Negaunee Housing Commission FAQ 2023

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or by using the QR code below.

Or, check us out on Facebook at

“Lakeview Apts Nhc”



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1. **What are your office hours?**

Our hours are 8:30 am to 4:30 pm Monday through Friday, though they are subject to change with holiday hours being posted when applicable. Our office is open for application pick-ups and drop-offs between 9:00 am and 3:00 pm (this is to allow for adequate time to review the application process with in-person applicants).

1. **Is it easy to apply?**

 Yes, it is very easy to apply. You can pick up an application at our office during our open hours, or we can email/mail applications upon request. Once your application is completely filled out and we’ve received copies of all current requested documents, you will be placed on a Waiting List based on what date & time your application was received as complete.

\*Please keep in mind when applying that

The Negaunee Housing Commission Lakeview Apartments are:

* NOT Family housing, and cannot meet requirements for housing minor children.
* NOT a Nursing Home, and are NOT equipped with the same level of care as one might find in an Assisted Living facility or nursing home.
* NOT MSHDA or Section 8; we are not set up to accept these voucher programs.
1. **What documents do you require copies of?**

We require a copy of all sources of income or assets (pension, SS/SSI, employment, annuity payment, assets, and bank statements) to verify income and assets. This is because our rent is based on 30% of your income. These documents are updated annually (or when changes may occur) during the recertification process. We also require a copy of a valid state ID or driver’s license with your current name and address, your social security card, birth certificate, and medical cards.

* 1. **Documents Required With Application**: Copies of photo ID, Social Security Card, Birth Certificate (or equivalent record), Medicare or Medicaid Cards. Financial Statements, Records of Assets (home/ property, even if being sold), Funeral Contracts, and Life Insurance Policies (please provide copies). Proof of Social Security/ Pension, Proof of Other Income, Amount of SSI Received, Amount of Food Stamps Received, Emergency Contact Information Form. Please note that applications received by the Negaunee Housing Commission which are missing these required documents will be marked “incomplete”.
1. **Why is an Emergency Contact Required? Who can be My Contact?**

Due to issues in the past with emergency situations concerning residents, all applicants and residents are now required to complete the Emergency Contact Form in their application packet or when updates are necessary.

* 1. *An Emergency Contact may be any person(s) who will take responsibility for a resident in the following ways:*
		+ Ensure payment of rent when incapacitated or in cases of long-term hospitalization (financial responsibility)
		+ May decide to take care that funeral/ burial arrangements are taken care of in the event of death (if there have not already been arrangements made by the resident). This is not required.
		+ Take responsibility of resident property if necessary (ex: furniture left behind in even of hospitalization, death, or abandonment)
		+ Take ownership of or care for the pet/animal of the resident (if there is no Pet/Animal Caregiver listed, or if these persons are the same)
		+ Take over the responsibilities of the resident in event of unforeseen circumstances (including all move-out documentation in event of a deceased, hospitalized, or otherwise incapable resident)
	2. *Resident Emergency Contact Requirements:*
* The REC must NOT be a social services worker, case manager, or any other such individual who will not take responsibility for the resident once they (the applicant/ resident) are no longer in a professional relationship with this individual in order to find housing.
* The REC must be WILLING to take responsibilities listed above. The REC must be IN CONTACT with the resident/ applicant, and must have a personal, non-professional relationship with said resident/ applicant (family, friends, romantic partners, former partners, etc.)
* This stipulation to ensure that the REC will act in accordance with the NHC’s and resident’s needs when emergency situations occur.
1. **What does it mean to have an “Incomplete” Application?**

Applicants with incomplete application packets will be contacted by the Negaunee Housing Commission in order to complete their applications. An application will NOT be placed on the waiting list until all required documents and forms are completed and received. An applicant will be placed on the Waiting List in order of when their application was originally received *ONLY* *IF* *an applicant must wait to find current contact information on past landlords, or have only recently begun a job and must wait until hours, etc. are figured out to have employment income verified.* As these instances are out of the applicant’s control.

1. **What is an Inactive Application?**

An “Inactive” Waiting List position means that your application will not be updated by the Negaunee Housing Commission, except for periodical updates, unless the Commission is contacted directly by the applicant. Your application will remain “inactive” until you contact the NHC and activate it by requesting a move to the Regular/“active” Waiting List. We use the inactive list for applicants who have found alternative housing, moved out of state, or were unable to meet requirements of income or who had poor health, etc. at the time of their application. This list allows applicants to choose when they will be in contact with the NHC.

