

**BALDWIN HOUSE BIRMINGHAM
LIHTC WAITING LIST POLICY**

This policy is provided to any/all person(s) inquiring about the LIHTC Waiting List.

- It is the policy of Baldwin House to have an internal and external waiting list. To be placed on the internal waiting list you must reside in the location for which you are applying. The external waiting list is for resident who do not currently live in the location for which they are applying.
- The internal waiting list will be utilized first. Once exhausted the external waiting list will be used.
- Prospects that would like to be placed on the Baldwin House LIHTC waiting list must complete and submit a pre-screen packet which includes an Application of Occupancy and a MSHDA Checklist.
- Prospects that have completed the pre-screen process and meet eligibility will be added to the appropriate waiting list in the order of the date their written request was received (oldest first).
- When an apartment becomes available, prospects will be called in the order they appear on the list. Prospect will have 24 hours to respond to notification of availability. If we do not receive a response within that time frame we will contact the next prospect on the waiting list. If prospect does not respond/reply to notification of availability, prospect will be sent written notice stating they are being removed from the waiting list. In certain circumstances, deemed eligible by Baldwin House, reinstatement may occur. If prospect will be unavailable for a specified period of time, it is the prospects responsibility to provide alternate contact information. (i.e.: vacation)
- It is the prospects responsibility to provide all requested documentation within 72 hours or provide proof they have attempted to collect it. Failure to do so will result in removal from the waiting list.
- When notified of availability and prospect declines current availability but wish to remain on the list may do so but they will be moved the end of the list.
- Waiting list prospects are responsible for providing Baldwin House notification of any/all changes to their contact information including telephone number and home address.
- The waiting list is, and will remain, open indefinitely.

**BALDWIN HOUSE BIRMINGHAM
MARKET WAITING LIST POLICY**

- If a Market unit waiting list exists, it will be kept separate from the LIHTC waiting list.
- Prospects that would like to be put on the Market unit waiting list must provide a \$500 reservation fee.
- Prospects having submitted a Reservation fee will be added and maintained on the waiting list in the order of the date their fee was received (oldest first).
- When an apartment becomes available, prospects will be called in order as they appear on the list.
- When notified of availability and prospect declines current availability, they must state they wish to remain on the waiting list in order to do so.
- Reservation fees are returned upon request of prospect and will be removed from the waiting list upon return of the fee.
- Waiting list prospects are responsible for providing Baldwin House notification of any/all changes to their contact information including telephone number and home address.
- If a waiting list exists, it will remain open indefinitely.

Note – a Market unit waiting list may not exist if there is current unit availability.