



**GOODWILL INDUSTRIES BIG BEND, INC. | RESIDENTIAL SERVICES**

300 MABRY STREET • TALLAHASSEE, FL 32304

(850) 576-7145 | Fax: (850) 576-4691

TTY: Florida 1-800-955-8771 | TTY: Georgia 1-800-255-0056

Goodwill Industries- Big Bend, Inc. provides safe, decent, affordable housing for persons with disabilities and very-low incomes.

**IMPORTANT APPLICANT INFORMATION**

**GIBB Villages and Oakridge Townhouses**

PLEASE KEEP THIS PACKET, AS IT PROVIDES KEY INFORMATION YOU MAY REFER TO DURING THE APPLICATION PROCESS.

**REASONABLE ACCOMMODATIONS AND MODIFICATIONS**

Pursuant to Section 504 of the Rehabilitation Act, no qualified individual with disabilities will be excluded, solely on the basis of disability, from participation in or the benefits of the program or activities administered by any GIBB apartment complex. Goodwill Industries- Big Bend, Inc. will provide reasonable accommodations to all applicants, residents and employees who need such accommodations to be able to understand and enjoy the benefits of housing and employment provided by Goodwill Industries- Big Bend, Inc. These reasonable accommodations include assistance to persons with limited English proficiency. In addition, reasonable modifications will be provided to the structure and features of the apartments and public and common use areas of the property should such modifications be necessary to provide full enjoyment of the premises, if such modifications do not result in an administrative or financial burden to the particular GIBB apartment complex. Reasonable accommodations may be denied if they would result in a fundamental alteration of the program, an undue financial or administrative burden, or when the modification requested is structurally infeasible.

**Relay Services:** Dial 7-1-1 in either state, or use these specific toll free numbers:

Mode of Communication	Florida	Georgia
Text Telephone or Telecommunications Device (TTY)	1-800-955-8771	1-800-255-0056
Voice	1-800-955-8770	1-800-255-0135
American Standard Code for Information Interchange (ASCII)	1-800-955-1339	7-1-1
Voice Carry Over (VCO-Direct)	1-877-955-8260	1-800-255-0056
Speech to Speech (STS)	1-877-955-5334	1-888-202-4082 (English) 1-888-202-3972 (Spanish)
Spanish	1-877-955-8773	1-800-855-2884
French Creole	1-877-955-8707	

We will provide this application, our Tenant Selection Plan or any other documents in a language that is understood by the applicant, if that person is not proficient in English. Please contact Jovita Bakker with reasonable accommodation or modification requests: (850) 576-7145 ext. 109; fax: (850) 576-6491; mail: 300 Mabry Street, Tallahassee, FL, 32304.

Our Tenant Selection Plan is a separate document that provides comprehensive details regarding eligibility and screening requirements, waiting list management, income limits, and other key policies and procedures implemented consistently in order to select tenants. Contact GIBB Residential Services or apartment complex management for a copy.



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**CONTACT INFORMATION FOR EACH APARTMENT COMPLEX:**

**GIBB MABRY VILLAGE**

2441 Roberts Avenue  
Tallahassee, FL 32310  
(850) 574-4663

**GIBB OAKRIDGE VILLAGE OR  
OAKRIDGE TOWNHOUSES**

274 Ross Road  
Tallahassee, FL 32305  
(850) 942-4777

**GIBB MARIANNA VILLAGE**

2933 Milton Avenue  
Marianna, FL 32448  
(850) 482-4663

**GIBB GULF COAST VILLAGE**

6200 N. Lagoon Drive  
Panama City Beach, FL 32408  
(850) 235-4663

**GIBB PERRY VILLAGE**

800 Stephens Court  
Perry, Florida 32347  
(850) 576-7145 x109

**GIBB SPRINGFIELD VILLAGE**

3207 E. 4<sup>th</sup> Street  
Springfield, FL 32401  
(850) 235-4663

Mail to:

6200 North Lagoon Drive,  
Panama City Beach, FL 32408

**GIBB BAINBRIDGE VILLAGE**

101 Hubert Dollar Drive  
Bainbridge, GA 39818  
(229) 246-4663

**GIBB CAIRO VILLAGE**

211 Ridge Avenue, S.W.  
Cairo, GA 39828  
(229) 377-4668

**GIBB THOMASVILLE VILLAGE**

272 Old Boston Road  
Thomasville, GA 31792  
(229) 226-4663

**GIBB THOMASVILLE VILLAGE II**

272 Old Boston Road  
Thomasville, GA 31792  
(229) 226-4663

**ELIGIBILITY CRITERIA:**

**We will provide you with the forms and information necessary to determine eligibility and suitability at the appropriate times during the application process. Only item 2 will be necessary for preliminary eligibility, as well as the basic application.**

1. The head of the household or the spouse of the head of household must be at least 18 years of age, according to Florida law.



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2. **Disability Status:** The head of the household or the spouse of the head of the household must have an impairment that:
  - a. Is expected to be of long-continued and indefinite duration;
  - b. Substantially impedes the person's ability to live independently;
  - c. Is such that the person's ability to live independently could be improved by more suitable housing conditions.

**For Oakridge Townhouses ONLY:** You may either qualify based on a disability as defined above, or because you are 62 years of age or older.

