



## **General Information for Prospective Applicants Plano Community Homes Sponsored Properties**

Dear Applicant/Interested Party,

Thank you for your interest in Plano Community Homes (PCH) East Campus, Plano Community Homes (PCH) West Campus, and Pioneer Place Senior Housing (PP). Applications for residency are available for PCH East Campus, located at 1608-1612 Ave. L, Plano, TX, PCH West Campus located at 3905-3925 American Drive (close to Coit and Park), and Pioneer Place located at 1928-1932 Ave. K, Plano, TX. You may pick up an application(s) for each property at the East Campus location.

**Plano Community Homes East Campus** provides HUD subsidized apartments designed to serve:

- 1) persons 62 years of age or older and
- 2) persons 18 years of age or older who have a mobility impairment and who require the features of our accessible units which are wheel chair accessible and have roll-in showers.

**Pioneer Place Senior Housing** provides HUD subsidized apartments designed to serve persons 62 years of age or older.

**Plano Community Homes West Campus** provides HUD subsidized apartments designed to serve persons 62 years of age or older.

### Apartment Information and Tours

The **East Campus** offers efficiency apartments (approx. 480 sq. feet) and 1 bedroom apartments (approx. 520 sq. feet).

**Pioneer Place** offers 1 bedroom apartments (approx. 520 sq. feet.)

**West Campus** offers 1 bedroom apartments (approx. 520 sq. feet).

Pictures of apartments at East Campus and Pioneer Place are available at the East Campus business office upon request. Tours of campuses will be provided on alternating Thursdays by appointment only. The tours will be offered promptly at

4:00pm-5:00pm. The schedule is subject to change, PCH staff will try to notify applicants of any changes as soon as possible. Tours are available by appointment only and require a minimum of 24 hour advanced notice. Please call 972-423-6058 or visit the East Campus office during regular business hours Monday-Friday 8:30 – 5:00 p.m. to schedule a tour. The office requires a minimum of 24 hours notice and tours are not given on weekends or holidays. Even though some applicants may decide to do a tour before submitting the application, PCH strongly recommends that you submit your application as soon as possible so that it does not delay the admissions process.

### Eligibility Requirements

**Age:** An eligible resident of the **East Campus** must be a person 62 years of age or older at the time of application or a person 18 years of age or older who has a physical disability that affects mobility.

An eligible resident of **Pioneer Place** must be a person 62 years of age or older.

An eligible resident of **West Campus** must be a person 62 years of age or older.

**Financial:** The 2012 Gross Income Limit for an individual is \$24,550 and for a two person household is \$28,050. West Campus has one building, Phase IV, with higher income limits. The income limits for West Campus, building IV, are \$39,300 for an individual and \$44,900 for a two person household. There is no set Asset Limit, but for assets, a portion of the asset amount is counted as income.

The asset portion counted as income is calculated as

- 1) 2% of the total of the asset amount or
  - 2) the interest earned from the asset amount; whichever amount is greater.
- The combined total of actual gross income plus the income earned from assets must be at or below the current gross income limit to qualify.

**Rent:** Is based on 30% of applicant's adjusted gross income. There are allowable deductions for yearly verifiable medical expenses that can be verified. Water, sewage and trash removal are included.

- Residents are responsible for the cost of electricity, cable and telephone services.

- Residency is limited to applicants who are eligible and qualified to meet the terms of tenancy. A copy of the current *Tenant Selection Plan* for each campus is available to read at the business office, upon request.

### Applications

Applications are available at the **Plano Community Homes Corporate Business Office (1612 Ave. L)**. You may also request that an application be mailed to you by calling the PCH Business office at **(972) 423-6058**, or you can go online to [www.planocommunityhome.org](http://www.planocommunityhome.org).

In the application there is a place to indicate what type of apartment you are interested in. You can mark each type of apartment for which you will consider: efficiency (East Campus only), one bedroom and/or mobility impaired. PCH East Campus currently has a policy that if an applicant selects an efficiency apartment that resident will have the option to be added to an in-house waiting list for a one bedroom apartment; the resident must live in the efficiency apartment for one year before becoming eligible to be offered an upgrade to a one bedroom apartment. **All original applications must be returned to the PCH Corporate Business Office. PCH will not accept faxed applications.**

### Waiting List Information

**East Campus**— At this time, we are working to fill our vacancies from the in-house and regular waiting lists. If an applicant is interested in immediate housing, our efficiency waiting list is historically shorter than the one bedroom list, and an applicant may not have as long of a wait as anticipated. It is difficult however, to tell applicants how long they will have to wait for an apartment while on the waiting list. Historically, the wait has been as short as 6-8 months and as long as 2 or more years. The wait time depends on turnover rates and federally mandated priorities (not Preferences). Although the waiting list appears lengthy, PCH encourages interested persons to complete an application and return it as soon as possible.

**Pioneer Place**—The wait time for this location is undetermined at this time, but may be as short as 3 months, and up to as long as 2 or more years.

**West Campus**— The wait time for this location can be as short as 6 months, and as long as 2 or more years.

Once a completed application is received, it is time and date stamped and added to the waiting list. As applicants approach the top of the waiting list, our Admissions staff will attempt to contact the applicant to schedule a first interview meeting to begin processing the application and screening for eligibility. If applicants do not respond to the attempts made to contact them, PCH/PP will remove those names from the waiting list. If applicants refuse the offer to schedule a first interview or refuse an apartment, those names will be moved to the end of the waiting list, if requested. **Applicant names are allowed to cycle through the waiting list 2 times before the name is removed from the waiting list.** Once you have signed a lease with any of our properties, your name will be removed from all our other waiting lists.

Once a name is removed from the waiting list, an applicant will be required to complete a new application to be eligible for the waiting list. Please note all applicants are only eligible to apply for a campus with an open waiting list.

#### Other Resources

Because the need is so great for subsidized housing, we also encourage applicants to seek as many housing options as they can find. Being on the waiting list for other housing resources will not affect your status on PCH/PP waiting lists. The only resource recommendations we have to suggest are to contact the Housing Authority, listed in the phone book, for any city or county where the applicant is willing to live; search out housing publications or advertisements; or contact the Department of Housing and Urban Development Housing Counseling Service Locator at 1(800) 569-4287 or visit the HUD website at [www.hud.gov/local/index.cfm](http://www.hud.gov/local/index.cfm). Once the internet page loads, choose a state, and look for the link to search for subsidized apartments.

Thank you again for your interest in Plano Community Homes. If you have additional questions, please call (972) 423-6058.

Sincerely,

Anna Hughey

Admissions Director

*Plano Community Home Sponsored Properties (PCH) act in accordance with the Federal Fair Housing Laws and the Americans with Disability Act Law.*

*Residency is open to all qualified, eligible persons in accordance with the Federal Fair Housing Act which prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and*

familial status. PCH does not discriminate based upon age for any reason, excluding HUD program/project requirements.

PCH does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (CFR, part 8 dated June 2, 1988) Executive Director, 1612 Ave. L, Plano, TX 75074, (972) 423-6058 TDD number 1 (800) 735-2989 relay Texas.



**Equal Housing  
Opportunity**