1. **How does your waiting list work?**

Once we receive a fully completed application, as well as all required documents, the applicant is placed on our waiting list. As apartments become available, applicants on the list are informed of their status. Applicants may at any point be scheduled for a meeting in our office to sign verification papers similar to those we use in our annual recertification. This begins the eligibility process.

Once these verifications are signed, they are sent out to be verified by the third party specified on each form. These include, but are not limited to, background checks (at least three), employment and bank verifications (your bank(s), as well as three random banks as part of HUD requirements), food stamp and SS/SSI verifications, medical and prescription expenses, and previous landlord references, assets, life insurance, funeral account, home/property (even if being sold), pension, etc.

When these are returned, we are able to determine whether the applicant is above or within the income range for public housing, as well as if they meet our commission’s requirements. Eligible applicants are leased apartments in order of their place on the waiting list.

There is a HUD-policy Preference based Waiting List system at the NHC | LV. This means those of a higher preference, will be housed before those of a lower scoring preference:

* + - 1. Elderly (62+) or Disabled persons
			2. Near-Elder (52-61) persons
			3. Single/ Young (18-51) persons
1. **What makes someone Ineligible?**
* A history of repeated failure in meeting financial obligations, especially rent (24CFR960.205)
* A record of disturbances of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other tenants (24CFR960.205)
* A history of criminal activity involving crimes or physical acts, which would adversely affect the health, safety, or welfare of other tenants (24CFR960.205)
* If single, an applicant shall be determined ineligible for admission if he/she is not capable of abiding by the terms of the lease as determined by the Commission
* For the Senior Citizen program, an applicant shall be determined ineligible for admission if the entire applicant family is not consistent with the nature of the program as determined by the Commission
* As well as other reasons, such as: evictions from other Public Housing, misrepresentation of self during any point in the application process, refusal to supply required documents to determine rent, extended and/or frequent loss of contact with the applicant, or inability to contact the applicant at all, etc.
* Ineligible Applicants are given seven (7) days from notification of status to contest ruling.
1. **How many bedrooms do your apartments have?**

We currently have one two-bedroom apartment and seventy-nine one bedroom apartments (five of which are barrier-free). However, our two-bedroom is currently occupied and unlikely to become vacant. If you are looking for a Two-Bedroom specifically, we can place your application on the Inactive Waiting List with a note to call you when the two-bedroom next becomes vacant.

1. **What is the square-footage of the Apartments at Lakeview?**

One-Bedrooms:

(36 total) Small: 363 sq. ft. (20 total) Medium: 468 sq. ft. (3 total) Medium Barrier-Free: 468 sq. ft.

(18 total) Large: 540 sq. ft. (2 total) Large Barrier-Free: 670 sq. ft.

(1 total) Two-Bedroom: 672 sq. ft. |There are 80 total units in the development|

1. **How much is the Security Deposit?**

The Security Deposit at Lakeview Apartments is based on what a resident’s monthly rent amount is at the time of Lease-Up. Sec. Dep. must be paid prior to moving in. The NHC returns the deposit after deducting any move-out charges and the occupied rent due under the lease.

1. **How do you calculate rent?**

 Each tenant’s rent is based on their income and assets. They are charged 30% of their income & assets as rent. If that 30% exceeds the flat rent in their apartment, then they are given the choice of flat rent. Every year upon recertification, tenants are given a choice between income-based or flat rent. Our flat rent is based on the size of the apartment and HUD fair market prices.

One-bedrooms: small ($482.00), medium ($556.00), large ($582.00)

Two-bed room: ($718.00)

Medical deductions may result in lower rent, depending on out-of-pocket medical expenses (for those 62 or older, or disabled ONLY). A resident/applicant pays the first 3%, the remaining amount would be a medical deduction.

1. **When is Rent due?**

Rent is due on the 1st of the month. If rent is not paid by the end of the grace period (1:00pm on the 6th of the month) there will be a $10 late fee charge, as well as a $1 charge for each day (beginning at 1:00pm on the 6th) until the rent is paid. If written notice that a resident will be late paying rent is given and accepted by the NHC prior to the 1st of the month, there will be no late charge applied.

