LOTTERY & APPLICATION PROCESS INFORMATION

LOTTERY PROCESS

Pre-lottery

Maloney Properties receives, reviews, logs, and provides response to each application received.

Pre-qualified applications are assigned an application registration #. Notice of the registration number is sent to each applicant.

Any application received AFTER the application deadline (11/18/22) is entered onto the post-lottery waitlist and processed only after the lottery waitlist applications.

Lottery
(December 8, at 6:00 PM)

Maloney Properties uses a cloud-based randomizer for the lottery (Random.org).

To protect applicant privacy, the application registration # for each lottery applicant is entered into the lottery.

The randomizer will assign a 'placement' number per registration #, which ultimately determines the order applicants are 'selected' for processing to determine eligibility for the available lottery apartments.

Post-lottery

Maloney Properties will organize the lottery results by category (program type, unit size, and preference) and sort by placement #.

A management agent will contact you and request interview for eligibility processing when your application is near the top of the list for an available apartment that has an anticipated move-in date within 60-days.

Maloney PROPERTIES

POSITIONING & SELECTION

Lottery Number

The lottery "*registration*" number is the number assigned when the application is accepted for the lottery.

The lottery assigns each registration # a unique and randomly determined lottery "*placement*" number, which ultimately determines 'selection' order.

All applicants in the lottery will receive written notice of their registration & placement number.

Preference
(if applicable)

Woodland Village has accessible or adaptable units for occupancy by persons with disabilities, therefore
first preference for those units shall be given to such persons with disabilities, in conformity with state and federal civil rights laws.

Selection

In each category, (preference designation, program type, bedroom size,), applicants will be selected based on having the lowest placement number per category.

Upon selection, a management agent will contact you. Please be sure to respond promptly. Required documentation and signatures on consent and release forms must be submitted timely for eligibility processing.

Maloney PROPERTIES

PROCESSING: VERIFICATION & ELIGIBILITY

Household Interview

- All applicants with a lottery placement number that brings them to the top of the list for an available apartment will be contacted to interview with our management agent.

- At that time, all adult members of the household will be asked to provide applicable documentation and sign the required consent forms authorizing management to verify household income, assets, and other eligibility factors for certification of eligibility.

Third Party Verification

- Once the interview is complete, the management agent will seek third-party verification. Please let the third-parties know the verification is coming and do ask them to respond promptly so the file may be processed efficiently.

- Additional information or clarifications may be needed to properly document your file. It is important that you check your phone and email for messages daily and respond quickly to any requests made by our processing agent.

Determination

- Once all information has been received from you and third parties, management will make a determination on your application.

- If the application is approved: an apartment offer may be provided, at which time we'll advise on next steps including move-in date. Upon offer, we require written response within 24 hours; the security deposit needs to be paid and move-in occur within 2 weeks.

- If the application is rejected: a written rejection notice will be sent, and an explanation of the decision, reason, and your option to appeal will be provided. **NOTE:** this is time sensitive; necessary documentation to support appeal must be received within 14 days.

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