necessary to evaluate my eligibility and qualification for tenancy and credit standing. This may include, but not limited to, any/or all of the following:**

- 1) Prior tenant history
- 2) Verification of Information including all income sources
- 3) Credit History

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY:

	Date	Set Aside	Initials
Application Received			
Accepted      Denied			

Notes: