

Dear Applicant:

RE: LTBB Tribal Rental Unit

In response to your request to be housed in one of the rental units owned and operated by the Little Traverse Bay Bands of Odawa Indians please find enclosed:

- Application – *Applicant must complete, sign and date.*
- Release of Information – *Applicant must complete, sign, and date.*
- LTBB Housing Income Verification Procedure
- LTBB Housing Background Check Procedure

When returning your **Application**, and **Release of Information**, you are **required** to include a copy of your **Tribal ID** and **Income verification** for all household members. Please see the enclosed LTBB Income Verification Procedure as to what is required to be submitted with your application.

Once we have received the above mentioned documentation, we will review and certify eligibility. Eligibility is determined by the household income, as calculated by the LTBB Housing Department. Annual Income must fall within the H.U.D. Income Limits.

Once all the required documentation has been received, and pre-qualification has been confirmed, your name shall be placed on our Tribal Rental Waiting List. Once a unit becomes available and your application is determined to be next in line, we will contact you regarding the vacancy.

We also wish to make you aware that in order to be a tenant of the LTBB Housing Department, every adult member of the home must submit to a criminal history check. Please see the enclosed, Tenant Background Check Procedure, for items that will exclude you from being one of our tenants.

It is imperative to submit all required documentation in order to be placed on our active Waiting List. After you have applied, and any of your contact information changes we request that you update your application with the LTBB Housing Department.

If you are in need of assistance, please feel free to contact the Housing Department at 231.242.1540 and we will be happy to assist you.

Respectfully,

LTBB Housing

