



St. John's Institute  
ІНСТИТУТ СВ. ІВАНА

## RESIDENCE WAITLIST PROCEDURES

EFFECTIVE DATE: SEPTEMBER 1<sup>ST</sup>, 2012

In order to be eligible to be considered for housing at St. John's Institute, prospective tenants must:

1. Complete an application, on-line or in person at the offices of St. John's Institute.
2. Include, with their application, information about their occupation, income and the source of their fees.
3. Include, with the application, the applicable security deposit of \$750. Payment of the deposit assures the applicant a place on the waiting list.
4. Include, if requested, a criminal background clearance and a vulnerable persons clearance.
5. Participate in, if requested, an interview to determine the applicant's suitability for the type of accommodations available at St. John's Institute (ability to live independently, health conditions that would limit their ability to interact appropriately with other residents, zero-tolerance policy on acts of violence, etc.)

On an on-going basis, the wait list will be reviewed, and applicants to St. John's Institute will be given priority access to housing based on:

1. The availability of the size and style of suite they desire
2. Their ability to meet all application requirements.
3. Their desire to accept and follow all building guidelines and regulations (no pets, non-smoking facility, etc.) Applicants are invited to review the guidelines document: *Guidelines, Policies, and Code of Conduct* (found on website).
4. Their personal occupation and income, and the extent to which it meets CNIT guidelines.
5. First-come, first-served, but first subject to conditions #1 through #4.

As rooms become available, those on the wait list will be contacted and offered housing. Once a contract has been issued, the prospective tenant must stipulate in writing (contained in the contract) that they meet the affordable housing guidelines as outlined in the *An Affordable Housing Solution* document (found on website).

The tenant must also be able to comply with the payment requirements of his/her contract, re: amounts, frequency, etc. In extenuating circumstances, in the sole discretion of the Executive Director of St. John's Institute, tenants may be offered payment deadline extensions, refunds, or other special consideration, depending on their needs.