



A Non-Profit, Affordable Housing & Service Provider

1459 E. Thousand Oaks Blvd., Suite D * Thousand Oaks CA 91362

PHONE (805) 496-4948

FAX (805) 497-1305

(Updated Nov 2009)

Dear Prospective Resident,

Thank you for inquiring about housing with Many Mansions. Per your request, we are sending some general information about our apartment communities. Additional information, including photos, can be found on our website at www.manymansions.org in the "Property Management" section.

If you are interested in applying for housing at one of our communities, the first step is to join our General Housing Waitlist through submission of a Waitlist Intake form. Using information from the enclosed property information sheet, this form should be filled out and submitted in person with the specified support documentation at our Housing Central Office which is currently located at 1425 E. Thousand Oaks Blvd, Thousand Oaks CA 91362. That office is open to the general public Monday – Thursday from 8:30am – 4:30pm and appointments can be made for Friday's.

Important Note: All mailed correspondence should be sent to our main office as follows:

- **1459 E. Thousand Oaks Blvd Suite D, Thousand Oaks, CA 91362**

Additional general housing information may be obtained from our Housing Central Office by calling 805-497-0344.

Information regarding Supportive Housing Programs for persons with special needs (relating to disabilities, homelessness, etc.) may be obtained by contacting our "More Than Housing" office at 805-497-4005 [morethanhousing@manymansions.org].

See below for our general application acceptance and screening practices.

1. Waitlist Families are listed according to the date and time their Waitlist Intake Form was received by our office.
2. As notice is received that appropriate apartments are coming available, initially qualifying families who are at the top of the list are invited to submit housing applications.
3. Applications that are properly submitted are then verified and screened according to Many Mansions' Resident Selection Plan. All applicants are notified of the outcome in writing.
4. Successful applicants are offered the opportunity to reserve apartments with Security Deposits and execute Lease Agreements.

Thanks again for your interest and have a good day.

The Staff of Many Mansions Housing Central Office





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NEW FAMILY WAITLIST INTAKE FORM

(Check One Box Only, Please)

- ANY,
 Bella Vista,
 Esseff,
 Hacienda,
 Richmond Terrace,
 Schillo Gardens,
 Shadow Hills,
 Villa Garcia)

This is not the actual application for housing. By filling out this form your name will be placed on a waiting list to apply for affordable housing units as they become available. **You are responsible for reporting any changes to the information below as they occur.** Questions on page two of this form are optional and asked because "Many Mansions" is a non-profit organization and as such must rely on funding from some government sources. Should you complete the optional information, it will only be used in seeking this funding. **Government Issued Photo Identification and your Social Security Card must be presented and copied before we can accept this form.**

First Name: _____ M.I.: _____ Last Name: _____

Current Mailing Address: _____ Apt# _____

City: _____ State: _____ Zip Code: _____

Phone Number: () _____ Secondary Contact Phone: () _____

Do you have a Section 8 Housing Choice Voucher? Yes (Expires: _____) OR No

FAMILY COMPOSITION & INCOME:

Number of Adults: _____ Number of Children: _____ Type & Size of Animal(s): _____

Apartment Size Desired (Check One Only): 0 Bedroom (Studio, maximum 2 people)

1 Bedroom (maximum 3 people) 2 Bedroom (maximum 5 people)

3 Bedroom (maximum 7 people) 4 Bedroom (maximum 9 people)

What is your Combined Monthly Family Income before taxes?.....\$ _____

HOUSING DATA:

Are you currently homeless? Yes OR No. Are at risk of homelessness? Yes OR No

What is the reason for your housing problem? (check as many as apply) - Domestic Violence

- Illness - Family Dispute(s) - Foreclosure - High Rent

- Overcrowding - Eviction - Landlord Sold Property - To live closer to family.

- Other (explain): _____





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DEMOGRAPHICS:

What city do you work in? _____

What city do you live in? _____

If you live in the Conejo Valley, how long have you lived here? _____

Do you have family in the Conejo Valley? Yes OR No

Who referred you to Many Mansions? _____

OPTIONAL INFORMATION:

Age: _____ Gender: -Male OR -Female Disabled? Yes OR No

Race: Caucasian African-American American Indian or Alaskan Asian

American Indian or Alaskan & White Asian & Caucasian

African American & Caucasian American Indian or Alaskan & African-American

Ethnicity: Mexican/Chicano -Puerto Rican Cuban Other Hispanic/Latino

Do you see yourself or any other member of your family having a problem with alcohol or drugs?
 Yes OR No

Signature: _____ **Date:** _____

For Staff Use Only

Received by: _____,

Date / Time Stamp:

