

# Greencastle of Woodlawn I

An Embrace Living Community

808 E 61st Street | Chicago IL 60637-2561  
O 773-.643.8100 | F 773.643.8335 | TTY 711 | gcwoodlawn1@embraceliving.org

Dear Applicant:

In response to your inquiry, enclosed is an application packet for Greencastle of Woodlawn I. This packet includes eligibility requirements and application papers. **Please read all this information.**

Please complete, sign and date the application papers. Any section left blank will deem the application "incomplete" and be returned to you. If any question on the forms does not apply to you, please mark it with an "n/a" or cross-through it.

Once a complete application is received, it is reviewed for preliminary eligibility according to HUD requirements. If preliminary eligibility is met, your name will be placed on the waiting list. Your name on the waiting list does not guarantee eligibility nor does it ensure housing.

This property maintains a substantial waiting list. Management cannot guarantee housing within your time frame. The waiting list is maintained in chronological order based on date and time of your application. Preference is given to extremely low income applicants or applicants displaced by government or natural disaster.

The waiting list is updated at least annually with written notification to applicants on the list. You are required to respond by returning the updated form. It is your responsibility to notify the facility office should your address, phone, or family composition change.

A thorough screening for eligibility and suitability is not done until your name is at the top or near the top of the list and you are being considered for admission. Please refer to the enclosed "Tenancy Requirement and Screening".

Sincerely,

Manager



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## Our Community

**Greencastle of Woodlawn I** is a seven story building with 58 units of government subsidized housing for seniors and physically challenged adults.

The community, located at 808 E. 61<sup>st</sup> Street in Chicago, Illinois, is owned and operated by Embrace Living Communities. The building opened in 1990.

The community offers 16 studio units and 42 one bedroom units. 6 units are wheelchair accessible.

Greencastle of Woodlawn I offers an on-site manager and service coordinator whom have completed national certification programs. Maintenance is also on site.

The community's board is a partnership between business, religious and political leaders from neighboring churches and the community.

### Your Home Includes:

- \* Modern appliances (stove, refrigerator)
- \* Air conditioning
- \* Individually controlled heat
- \* Exhaust fans in the bathroom and kitchen
- \* Water and garbage removal
- \* Wall-to-wall carpet
- \* Emergency alert / pendant system
- \* Full bathrooms with tub or walk-in shower

### Other Community Features Are:

- \* Access-control entrance
- \* 24-hour security
- \* On-site Management
- \* On-site Service Coordinator
- \* 24 Hour on-call maintenance
- \* Wheelchair accessible
- \* Parking
- \* Community Room
- \* Pets allowed (size, weight restrictions)
- \* Smoke detectors throughout
- \* Elevators
- \* On-site laundry facilities
- \* Resident computer lab



## Eligibility & Cost

### ELIGIBILITY

Management will observe all Federal, State and local laws regarding occupancy and Fair Housing. It is unlawful to discriminate on the basis of race, color, religion, sex, national origin, disability or familial status.

- **AGE** – persons who are age 62 years of age or older; families of which the head of household is 62 years of age or older; OR physically challenged individuals, defined as a person age 18 years of age or older with a physical disability, that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and, is such that the ability to live independently could be improved by more suitable housing conditions.
- **INCOME** – Household gross income must be less than or equal to the maximum very low income limit set by HUD as adjusted for by family size and metropolitan area.

The current income guidelines for Cook County, IL as of April 14, 2017 are:

- \$27,650 for one person household
- \$31,600 for two person household

### COST

Rent is based on the household's annual gross income. Currently a household is not required to pay more than 30% of the household's monthly income. Rent is payable monthly and a Security Deposit is required of one month's rent or a minimum of \$50.00 whichever is greater. Gross annual income may be adjusted based on medical and handicap expenses that exceed 3% of the gross annual income. Rent is re-determined annually.

Water, heat and refuse are included in the rent. Electric when paid by the household, qualifies the household for a utility allowance thus reducing the total rent the household is responsible for by that allowance amount. The utility allowance may be adjusted annually based on current utility expenses as approved by HUD.

