



TO: Applicant
FROM: Admissions
DATE: 2026
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.

At this point in time we are no longer accepting applications for The Pines at Ocean Park property due to the length of the waitlist. We are accepting applications for our sister property, Pinewood Manor.

Please complete the *Pre-Application Form* enclosed 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.**

Once the form is completed, please email to admissions@thepinescommunity.org, mail or fax using the information on page 2..

After we receive the completed forms, we will determine your eligibility. If you do not meet HUD's criteria you will receive a letter indicating the reasons your application was denied and if approved, you will receive a letter stating your acceptance.

Once 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 – 36 months long.

If you have any questions, please contact us in person or on the phone (207-934-2157 x1) Monday – Thursday between 9:00am and 3:00 pm or email us at **admissions@thepinescommunity.org**. We look forward to getting to know you!

PO Box 7266 Manor Street Ocean Park Maine 04063
Telephone (207) 934-2157 Fax (207) 934-2158 TTY-711
www.thepinescommunity.org

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
- have parking for one vehicle
- allowed a single pet with a \$300 deposit and signed agreement/policy.

2. Please **complete the pre-application form.**

- Answer all questions to the best of your ability.
- Financial information must be from the most recent statement/report.
- Enter individual “applicant” and “co-applicant” incomes.
- Each applicant/co-applicant must sign the form.
- **If you own your home**, request the Property tax form. Do not send your bills in lieu of this document.

3. Return pre-application and any other documents to:

Mail: Admissions Office
Oceanview Manor Inc.
PO Box 7266,
Ocean Park, ME 04063.

Fax: 207-934-2158

Email: admissions@thepinescommunity.org

Pre-Application



Office Use Only:
Initials: _____
Date: _____
Time: _____

10-20 Manor Street | Ocean Park, ME 04063
 Phone: 207-934-2157 | Fax: 207-934-2158 | TTY Maine Relay Service: 711
www.thepinescommunity.org

APPLICANT INFORMATION

Name:	M	F	Own	or	Rent
DOB:	SSN: _____ - _____ - _____		Phone: () _____		
Address:		City:	State	Zip Code	

APPLICANT GROSS INCOME AND ASSETS

Social Security/Income: \$ _____ /mo. Pension: \$ _____ /mo. Other:	
<input type="checkbox"/> Annuity \$ _____ /month	Bank accounts, CD's, IRA, etc.---- Total assets \$ _____ /all accounts Please list bank(s) name on back of this sheet.

CO-APPLICANT INFORMATION

Name:	M	F	Own	or	Rent
DOB:	SSN: _____ - _____ - _____		Phone: () _____		
Address		City	State	Zip Code	

CO-APPLICANT GROSS INCOME AND ASSETS

Social Security/Income: \$ _____ /mo. Pension: \$ _____ /mo. Other:	
<input type="checkbox"/> Annuity \$ _____ /month	Bank accounts, CD's, IRA, etc.---- Total assets \$ _____ /all accounts Please list bank(s) name on back of this sheet.

YES NO Do you have a vehicle? Driver License # _____ or State ID # _____
YES NO Do you have a pet? (Dog | Cat | Other _____) **ONLY ONE PET ALLOWED**
YES NO Do you qualify as a tenant? **(You must be over the age of 62 or under 62 with a disability.)**
YES NO Have you / co-applicant been arrested / convicted of a violent drug / alcohol related crime?
YES NO Are you /co-applicant registered as a sex offender or State Lifetime sex offender registered in any State?
YES NO Are you a citizen of the United States?
YES NO Are you currently living in a subsidized apartment?
YES NO Was your subsidy ever terminated?
YES NO Are you displaced by government or natural disaster or a victim of domestic violence?
YES NO Were you ever evicted for a lease violation?
YES NO Do you understand that you must report all income and assets?
LIST ALL THE STATES YOU HAVE LIVED IN? _____

The Waitlist for The Pines at Ocean Park is CLOSED **Pinewood Manor**

*The information on this pre-application is true/accurate to the best of my/our knowledge.
 I/We agree to submit additional facts as discovered or requested.*

Signature of applicant: _____ Date: _____

Signature of applicant: _____ Date: _____