There is a $25 Non-Sufficient Funds charge for checks returned for this reason. In addition, no checks will be accepted from a resident in the future if one is returned NSF. The resident will instead have to pay rent via money order or cashier’s check for the remainder of their residence. In the summer, residents who use their own A/C units have an additional utility charge.

Please Note: there may be a change in A/C cost, as the charge has not been adjusted for the current costs of running the A/C itself. The approximate monthly cost of running A/C units in Negaunee (according to current $16.77 kilowatt/hour and assuming 24hr use) is $39.28/month. The new cost will likely be between the $15.00 current charge and the $39.28 actual cost.

1. **How are Rent Changes handled?**
	1. Rent Decreases: the NHC processes rent decreases so that the lowered rent amount becomes effective on the first day of the month after the resident reports the change in household circumstances. This rent change may be retroactively made if less than five (5) working days have been given for the NHC to process the change.
	2. Rent Increases: the NHC processes rent increases so that the resident is given no less than 30 days advance written notice of the change in rent.
	3. Obligation to Repay: If notice of income change is not given, and is later found/ reported, the 30-day notice will be enforced retroactively from the date of initial income change. Residents who do not report income change within the 10 day limit will owe reimbursement to the NHC for any difference that should have been enforced (and would have, if the resident had reported the change as they were supposed to). This also occurs if the resident does not provide review information by the date specified by the NHC’s request, or if the resident submits false information at admission or at annual, special, or interim reviews.
2. **What Utilities are Included?**

Heat, water, sewer, electricity, and garbage removal are all included in the cost of rent. Residents must immediately inform the office or maintenance of any utilities that stop working in their apartment. Cable, internet, and WIFI are not included, and must be set up by the resident through a service provider of their choice, to be paid for by the resident.

 Please Note: As of October 15, 2021, the Negaunee Housing Commission at Lakeview Apartments has discontinued our Charter/ Spectrum cable services. If residents still want cable after October 15th, they must sign up for it themselves with their preferred cable provider. The Negaunee Housing Commission is not responsible for residents’ cable services, including payment and any issues, after October 15th, 2021.

* 1. **Are there laundry hook ups in the apartments?**

There are no individual laundry hook ups for washers or dryers in the apartments. Instead, we have a laundry room on our first floor, which is card-operated rather than coin-operated. We have a service station which allows you to put money on your laundry card, or replace one if they are lost.

1. **Is the Negaunee Housing Commission government-run?**

While we are not government run, we do apply for and receive government grants in order to fund our affordable housing. This means we have certain requirements and do not allow certain behaviors in order to abide by federal regulations and laws before any state or local ones.

 We are developed under the Department of Housing and Urban Development, which means we are governed by and must abide by ALL federal legislation and HUD- specific rulings and procedures.

* 1. **What is a Recertification?**

Annual Recertification is the process of recertifying each resident’s lease each year. Verification papers are printed, a meeting is held to sign them, and then they are sent for third party verification. When the verifications are returned, income-based rent is calculated based on the reported income. Then, a second meeting is called in order to sign the lease, choice of rent form, etc. These are scheduled based on the month of your original lease signing, and must be completed before the end of the month.

Interim Recertifications occur when a resident’s income or medical deductions change. Paperwork for only the changed documentation and choice of rent are completed. Any changes in employment, SS/SSI, etc. must be reported to the office within ten (10) days in order to begin the interim recertification and adjust rent accordingly.

* 1. **What are Community Service Requirements?**

Each resident is required to complete an amount of community service hours if they do not meet the exemption. Exemptions include: age (62+), impaired sight or another disability as defined under the Social Security Act, if you are the primary caretaker of a disabled individual, are engaged in a work activity, or meet the work activity exemption as defined under a state program.

* 1. **What is your Smoking Policy?**

We do not allow smoking in the apartments or within 35ft of the building. This *includes* E-cigarettes, Juuls, and Vapes. Each resident is required to both sign and adhere to a non-smoking policy (this policy is included in the application packet). The NHC is currently considering full smoke-free policy, which would mean smoking would be prohibited *anywhere* on NHC/ Lakeview property.

