



HOUSING APPROVAL LETTER

UPDATED:

Please complete this form and return it to the **PCCI Housing Coordinator** or **Housing Specialist**:

Name: _____ **Email:** _____

This is to verify that (Name) _____ Has been approved to rent the property located at (Unit Address) _____

(Unit Number) _____, (Unit City) _____, (Unit ZIP) _____.

The expected move-in date is: _____ The unit will be ready for inspection on: _____

Please indicate the costs below that need to be paid before the client is able to move in

Prorated 1st Month's Rent: _____	Security Deposit: _____	Application Fee: _____
Administrative Fee: _____	Surety Bond Fee: _____	Risk Fee: _____
Prorated Water Fee: _____	Water Setup Fee: _____	

Other Move-In Costs: _____

Please fill in all of the information below

Monthly Rent (only): _____	Is this Unit Subsidized? No Yes	If yes, market rate: _____
Water and Sewer: _____	Trash Fee: _____	Pest Control: _____
What utilities are paid by the client? (check all that apply) Water Electric Gas		
Type of Unit (check one option): Apartment House Townhome Other: _____		
Number of Bedrooms: _____	Square Footage: _____	
Year Unit was Built: _____	Handicap Accessible? Yes No	
Lease Terms: 12 months 6 months Month-to-month Other: _____		

Checks will be made payable as specified below

Name: _____

Company: _____

Address: _____

The completed form should be signed, dated, and emailed back to PCCI. The person completing the form should also print their name and title and provide a phone number where they may be reached directly. By signing below I understand the prospective tenant is being considered for financial assistance for rent and/or deposit. If the prospective tenant takes occupancy of the rental unit prior to inspection and final approval the tenant will be responsible for all rent and deposit payments.

Signature: _____	Date: _____
Printed Name: _____	Title: _____
Phone: _____	Email: _____