3. **Consent and Verification Forms:** Adult members of the household must sign consent forms, and as necessary, verification documents so that GIBB Residential Services staff can verify application information. The household will be considered ineligible if any adult member of the household refuses to sign the applicable forms.
4. **Income:** The total gross household income must not exceed HUD's very low-income limits. ALL FORMS OF INCOME are used to determine eligibility. These include any assets, cash payments, unemployment compensation, child support, public assistance, earned income, unearned income, worker's compensation, pensions, retirement funds, dividends, etc.
5. **Priority:** First priority is given to a household if an adult household member has a physical disability, which requires the use of a mobility aid and thus the accessibility features of a unit. Priority is next given to applicants with other physical disabilities and then to those with developmental disabilities.
6. **Citizenship:** Applicants for all apartment complexes other than GIBB Oakridge Village will be required to sign a citizen declaration form at move-in. There are no citizenship restrictions for these apartment complexes- you can be a citizen, have eligible immigration status or you may not contend eligible immigration status; you will be eligible in any of these cases.
  - a. *For Gibb Oakridge Village Only:* All individuals in an applicant household regardless of age applying for GIBB Oakridge Village ONLY are required to:
    - submit evidence of citizenship or eligible immigration status; or
    - declare ineligible immigration status at the time of application.

The head, co-head of household or spouse **MUST** be a U.S. citizen or eligible noncitizen to be eligible for GIBB Oakridge Village. If some members of the applicant household do not have eligible immigration status, and the household is otherwise eligible, assistance for the household will be prorated. You will be provided more information about citizenship requirements and evidence submission later in the application process.

7. **Social Security Numbers:** Please be aware that you **MUST** provide verification of the Social Security numbers for all members of your household regardless of age unless you are exempt from this requirement (see below). You must do so within 90 days from the time you are first offered an apartment, or you will be considered ineligible and lose your place on the waiting list. If delays occur because of circumstances outside of the applicant's control, the 90-day period will be extended (delays because of government agency processing, etc).



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Some applicants will be exempt from the Social Security number requirement:

1. Individuals in an applicant household who do not contend eligible immigration status will be exempt from the SSN requirement.
2. Individuals age 62 or older as of January 31, 2010 whose initial determination of eligibility was begun before January 31, 2010. The eligibility determination is based on participation in either a HUD Public and Indian Housing or Multifamily HUD assisted program (for example, Section 8, 811, 202, public housing, etc.)

### **SCREENING FOR SUITABILITY:**

1. Management will conduct **criminal background checks** in all states in which the applicant and all household members have resided. Management also requires a **landlord reference** from the most recent landlord to whom the applicant paid rent, for information regarding:
  - housekeeping habits that led to safety and/or health hazards for the applicant household, neighbors or management;
  - prompt payment of rent and repayment of outstanding debts;
  - complaints about the applicant; and
  - reasons for vacating the unit.

Management will contact character references if criminal background check and/or landlord reference render decision making inconclusive.

**Admission to a GIBB Village will be denied if** (If the household would otherwise be eligible, the applicant can choose to exclude the culpable household member to remain eligible.):

1. Any household member has been evicted from federally assisted housing for drug-related criminal activity, three (3) years from the date of eviction. If the evicted household member who engaged in drug-related activity has successfully completed a supervised drug rehabilitation program more than one year earlier or circumstances leading to the eviction no longer exist. Third-party verification may include legal documents, or statements from health or medical professionals, law enforcement staff members, landlords, social services workers.
2. Any household member is currently engaging in illegal drug use or drug-related activity, or violent criminal activity.
3. Management determines that there is reasonable cause to believe that a household member's illegal or pattern of illegal use of drugs or alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
4. Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or
5. Other criminal activity that would threaten the health or safety of the residents, any employee, contractor, sub-contractor, or an agent of the Village who is involved in the housing operations.



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6. Applicants whose history includes conviction of a crime and/or incarceration connected to any of the above circumstances, will be denied admission until three (3) years have passed since the last date of the applicant's incarceration or conviction.
7. Management will reconsider the application of a previously denied applicant if sufficient evidence is submitted that the members of the household are not and have not engaged in criminal activity for three (3) years. Required documentation includes:
  - a. Certification that states she or he is not currently engaged in such criminal activity and has not engaged in such criminal activity during the last three (3) years.
  - b. Supporting information from such sources as a probation officer, landlord, neighbors, social services agency worker or criminal record that is verified by management.
8. Any member of the household subject to a state sex offender lifetime registration requirement will be denied admission. The rest of the household may be eligible, depending on application of standard eligibility and screening criteria.

Management will consider all the circumstances relevant to a particular household's case when applying screening criteria including:

- The seriousness of the offense
- The effect denying tenancy would have on the community or on the failure of the responsible entity to take action
- The degree of participation in the offending activity by the household member
- The effect denying tenancy would have on nonoffending household members
- The demand for assisted housing by persons who will adhere to lease responsibilities
- The extent to which the applicant household has taken responsibility and takes all reasonable steps to prevent or mitigate the offending action
- The effect of the offending action on the program's integrity

**\*\*THE VIOLENCE AGAINST WOMEN ACT\*\***

"... protects qualified tenants and family members of tenants who are victims of domestic violence (men and women) including dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them."

If you are a victim of domestic violence, we will require certification of victim status, which includes your victim status and the names of their abusers. Only victim service providers, medical professionals, or attorneys who have counseled the victim can provide third-party verification of the resident's status as a domestic violence victim. Please contact Jovita Bakker for the proper forms: (850) 576-7145 ext. 109; fax: (850) 576-6491; mail: 300 Mabry Street, Tallahassee, FL, 32304. See p. 1 for reasonable accommodation communication options.