## **Eligibility & Cost - Continued**

- **CITIZENSHIP STATUS** – Each household member must sign a declaration of citizenship or alien status.
- **RESIDENCY HISTORY** – Households with a history of disturbing neighbors; destroying property; repeated late payment and/or non-payment of rent; permitting persons not on the lease to reside in the unit; or behavior of any household member which could adversely affect the health, safety or quiet enjoyment of others of the facility will be denied occupancy. Households who have previously resided in assisted housing and have a history of failure to cooperate with the recertification process and/or have committed fraud or misrepresentation of information required to compute that person's assistance, as well as households who have been evicted from assisted housing will be denied.
- **DUPLICATION OF ASSISTANCE** – The unit applied for must be the applicant's sole place of residence. An applicant receiving assistance for any other unit at the time of admission will not be accepted for occupancy.
- **RENT PAYMENT / CREDIT HISTORY** – Households must have a satisfactory history of meeting financial obligations including rent and utilities.
- **CRIMINAL BACKGROUND** – Any household member with a history of criminal activity, including crimes of violence or threats of violence to another person; damage or threat to property; unlawful use of firearms; drug-related/alcohol-related criminal activity; or sexual offender cannot be accepted.
- **STUDENT STATUS** – There are limitations for admission of students based on legal age, familial status, veteran status and enrollment in a university or college.
- **HOUSEKEEPING PRACTICES** – Households with histories of unsatisfactory housekeeping will not be admitted for occupancy.
- **LEASE COMPLIANCE** – Ability to abide by the terms of the lease, to maintain both person and apartment in a manner which is not detrimental to either their safety or to the safety and well-being of other tenants.
- **ABILITY TO ENTER INTO A LEGALLY BINDING CONTRACT** – The head of household, spouse or co-head of the applicant household must be able to enter into a legally binding contract.

## Homeless Preference

The Department of Housing and Urban Development (HUD) has approved a homeless preference for Greencastle of Woodlawn I. Upon unit turnover, one in every five (5) vacancies will be offered to a homeless person on the existing wait list or who is referred to the Greencastle of Woodlawn I by an organization that refers people transitioning out of a shelter or temporary housing program.

To meet this homeless preference, applicants will need to meet at least one of the definitions Greencastle of Woodlawn I will be utilizing for the term "homeless", "homeless individual", and "homeless person." These definitions can be found on the "Homeless Definition Sheet" attached to the application.

## Screening Criteria

When determining eligibility and suitability, the following criteria will be evaluated.

- AGE – proof of age for each household member
- INCOME – verification of all income and assets of each household member
- PROOF OF SOCIAL SECURITY – Each household member must be able to provide proof of social security number.
- APPLICATION AND VERIFICATION COMPLETION - Each applicant household must fully cooperate with the application process including a complete application package and verification process including a complete application package and verification of household income. Failure to provide requested information or submission of fraudulent information will be grounds for denial.
- HOUSEHOLD SIZE LIMITATIONS – The number of persons in the household applicant family who intends to reside in the unit must not exceed local or state occupancy standards for the type of unit.

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## About Embrace Living Communities

**EMBRACING**  
OUR VISION FOR WHAT IS POSSIBLE;  
OUR MISSION FOR WHAT IS NEEDED.

**Mission:** We are guided by a vision of affordable, welcoming homes for all actively aging adults.

**Values:** Our mission is to provide actively aging adults affordable, welcoming homes in communities that embrace living.

**EMBRACING**  
OUR UNWAVERING COMMITMENT.

Our brand isn't simply our name, it's our commitment. Our commitment to be a bold voice for actively aging adults and people with special housing needs who have the right to affordable housing, regardless of race, color, religion, sex, handicap, familial status or national origin.

That's why we're advocates at local, state and national levels on behalf of those that call one of our communities' home and for many other actively aging adults that we'll never meet.

**EMBRACING**  
OUR PAST, AND OUR FUTURE.

Embrace Living Communities roots are deep and our passion for what we do is even deeper. In 1895, we began as the Bensenville Home Society providing people of all ages their opportunity to embrace living through a variety of programs, services and communities.

During the course of our over 120-year history, first as ministry of the German Evangelical Church, and today, as a United Church of Christ-affiliated human service organization, our values remain unchanged:

Faith-based      Advocate  
Teamwork      Compassion      Respect  
Family      Responsible

*Providing actively aging adults affordable, welcoming homes in communities that embrace living.*



Embrace Living  
Communities  
Affordable. Welcoming. Home.



