

Orchard Place of Englewood

An Embrace Living Community

6333 S Sangamon St | Chicago IL 60621-1962
O 773.488.4999 | F 773.783.9910 | TTY 711 | openglewood@embraceliving.org

Dear Applicant:

In response to your inquiry, enclosed is an application packet for Orchard Place of Englewood. 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

Orchard Place of Englewood is a seven story building with 40 units of government subsidized housing for physically challenged adults.

The community, located at 6333 South Sangamon Street in Chicago, Illinois is owned and operated by Embrace Living Communities. The building opened in August of 1991.

The community offers 10 studio units and 30 one bedroom units. All are wheelchair accessible.

Orchard Place of Englewood 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 shower
- *Water and garbage removal
- *Wall-to-wall carpet
- *Emergency alert / pendant system
- *Full bathrooms with tub or walk-in

Other Community Features Are:

- *Access-control entrance
- *24-hour security with camera monitoring
In all common areas
- *On-site Management
- *On-site Service Coordinator
- *24 Hour on-call maintenance
- *Wheelchair accessible
- *On site laundry facilities
- *Seating on the grounds for relaxation and enjoyment
- *Community Room
- *Pets allowed (size, weight restrictions)
- *Resident computer lab
- *Smoke detectors throughout
- *Elevators
- *Easy access to transportation, local pharmacy & programs
- *Parking



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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.

- **DISABILITY AND AGE** – physically challenged individuals as 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, which 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.

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Homeless Preference

The Department of Housing and Urban Development (HUD) has approved a homeless preference for Orchard Place of Englewood. 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 Orchard Place of Englewood 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 Orchard Place of Englewood 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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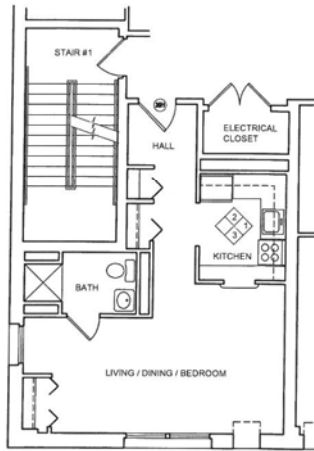
Residence Floor Plans



**APT. TYPE A
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0" AREA: 524 S.F. NORTH



**APT. TYPE D
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0" AREA: 546 S.F. NORTH



**APT. TYPE B
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0" AREA: 433 S.F. NORTH



**APT. TYPE C
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0" AREA: 575 S.F. NORTH

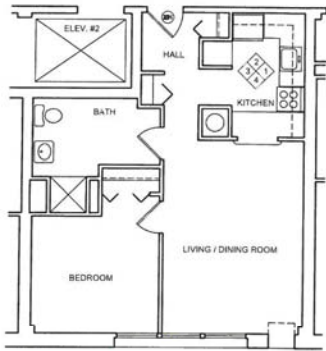
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Residence Floor Plans – Continued



**APT. TYPE F
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0"
AREA: 543 S.F.
NORTH



**APT. TYPE G
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0"
AREA: 524 S.F.
NORTH



**APT. TYPE E
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0"
AREA: 512 S.F.
NORTH



**APT. TYPE H
ENLARGED FLOOR PLAN**
SCALE: 1/4"=1'-0"
AREA: 494 S.F.
NORTH

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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

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

Castle Towers
325 S. York Road
Bensenville, IL 60106
Office: 630-860-5515
Fax: 630-860-5623
Email: 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

Greencastle of Allerton
5921 Allerton Drive
Rockford, IL 61114
Office: 815-316-0490
Fax: 815-316-0363
Email: 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

Greencastle of Barrington
445 E. Main Street
Barrington, IL 60010
Office: 847-382-1650
Fax: 847-382-1664
Email: 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

Greencastle of Bienterra
250 Bienterra Trail
Rockford, IL 61107
Office: 815-277-1400
Fax: 815-227-1450
Email: 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

Greencastle of Elmhurst
190 Michigan Street
Elmhurst, IL 60126
Office: 630-941-8894
Fax: 630-941-8909
Email: 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



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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

Immanuel Residences
1122 Gilbert Avenue
Downers Grove, IL 60515
Office: 630-852-1310
Fax: 630-852-9403
Email: 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

Martin Avenue Apartments
310 West Martin Avenue
Naperville, IL 60540
Office: 630-357-0909
Fax: 630-357-1699
Email: 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

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

Greencastle of Sterling
15 East 23rd Street
Sterling, IL 61081
Office: 815-625-1401
Fax: 815-625-7471
Email: 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

Greencastle of Woodlawn I
808 E. 61st Street
Chicago, IL 60637
Office: 773-643-8100
Fax: 773-643-8335
Email: gwoodlawn1@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

Greencastle of Woodlawn II
6033 S. Cottage Grove Avenue
Chicago, IL 60637
Office: 773-753-3410
Fax: 773-752-8978
Email: gwoodlawn2@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

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

Florida

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

Beneva Oaks Apartments
650 N. Beneva Road
Sarasota, FL 34232
Office: 941-365-3524
Fax: 941-955-5083
Email: benevaoaks@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

Orchard Place of Sarasota
1300 N. Lockwood Ridge Road
Sarasota, FL 34237
Office: 941-952-9933
Fax: 941-952-9832
Email: 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

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