* 1. **What is your Marijuana Policy?**

As we receive government grants, we adhere to *Federal* laws regarding the legalization of marijuana/THC in Michigan. Regardless of any State laws, Marijuana is ILLEGAL to possess in any way or form on NHC property.

 According to Negaunee Housing Commission Resolution #258, possession of marijuana or a synthetic equivalent containing THC is prohibited and *will result in an immediate termination of lease upon discovery*. No marijuana or THC synthetics are permitted on Negaunee Housing Commission property (medical marijuana cards do NOT count as exemption from this policy).\*

\**This does not refer to use of non-THC containing (less than 0.3% THC content, by federal regulation) CBD (cannabidiol) for use in treating chronic pain, anxiety, inflammation, insomnia, etc., as these products are not federally illegal.*

* 1. **What are Stat Checks?**

Every day at 11:30 am, the staff checks the red sliding switches on the resident mailboxes. If a stat isn’t flipped, staff will call the resident to do a wellness check. Residents are expected give the office notice when they will be out of town, and when they return.

 Two-person households are generally marked as “disregard” automatically, unless checks are requested or if there is a major health concern.

 If a visitor will be staying in a resident’s apartment, the resident is expected to inform the office of the duration of the visitor’s stay in writing. This information is only used in event of emergency to allow for accurate estimates of those individuals inside and outside of the building to assist local emergency responders.

* 1. **How do you distinguish between Visitors and Dwelling?**

 Overnight guests MUST be registered with the office so that the NHC is aware of the guest in the event of an emergency. This can be as easy as a note in the office mailbox, or a verbal notice to the office staff of an overnight guest. This is a necessary precaution for the fire safety of all residents, resident guests, and emergency service personnel.

Express written permission must be acquired before someone not listed on the lease stays at the apartment for more than fourteen (14) days in a calendar year. Apartments are NOT to be sublet or assigned.

1. **Can I have pets at the Lakeview apartments?**

 Yes. Each apartment allows for one pet/ animal. We have a $200.00 non-refundable pet fee, which may be waived for assistance/ service animals or on a case-by-case basis. The pet fee is charged when the pet is approved. Only one pet is allowed per apt (this does not apply to fish). Certain pets which may be dangerous or pose a health hazard are not permitted. Residents must sign a Pet/ Animal Policy, and fill out required forms with information from a veterinarian in order to have a pet or animal.

All pets/ animals must have rabies inoculations as well as any other state/ locally mandated treatments (such as distemper, flea/tick, and heartworm treatments recommended by veterinary professionals). All cats and dogs must wear a collar displaying their rabies tags, as well as tags with the owner’s information, at all times (break-away clasp collars are recommended for cats as they are more likely to climb and get stuck on household objects and fixtures).

Vaccination records MUST be kept up-to-date by the resident and supplied to the office for copies to be made and filed (most are annually re-administered; speak to your veterinarian for when to revaccinate your pet). If a pet is found to be unvaccinated, vaccination will be required or the unvaccinated pet will be removed.

1. **Common household pets include:**

**Birds**: canary, parakeet, finch, and other normally caged species; birds of prey are not permitted.

**Cats**: male or female, must be spayed/ neutered and declawed prior to application.

*Note*: the NHC does NOT recommend the declawing of older cats, or that cats be declawed primarily for the purpose of housing.

**Dogs**: male or female, must be spayed/ neutered. Dogs cannot exceed 20lbs or 18 inches in projected height at full adult size. Veterinarian’s suggestions include Chihuahua, Cock-a-poo, Schnauzer, Pekinese, Poodle, Pug, Dachshund, or Terrier. Dogs must be licensed.

**Fish**: in tanks or aquariums, not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. A monthly excess fee of $3.00 for electricity will be charged for fish tanks/ aquariums with filters.

1. **PETS** **NOT PERMITTED:** Exotic pets such as snakes, spiders, monkeys, or game pets; rodents of any kind- including rabbits, guinea pigs, hamsters, etc. are not allowed.
* *No visiting pets are allowed*, with the exception of service animals.
* *Pet sitting* of ANY pet/animal not previously approved by the NHC, or which is not a current residing pet of the Lakeview Apartments, is *strictly prohibited*, and WILL result in a lease violation (which may lead to termination of the lease by the Commission).