



## Gilliam Place Waitlist Application Instructions

### How to submit a waitlist application:

The Gilliam Place leasing office will begin accepting waitlist applications at **10:00am on Monday, March 18, 2018**. Paper copies of the waitlist application will be available at Buchanan Gardens Apartments (926 S. Buchanan Street, Arlington, VA 22204), Marbella Apartments (1301 N. Queen Street, Arlington, VA 22209) and The Springs Apartments (555 N. Thomas Street, Arlington, VA 22203).

There are three ways to submit a waitlist application:

- 1) By fax: 703-436-9556
- 2) By email: [gilliamplace@slnusbaum.net](mailto:gilliamplace@slnusbaum.net)
- 3) By mail: Gilliam Place Apartments, PO Box 41450, Arlington, VA 22204

Waitlist applications will be processed on a first come, first served basis. Staff will pick up mail from the P.O. Box on a daily basis, and those applications will be time stamped according to the date and time of the pick-up. Applications sent by fax and by email will be timestamped electronically, and those timestamps will determine the order of receipt. Applications emailed or faxed prior to 10:00am on March 18th will not be received. The email and fax number will not work prior to March 18th at 10am. The first pick up from the mailbox will be on March 18th, 2019 at noon.

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### Cómo enviar una solicitud de lista de espera:

La oficina de arrendamiento de Gilliam Place comenzará a aceptar solicitudes de lista de espera **a las 10:00 am del lunes 18 de marzo de 2019**. Las copias impresas de la aplicación de lista de espera estarán disponibles en los Apartamentos de Buchanan Gardens (926 S. Buchanan Street, Arlington, VA 22204), Los Apartamentos de Marbella (1301 N. Queen Street, Arlington, VA 22209) y en Los Apartamentos The Springs (555 N. Thomas Street, Arlington, VA 22203).

Hay tres formas de enviar una solicitud de lista de espera:

- 1) Por fax: 703-436-9556
- 2) Por correo electrónico: [gilliamplace@slnusbaum.net](mailto:gilliamplace@slnusbaum.net)
- 3) Por correo: Gilliam Place Apartments, PO Box 41450, Arlington, VA 22204

Las solicitudes de la lista de espera se procesarán por orden de llegada. El personal recogerá el correo del de la casilla del PO Box a diario, y esas solicitudes se sellarán de acuerdo con la fecha y la hora que son recogidas. Las solicitudes que se envíen por fax y por correo electrónico se marcarán de manera electrónica, demostrando la fecha y hora de recepción. No se recibirán solicitudes enviadas por correo electrónico o por fax antes de las 10:00 am del 18 de marzo. El correo electrónico y el número de fax no funcionarán antes del 18 de marzo a las 10 am. El primer levantamiento de solicitudes de la casilla del PO Box será el 18 de marzo de 2019 al mediodía.

# AFFORDABLE APARTMENT PRELIMINARY APPLICATION

*Waiting list Application for Gilliam Place Apartments*

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_

**Circle only ONE Apartment Size Requesting:** Eff / 1 bed / 2 bed / 3 bed / 4 bed

**Are you or anyone in your family a full time student:** Circle: Yes or No

**Does anyone in your household have a special need (i.e., barrier free, visual/ hearing-impaired features, etc.)?** Circle Yes or No

**Approximate Annual Gross Household Income:**

- |   |   |
|---|---|
| <input type="radio"/> Under \$20,000      | <input type="radio"/> \$30,000 - \$40,000 |
| <input type="radio"/> \$20,000 - \$30,000 | <input type="radio"/> \$40,000 - \$55,000 |
|   | <input type="radio"/> Above \$55,000      |

First and Last Name	Relationship to Head of Household	Male/Female

*We will contact applicants in the order in which they applied in small groups and will provide each applicant in that group with a 48 hour time frame to come to our office and apply for the apartment being offered. At this time, if you cannot or do not wish to move forward with applying for the apartment, your name will be removed from our waitlist. If you would like to be placed back on the list, you would be required to complete a new waitlist application. If more than one application is received from the group of applicants called, we will allow the applicant who enlisted on our waitlist first (by application date) to move forward with the apartment and the other applicant(s) will be placed on a 'next in line' position for the next available apartment.*

*Please note that this waitlist application expires 6 months (180 days) from the submission date. If you have not yet been contacted and you would like to remain on the list, you must contact the leasing office PRIOR to the expiration date listed below and inform management that you would like to continue waiting. By doing so, your waitlist application will be kept in line and you will receive a new expiration date. If you fail to contact the office before your waitlist expires, your application will be removed and you will need to submit a new waitlist application if you would like to be added back. Please remember that it is your responsibility to update the leasing office with any changes in your contact information to avoid losing your place on the waitlist. We cannot provide applicants with estimated waiting times and ask that you remain patient until one of our leasing consultants contacts you. Your contact information may be shared with other S.L.Nusbaum properties. However, if you would like to be added to another property's waitlist, you will need to contact the respective property directly.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by Leasing office staff only:**

Date Submitted: \_\_\_\_\_ Received By: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Request for extension received on \_\_\_\_\_ Received By: \_\_\_\_\_ New Expiration Date: \_\_\_\_\_

