

Dear Prospective Resident:

Thank you for your interest in Crown Center for Senior Living, a non-profit agency committed to providing high quality affordable housing for seniors. Crown Center offers lovely apartments in a convenient neighborhood.

Two rental plans are available, including a subsidized option in both of our buildings (Tallin and Weinberg) and market rate units in the Tallin Building. Please see the Tenant Selection guidelines that explain these rental program options and eligibility requirements.

Enclosed please find a preliminary application form and other important information. This form must be completed entirely before we are able to proceed to the next steps in the application process. The process is as follows:

1. Complete and sign the application forms and return these forms to Crown Center by mail, or in person. An original signature is required in order to process the application.
2. Our office will mail a confirmation note to you that your application has been received. You are automatically placed on our waiting list (if one exists at the time). If you have any interest in Crown Center, we urge you to complete and return the application, with no obligation.
3. When an apartment is available, for which you have indicated an interest and for which you may be qualified, we will contact you by mail to schedule an interview appointment. This letter will list documents and materials that must be brought to the interview.
4. Following the interview, we will conduct a home visit and verify all of the information that you provided. If you satisfactorily meet the tenant selection criteria, we will offer you an apartment at Crown Center.

Please don't hesitate to call if you have any questions. You may also wish to visit our website www.crowncenterstl.org for more information. We look forward to receiving your application and welcoming you to Crown Center.

Sincerely,

Nikki Goldstein
Executive Director

Robin Deese
Director of Leasing