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## Embrace Living Communities Affordable Housing Locations

### Illinois

CASL Senior Housing  
2108 S. Princeton Avenue  
Chicago, IL 60616  
Office: 312-808-8010  
Fax: 312-808-8013  
Email: [casl@embraceliving.org](mailto:casl@embraceliving.org)

Greencastle of Englewood  
6344 S. Peoria Street  
Chicago, IL 60621  
Office: 773-488-4999  
Fax: 773-488-8598  
Email: [gcenglewood@embraceliving.org](mailto:gcenglewood@embraceliving.org)

Castle Towers  
325 S. York Road  
Bensenville, IL 60106  
Office: 630-860-5515  
Fax: 630-860-5623  
Email: [castletowers@embraceliving.org](mailto:castletowers@embraceliving.org)

Greencastle of Garfield I  
3811 W. Washington Blvd.  
Chicago, IL 60624  
Office: 773-722-3000  
Fax: 773-722-3628  
Email: [gccgarfield1@embraceliving.org](mailto:gccgarfield1@embraceliving.org)

Greencastle of Allerton  
5921 Allerton Drive  
Rockford, IL 61114  
Office: 815-316-0490  
Fax: 815-316-0363  
Email: [gcallerton@embraceliving.org](mailto:gcallerton@embraceliving.org)

Greencastle of Garfield II  
3833 W. Washington Blvd.  
Chicago, IL 60624  
Office: 773-722-3001  
Fax: 773-722-2064  
Email: [gccgarfield2@embraceliving.org](mailto:gccgarfield2@embraceliving.org)

Greencastle of Barrington  
445 E. Main Street  
Barrington, IL 60010  
Office: 847-382-1650  
Fax: 847-382-1664  
Email: [gcbarrington@embraceliving.org](mailto:gcbarrington@embraceliving.org)

Greencastle of Kenwood  
4909 S. Cottage Grove Avenue  
Chicago, IL 60615  
Office: 773-624-6300  
Fax: 773-624-9810  
Email: [gckenwood@embraceliving.org](mailto:gckenwood@embraceliving.org)

Greencastle of Bienterra  
250 Bienterra Trail  
Rockford, IL 61107  
Office: 815-277-1400  
Fax: 815-227-1450  
Email: [gcbienterra@embraceliving.org](mailto:gcbienterra@embraceliving.org)

Greencastle of Loves Park  
4260 Sunset Terrace  
Loves Park, IL 61111  
Office: 815-637-6000  
Fax: 815-637-6700  
Email: [gclovespark@embraceliving.org](mailto:gclovespark@embraceliving.org)

Greencastle of Elmhurst  
190 Michigan Street  
Elmhurst, IL 60126  
Office: 630-941-8894  
Fax: 630-941-8909  
Email: [gcelmhurst@embraceliving.org](mailto:gcelmhurst@embraceliving.org)

Greencastle of Morgan Park & Beverly  
10860 S. Vincennes Avenue  
Chicago, IL 60643  
Office: 773-238-8380  
Fax: 773-238-9579  
Email: [gcmorganpark@embraceliving.org](mailto:gcmorganpark@embraceliving.org)





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## Illinois Continued

Greenwood II LLC – Dover LaGrange  
16 N. Dover Place  
LaGrange, IL 60525  
Office: 773-238-8380  
Fax: 773-238-9579

Greencastle of Mulford  
2750 N. Mulford Road  
Rockford, IL 61114  
Office: 815-633-5544  
Fax: 815-633-2145  
Email: [gcmulford@embraceliving.org](mailto:gcmulford@embraceliving.org)

Immanuel Residences  
1122 Gilbert Avenue  
Downers Grove, IL 60515  
Office: 630-852-1310  
Fax: 630-852-9403  
Email: [immanuel@embraceliving.org](mailto:immanuel@embraceliving.org)

Greencastle of North Aurora  
100 Mitchell Road  
North Aurora, IL 60542  
Office: 630-966-1500  
Fax: 630-966-1516  
Email: [gcnaurora@embraceliving.org](mailto:gcnaurora@embraceliving.org)

