



**TO:** Applicant  
**FROM:** Tammy Wing, COS  
**DATE:** May 1, 2020  
**RE:** Pre-Application

Thank you for your interest in The Pines. The information enclosed will help you determine if you are eligible to live at The Pines based on HUD's financial regulations and status as a person(s) 62 or older or a person(s) under the age of 62 with a verifiable disability.

Please complete the ***Pre-Application Form*** also found under the "Apply" tab on the website, being sure to sign in the appropriate areas. Do not leave any spaces blank including "birthdate". It is very important that you give accurate information regarding what you have in the bank (savings, checking, CD's, money market accounts), and gross income (Social Security, what you get before Medicare or other insurance premiums are taken out, pensions, annuities and/or wages from employment). If you are under 62 please call us immediately to receive the ***Disability Verification*** form required by HUD.

After we receive the forms enclosed, we will determine your eligibility. The full application will be sent to you if you appear to meet HUD's criteria. If not you will receive a letter indicating the reasons your application was denied.

Once your full application has been processed and approved, you will be put on the Wait List. The Wait List is maintained by date and preferences allowed. On average the wait list can be 18 – 24 months long.

If you have any questions please contact us on Thursday and Friday. We look forward to getting to know you!

## APPLYING TO THE PINES

1. **The Pines is a Smoke Free Community (apartments and property)** and all apartments are:
  - one-bedroom,
  - have no storage outside of the apartment
  - there is parking for one vehicle
  - occupancy is limited to two tenants per apartment
  - **a single** pet is allowed but requires a \$300 deposit and signing an agreement/policy.
  
2. Please complete the pre-application form.
  - Answer all questions
  - Financial information must be from the most recent statement/report
  - Income is divided into “applicant” and “co-applicant” to enter individual incomes.
  - Each applicant must sign.
  - **If you own your home**, request the Property tax form. Do not send your bills in lieu of this document.
  
3. **Return Pre-application to: The Pines Admissions,  
PO Box 7266,  
Ocean Park, ME 04063.**