

September 19, 2012

Re: Northpark at Scott Carver public housing units

Dear HOPE VI Scott/Carver Resident:

This is a follow-up to our previous letter of August 29, 2012. Since forwarding that letter, we have received numerous inquiries from former Scott/Carver residents. Some of you have already called ALC and MBR for appointments. The management company (MBR) however, is still in need of additional qualified applicants who can move into available 2-bedroom, 3-bedroom and 4-bedroom units immediately. We need your help in making this happen.

Our records indicate that; 1) you have not completed the “good standing” eligibility process through the Applicant Leasing Center (ALC) of Public Housing and Community Development or; 2) you have not completed the application process with the management company, McCormack Baron Ragan (MBR).

If you have not completed the ALC “good standing” process, please hurry and visit ALC at 2925 NW 18<sup>th</sup> Ave, Miami, FL 33142 or call 786-469-4300 to schedule your appointment.

**The ALC “good standing” screening process requires that you bring the following original documents to your scheduled appointment (other documentation may be requested based on a case by case basis):**

- Completed Personal Declaration Form-Initial Appointment (attached to appointment letter).
- Landlord Reference Check form completed by your landlord (attached to appointment letter).
- Utility Bill showing in the Head of Household name and showing no outstanding balance or a letter from the company showing a Good Standing status.
- Birth Certificates, Social Security Cards and Valid Government Issued Photo ID (optional for minors) of all family members.
- Documents verifying U.S. Citizenship or Immigration Status.
- Divorce Decree and/or Marriage Certificate required according to marital status of each household member.

If you have any questions concerning the ALC “good standing” process, please call ALC at 786-469-4300.

After you have been determined to be in “good standing” by ALC, you must complete the MBR application process. You should call 305-826-9160 for an appointment.

**Required information you need to bring for the MBR application appointment:**

- Government issued photo identification matching the name on the application.
- Social Security Cards for all household members.
- Birth Certificates for all household members.

- Proof of income: Current Income Letter (Pension, Social Security, TANF and SSI) and/or print-out of monthly earnings from Social Security office and Check Stubs from employer, etc.

**During the MBR application process, you should expect the following to happen:**

- Your income will be verified.
- The number of people in your household will be verified.
- The number of people in your household who attend school will be verified.
- A criminal background check will be performed on all adult household members (aged 18 and older) including live-in attendants.
- The accuracy of your application information will be verified.

If you have any questions concerning the MBR application process, please call MBR at 305-826-9160.

Although your name is on the Scott/Carver waiting list, in order to take advantage of the First Right of Refusal and be considered for leasing a public housing unit, you must complete both the ALC “good standing” process and the MBR application process indicated above.

We would like all of the Northpark at Scott Carver public housing units to be occupied by former Scott/Carver residents (rather than our general waiting list), but this will not happen if there are not sufficient qualified candidates who have been determined by ALC to be in “good standing” and have completed the “MBR application” process. If there are not sufficient qualified applicants to occupy the public housing units, the management company will proceed with filling available units with residents from our general waiting list.

**We urge you to complete both the ALC “good standing” process and the “MBR application” process no later than November 19, 2012, so that your application can be processed in time to occupy available public housing units.**

If you have any questions or concerns, please call Derrell Walton, Interim HOPE VI Coordinator at 786-469-4115 or Michelle Heath-Kerr at 786-469-4119.

Sincerely,



Gregg Fortner  
Executive Director