Martin Avenue Apartments  
310 West Martin Avenue  
Naperville, IL 60540  
Office: 630-357-0909  
Fax: 630-357-1699  
Email: [martinave@embraceliving.org](mailto:martinave@embraceliving.org)

Greencastle of Palatine  
450 E. Baldwin Road  
Palatine, IL 60074  
Office: 847-776-9420  
Fax: 847-776-9487  
Email: [gcpalatine@embraceliving.org](mailto:gcpalatine@embraceliving.org)

North Orchard Place  
1600 North Orchard Place  
Chicago, IL 60614  
Office: 312-787-0303  
Fax: 312-787-5686  
Email: [northorchard@embraceliving.org](mailto:northorchard@embraceliving.org)

Greencastle of Sterling  
15 East 23<sup>rd</sup> Street  
Sterling, IL 61081  
Office: 815-625-1401  
Fax: 815-625-7471  
Email: [gcsterling@embraceliving.org](mailto:gcsterling@embraceliving.org)

Orchard Place of Englewood  
6333 S. Sangamon Street  
Chicago, IL 60621  
Office: 773-488-4999  
Fax: 773-783-9910  
Email: [openglewood@embraceliving.org](mailto:openglewood@embraceliving.org)

Greencastle of Woodlawn I  
808 E. 61<sup>st</sup> Street  
Chicago, IL 60637  
Office: 773-643-8100  
Fax: 773-643-8335  
Email: [gcwoodlawn1@embraceliving.org](mailto:gcwoodlawn1@embraceliving.org)

Orchard Place of Morgan Park & Beverly  
11230 S. Vincennes Avenue  
Chicago, IL 60643  
Office: 773-779-6938  
Fax: 773-779-8552  
Email: [opmorganpk@embraceliving.org](mailto:opmorganpk@embraceliving.org)

Greencastle of Woodlawn II  
6033 S. Cottage Grove Avenue  
Chicago, IL 60637  
Office: 773-753-3410  
Fax: 773-752-8978  
Email: [gcwoodlawn2@embraceliving.org](mailto:gcwoodlawn2@embraceliving.org)





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## Illinois Continued

Patten House of Glenview  
939 Harlem Avenue  
Glenview, IL 60025  
Office: 847-724-6308  
Fax: 847-724-5836  
Email: [patten@embraceliving.org](mailto:patten@embraceliving.org)

Prairie View Villas  
3246 Vandever Avenue  
Pekin, IL 61554  
Office: 773-238-8380  
Fax: 773-238-9579

Peace Memorial Manor  
3737 Highland Avenue  
Downers Grove, IL 60515  
Office: 630-960-5770  
Fax: 630-960-9774  
Email: [peace@embraceliving.org](mailto:peace@embraceliving.org)

## Florida

Apostles Village  
525 E. Sadie Street  
Brandon, FL 33510  
Office: 813-654-2690  
Fax: 813-685-5618  
Email: [apostles@embraceliving.org](mailto:apostles@embraceliving.org)

Greencastle of Bayonet Point  
11722 La Madera Blvd.  
Port Richey, FL 34668  
Office: 727-869-6617  
Fax: 727-869-6747  
Email: [gcbayonetpt@embraceliving.org](mailto:gcbayonetpt@embraceliving.org)

Beneva Oaks Apartments  
650 N. Beneva Road  
Sarasota, FL 34232  
Office: 941-365-3524  
Fax: 941-955-5083  
Email: [benevaoaks@embraceliving.org](mailto:benevaoaks@embraceliving.org)

Orchard Place of Sarasota  
1300 N. Lockwood Ridge Road  
Sarasota, FL 34237  
Office: 941-952-9933  
Fax: 941-952-9832  
Email: [opsarasota@embraceliving.org](mailto:opsarasota@embraceliving.org)

## Missouri

Bethel Greencastle North  
4100 N. Brighton Avenue  
Kansas City, MO 64117  
Office: 816-453-9235  
Fax: 816-459-8460  
Email: [betheln@embraceliving.org](mailto:betheln@embraceliving.org)

Bethel Greencastle South  
4040 N. Brighton Avenue  
Kansas City, MO 64117  
Office: 816-453-9274  
Fax: 816-459-8460  
Email: [bethels@embraceliving.org](mailto:bethels@embraceliving.org)

