For specific information about our properties please visit each site

**UNIVERSITY GARDENS II**

**University Gardens II has 27 one-bedroom units designated as a U.S. Department of Housing and Urban Development (HUD) Section 202/Project Rental Assistance Contract (PRAC), located in the Montgomery Knolls neighborhood of Silver Spring, Maryland. To qualify, head of household must be 62 years of age or older and meet certain income restrictions**

Current HUD Income Limits (Updated April 14th 2017) place holder

**TAB 2 Wait List Opening**

Starting on Wednesday, September 27, 2017 at 10:00 am to Friday, September 29, 2017 at 11:59 pm (EST), University Gardens will be accepting applications for the Section 8/Wait List. Prospective residents to be place in a Waiting List Lottery Pool. Subsequently, on October 9, 2017 at 1:00 pm a Lottery selection will be conducted at the Property located at 440 University Boulevard East, Silver Spring, MD 20910 to determine those prospects to be placed in the active Wait List.

Those prospects not selected for placement on the active Wait List will remain in the Waiting List Lottery Pool for both properties, for 1-year from October 9, 2017. During this period, if additional prospects are needed to be placed in the active Wait List an additional Lottery will be conducted, and a date and time will be published.

**TAB 3 How To Apply**

There are four ways you can apply:

1. In Person - You may complete the application at the Property during limited hours while the Wait List is open. Management team members will be available to assist applicants with Limited English Proficiency (LEP) at the property management office located at:

**University Gardens – Multipurpose Room**

**440 University Boulevard East**

**Silver Spring, MD 20901**

**On the following dates and times:**

|  |  |  |
| --- | --- | --- |
| ***Wednesday*** | ***September 27th*** | ***10am – 1pm*** |
| ***Thursday*** | ***September 28th*** | ***10am – 1pm*** |
| ***Friday*** | ***September 29th*** | ***10am – 1pm*** |
|  |  |  |
|  |  |  |

1. You can download, print and submit the application online from 10:00 a.m. September 27, 2017 to September 29, 2017 by 11:59 pm (EST) by clicking the Website link here <http://www.ugkcshc.com/>
2. You can download, print and fax the application to (301) 445-4356 from 10:00 am September 27, 2017 to September, 29, 2017 by 11:59 pm (EST)
3. You can mail the application

**Instructions for submitting via U.S. Mail:**

Completed applications must be postmarked on or before September 29, 2017 and mailed to:

**University Gardens  
440 University Boulevard East  
Silver Spring, MD 20901**

**Processing Lottery Prospects**

Applicants must apply during this open enrollment period to participate in the Waiting List Lottery.

All applicants are treated equally, no matter when and how they apply during the open Wait List application period. It makes No Difference if you are the first or last to apply; you stand the same chance of being selected for the Wait List through the Lottery process.

The application requires certain information on all members of the applicant’s household. Before you begin the application process, be sure you have all of the following information with you:

* + **Birthdate and Social Security Number for all members of your household**
  + **Head of Household size and composition**
  + **Supplement to Application for Federally Assisted Housing HUD-92006 Form**
  + **Race and Ethnic Data Reporting Form HUD-27061-H Form (optional disclosure by the household)**
  + **Citizenship Declaration Form**
  + **Family Summary Sheet**
  + **Applicant’s/Resident’s Consent to Release Information HUD-9887/9887A**
  + **If applicable, signed Disability Verification Form (i.e., Mobility, Visual and Hearing Impairment only) along with Physician’s information**

Upon receipt of your complete application documents, an evaluation/review will be performed to determine that your documents have met the eligibility requirements for placement in the Waiting List Lottery Pool. Those applicants with incomplete applications will be notified and given 5 business days to correct and complete their submission deficiencies.

**Reasonable Accommodation**

If you are disabled and wish to request a reasonable accommodation or if you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs by contacting (202) 387-4367 Korean (301) 445-5540.

**Click Here for Application this will open another box where you will be able to print out the application and other required forms**