



Rental Process for May 2017

For **move-in-rent and eviction prevention starting May 1st**. We will have a short orientation promptly at 7:45am on May 1st when the doors open. This orientation will be in the Ponderosa Room, located on the first floor, where staff will go over documentation to make sure applicants have everything to apply for assistance. It is very important at this orientation that applicants have everything because once an applicant comes up to Community Services to apply they will have **one chance to apply** for rental assistance or be provided a denial notice. If at orientation someone realizes they do not have all the required documentation, they should leave and return with the required documents. No one will actually be screened at this orientation. However, but if an applicant comes up to Community Services and are missing documents they will be provided a denial notice and can apply the next month. It is the applicant's responsibility to make sure they have everything before coming up to apply.

If an applicant does have everything at orientation, they will be asked to pick a ticket out of a basket which will determine their order number to apply. This will alleviate having to come to the office very early in the morning and waiting in the cold and will provide an orderly process for all concerned.

Once an applicant has their ticket, they can then proceed to the Community Services waiting area for their number to be called.

This process is for rental assistance only. If applying for utilities only, the usual process is in place – applications are accepted anytime of the month. If utilities are included in rent, you can apply anytime during the month.

Contact Information: 928-679-7453 Location: 2625 N. King St. Flagstaff, AZ 86004