

LINDEN KNOLL

PRE-APPLICATION INFORMATION AND GUIDELINES

Age and Income Eligibility

Linden Knoll provides senior living apartments and related services to persons aged 62 and older. In the case of a couple, one resident may be younger than age 62 provided that the other resident meets the minimum age requirement.

Linden Knoll provides market rate, non-subsidized housing to seniors of moderate income. The minimum income requirement is \$20,000 per year. This requirement may, at Linden Knoll's sole discretion, be waived if an applicant does not meet the minimum income requirement but provides documentation of assets sufficient to meet rental payments and living expenses without hardship. The minimum income requirement may also be waived by Linden Knoll if applicant exercises the guarantor provision of the lease agreement by designating a third party who agrees to guarantee rental payments. In this case, Linden Knoll may require disclosure of financial information necessary to verify the guarantor's ability to meet the financial obligations as guarantor.

Monthly Rent

Currently, the month rent at Linden Knoll is \$881. This rental amount includes all utilities, but excludes telephone and cable television. Linden Knoll offers a wide variety of optional services including dining services, housekeeping and laundry, and an on-site convenience store. Numerous recreational programs are available, most of which are at no cost. There are also ongoing opportunities to take part in social events, functions, and volunteer programs.

Documentation of Annual Income

Each applicant is required to provide a copy of the most recent year's federal income tax return. In the event that an applicant is not required to file a federal tax return, copies of statements documenting annual income will be required instead, such as pension statements, social security statement, and statements detailing other sources of non-taxable income. Applications will not be processed without accompanying documentation of annual income. All income information provided to Linden Knoll is treated in a strictly confidential manner.

Maximum Income Limit/Rental Surcharges

Applicants whose federal adjusted gross income exceeds Linden Knoll's maximum income limit of \$74,004 will be required to pay a monthly rental surcharge. Attached is a

copy of the surcharge schedule currently in effect. Under no circumstance will a resident be required to pay more than a 50% rental surcharge.

Annual Income Review Process

Linden Knoll conducts an annual income review process to identify residents required to pay a rental surcharge for the next year. This process may also result in reduction or elimination of surcharges for residents paying a surcharge and whose annual income has declined from the previous year.

Application Fee

Linden Knoll requires each applicant to submit a non-refundable application fee of \$25.00. Please make your check or money order payable to Linden Knoll, Inc. The application fee is \$25.00 regardless of whether an application is being submitted by a single person or a couple. Applications will not be processed unless accompanied by payment of the application fee.

Waiting List Procedures

Historically, Linden Knoll has maintained a waiting list of applicants seeking residency. Upon receiving your completed application, your application will be numbered and you will receive written confirmation from Linden Knoll that your application has been placed on the active waiting list. We will also notify you of any missing information that must be supplied before your application can be processed.

You will be informed at the time of application regarding the estimated waiting period based on Linden Knoll's past experience with apartment vacancies. It is important to keep in mind that the time frame initially give by Linden Knoll upon receiving your application is strictly an estimate. Because the actual waiting period may be longer or shorter than anticipated, it is important that you contact the Linden Knoll office from time to time to see how your application is progressing and let us know whether or not you intend to move to Linden Knoll when an apartment is offered to you.

When an apartment is available to offer you, the Linden Knoll office will first attempt to contact you by telephone, and then, if necessary, by mail. It is very important for you to notify the Linden Knoll office right away if your address and/or telephone number changes, or if you plan to be away for more than a week as your name is reaching the top of the waiting list. It is also important to designate on the application one or more alternates to be contacted if the Linden Knoll office is unable to reach you. If we are unable to reach you or you do not respond to our inquiry in a timely fashion, your application will be placed on inactive status, and will remain inactive until you direct Linden Knoll to place the application back on the active waiting list. There is no

additional application fee required to place an inactive application back on the active waiting list.

Accepting or Declining Occupancy

When you are offered an apartment, you will have an option to declining, and remaining at the top of the waiting list for the next available apartment. If you decline the second apartment offered you, your application will be placed on inactive status. Upon accepting an apartment, a non- refundable Security Deposit of \$881.00 (one month's rent) is required to secure your apartment.

Application Check List

To assure timely processing of your application, please make sure to include:

- _____ a completed Application for Residency;
- _____ a \$25.00 non-refundable application fee in the form of a check or money order payable to Linden Knoll, Inc.; and
- _____ a copy of your most recent federal income tax return, or statements summarizing non-taxable income if you are not required to file a federal return.

If You Have Questions or Need Assistance

If you have any questions about Linden Knoll's application process or require assistance, please call Debra Wildow in the Linden Knoll office at 385-0223. Office hours are weekdays from 8:00 a.m. to 4:00 p.m. If you call other times, please leave a detailed message on the answering machine, and your call will be returned promptly.

Debra Wildow will answer any questions you may have about Linden Knoll, and would be delighted to schedule a tour at your convenience. Please do not hesitate to call Debra at any time to check on the status of your application, obtain further information, or arrange additional tours. If you elect to move to Linden Knoll, Debra will be the contact person who will schedule your move-in and help you get settled into your new home.

Equal Housing Opportunity

Linden Knoll provides housing and services to older adults, and in its leasing, services provision and operating practices does not discriminate on the basis of race, color, religion, handicap, familial status, or national origin.

Application for Residency

All information furnished herein is regarded as confidential

Mr.
NAME Mrs. _____
Miss
Ms.

ADDRESS _____
Street City State Zip Code

TELEPHONE () _____ Social Security Number _____

Length of time at present address _____ Date of Birth _____

Other Person to occupy apartment

Name _____ Relationship _____

Date of Birth _____ Social Security Number _____

Alternative Person(s) to contact in case we cannot reach you

1. Name _____ Telephone () _____

2. Name _____ Telephone () _____

I have read and understand the pre-application information and guidelines provided with this application. This application for residency and the accompanying information furnished to Linden Knoll is, to the best of my knowledge, complete, true and accurate. If I become aware of any material omission or misstatement regarding application information I have provided, I agree to disclose this information promptly to Linden Knoll. In making application for residency, I acknowledge that Linden Knoll provides Independent living and related services to adults aged 62 and over. There are no physical, mental or emotional conditions that may limit my/our ability to live independently in an apartment at Linden Knoll with reasonable accommodation.

Signature _____ Date _____

Linden Knoll
 Rental Surcharge Schedule
 Effective February 1, 2018

Base Monthly Rent \$881.00
 Income Limit for Surcharge Calculations \$74,004.00

Income Range	Base Rent	Percent Surcharge	Surcharge Amount	Total Rent
\$74,004 – or less	\$881.00	0%	\$0.00	\$881.00
\$74,004 - \$77,704	\$881.00	5%	\$44.05	\$925.05
\$77,705 - \$81,590	\$881.00	10%	\$88.10	\$969.10
\$81,591 - \$85,671	\$881.00	15%	\$132.15	\$1,013.15
\$85,672 - \$89,956	\$881.00	20%	\$176.20	\$1,057.20
\$89,957 - \$94,455	\$881.00	25%	\$220.25	\$1,101.25
\$94,456 - \$99,179	\$881.00	30%	\$264.30	\$1,145.30
\$99,180 - \$104,139	\$881.00	35%	\$308.35	\$1,189.35
\$104,140 - \$109,347	\$881.00	40%	\$352.40	\$1,233.40
\$109,348 - \$114,815	\$881.00	45%	\$396.45	\$1,277.45
More than \$114,816	\$881.00	50%	\$440.50	\$1,321.50