



## Columbia Hills Waitlist Application Instructions

### How to submit a waitlist application:

The Columbia Hills leasing office is now accepting waitlist applications.

There are three ways to submit a waitlist application:

- 1) By fax: 703-910-5084
- 2) By email: [columbiahills@slnusbaum.net](mailto:columbiahills@slnusbaum.net)
- 3) In person: Columbia Hills Apartments, 1000 S. Frederick St., 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 June 4th will not be received. The email and fax number will not work prior to June 4th at 10am. The first pick up from the mailbox will be on June 4th, 2018 at noon.

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

La oficina de arrendamiento de Columbia Hills comenzará a aceptar solicitudes para la lista de espera a las **10:00 am del lunes 4 de junio de 2018**.

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

- 1) Por fax: 703-910-5084
- 2) Por correo electrónico: [columbiahills@slnusbaum.net](mailto:columbiahills@slnusbaum.net)
- 3) En persona: Columbia Hills Apartments, 1000 S. Frederick St., Arlington, VA 22204

Las solicitudes de la lista de espera se procesarán por orden de llegada. El personal recogerá el correo del P.O. Box a diario, y esas aplicaciones tendrán un sello de tiempo de acuerdo con la fecha y hora de la recogida. Las solicitudes enviadas por fax y por correo electrónico se marcarán electrónicamente, y esas marcas de tiempo determinarán el orden de recepción. Las solicitudes enviadas por correo electrónico o por fax antes de las 10:00 am del 4 de junio no se recibirán. El número de correo electrónico y fax no funcionará antes del 4 de junio a las 10 a. M. La primera recogida desde el buzón será el 4 de junio de 2018 al mediodía.

# AFFORDABLE APARTMENT PRELIMINARY APPLICATION

*Waiting list Application for Columbia Hills 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: \_\_\_\_\_

