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# WINNRESIDENTIAL

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Dear Applicant:

Thank you for applying for the Wait List at WinnResidential for Atlantic Terrace, Atlantic Gardens, and Southern Hills. These are privately owned Section 8 properties for the very low-income household.

Beginning December 1, 2016 the following wait lists will open for applications:

	Standard	Wheelchair Accessible	Accessible for Visual/Hearing Impairments
Efficiency	X		
1 Bedroom/1 Bath	X	X	X
2 Bedroom/1 Bath	X	X	X
3 Bedroom/1 Bath	X	X	X

When you apply you can be put onto more than one waitlist, but you have to be eligible for that type of unit.

**Please read your application packet carefully and make sure that you complete each page.** We will process your application as soon as you return the completed application to us with all of the documents listed below at the **Atlantic Gardens Community Center** at 4214 Fourth Street SE, Washington, DC 20032 or by email.

In person Applications: We will accept applications in person **only** on Thursdays from 10:00 am to 4:00 pm until the waitlist is closed. Applications are time/date stamped and can only be accepted during these times. No exceptions will be made.

Emailed Applications: We will accept applications by email to [atlanticterrace@winnco.com](mailto:atlanticterrace@winnco.com) **beginning** on Thursday, December 1, 2016 at 12:00 am until the wait list is closed. Your emailed application should be in the form of a scanned PDF document and contain all of the required documents listed below. Applications emailed early will not be accepted.

Each wait list will automatically close when they reach 100 applicants for the efficiency and 1 bedrooms apartments and 200 applicants for the 2 and 3 bedroom apartments. An announcement will be posted in the classified section of the *Washington City Paper, Washington Post, El Tiempo, and Asian Fortune* Newspapers when all four standard waitlists are closed. Applications should be turned in by all adult members of the household. **Applications missing information or documents will not be accepted.**

WinnResidential will run a criminal background check on all applicants 18 years of age and older. We will also request a reference from current and past landlords and run a credit check for all applicants 18 years and older. When applicants come to the top of the wait list an inspection of their current dwelling will be conducted. Please see the Tenant Selection Plan for complete screening, acceptance, and application procedure guidelines.

**Please return your completed application packet with the following attached:**

- Original photo state issued ID for every household member 18 or older. *Required with application.*
- Original Birth Certificate for every household member. *Required with application.*
- Original Social Security Cards for every household member. *Requested with application.*
- All application documents must be completely filled out. The application will not be accepted if information or documents are missing. Everyone 18 or older must sign where required.

Thank you,

Management Staff  
WinnResidential



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