

Move-in Documentation to bring to interview

1. Applicants will need to supply Southview Courts with a copy of your birth certificate. This must be a legal birth certificate and may not be a hospital copy.
2. Applicants will also need to bring their social security card so that Southview Courts may make a copy for your permanent file.
3. Other items that will be needed to process your third part verifications are:
  - A. Receipts or stubs for employment, unemployment, self-employment. Documentation of award letter for Social Security (SS) Award letter, Supplemental security Income (SSI), welfare, pension funds, alimony/child support payments, educational status, etc.
  - B. The name and address of your bank or investment firms where we may verify the following accounts: savings, checking, CD's, money market funds, trusts, stocks/bonds, IRA/Keogh or other retirement/investment accounts, etc. *Please remember to include account numbers.*
  - C. Real Estate appraisals for any property you may own. Rental income agreements or affidavit if you own property and receive income from it.
  - D. Names and addresses for all medical expenses including health care professionals and facilities, optometrists, dentists, hearing aids and batteries, prescription drugs, home health assistance and monthly payments on accumulated medical bills, etc.
  - E. Names and addresses (including policy numbers) for medical insurance, long term care insurance, and Medicare Part D (if not deducted from your social security award.)

**REMEMBER, Complete names, addresses, and policy numbers!**

Third party verification return can take up to three weeks to process. Southview Courts can not process your recertification until we receive all of your documentation. During this waiting process we encourage you to review several documents that we will give you and prepare questions for your orientation process.

Please Review:

Copy of the executed 9887-9887A
HUD Fact Sheet: How Your Rent is Determined
HUD's Resident's Rights and Responsibilities
HUD-1141
Southview Courts Pet Policy





## Information Sheet

Southview Courts, Inc.  
615 West High St.  
Liberty, IN 47353  
765-458-5104  
TTY 1-800-743-3333 or  
Dial 711

- HUD Housing for Elderly and Disabled      202/Section 8  
(An elderly household is one whose head of household is at least 62 years of age. Please refer to Tenant Selection Plan for definition of an eligible disabled family)
- Residents must meet income criteria to qualify for housing assistance.
- Southview Courts has 50 units
- Each unit furnished with:                      central air, electric heat, range, refrigerator, garbage disposal, furnace, water heater, and private patio
- Utilities included in rent:                      water, sewage, and trash removal
- Residents are responsible for:                electricity, telephone, and cable
- Residents may bring their own appliances
- All light fixtures, shower fixtures, ceiling fans, drapery rods, screen doors...all become permanent fixtures
- Laundry facilities are located in each building and require:  
there are two washers and dryers in each laundry room
- All outside doors are locked and secure during the evening and weekends
- The following services are available through Union County Council on Aging: homemaker, handyman, home health attendant care, public transportation, senior center activities, and Area 9 Congregate meals
- Residents are required by HUD to recertify each year: letters are sent to each resident explaining that it is time for them to make their appointments. Names, addresses, policy numbers, social security numbers, and signatures are required.
- Residents are encouraged to stop by the Southview Courts office and ask questions.





## Ten Facts About Southview Courts

1. Southview Courts is a HUD 202/Section 8 housing facility for the elderly and persons with disabilities.  
( An elderly household is one whose head of household is at least 62 years of age.)
2. Southview Courts has 50 units. Ten of these units are accessible units.
3. All residents must meet the income criteria to qualify for housing assistance.
4. Each unit is furnished with: central air, electric heat, range, refrigerator, garbage disposal, furnace, water heater, and a private patio.
5. Residents are responsible for the following utilities: electric, cable/dish TV, and telephone.
6. Utilities included with unit rent: water, sewage and trash.
7. There are two laundry facilities located at Southview Courts. They each contain two washers and two dryers.
8. All outside doors are locked and secured at all times. The Liberty police department regularly patrol the grounds during the day and at night.
9. Residents have access to the following services through Union County Council on Aging and Aged, Inc.: homemaker, home health attendant, public transportation, senior center activities and Area 9 congregate meals.
10. Residents are required to recertify each year. 120 days before your move-in anniversary residents are notified in preparation to the recertification process. Residents are encouraged to make their recertification appointment as soon as possible.

If you have any questions about Southview Courts please feel free to give us a call. We'll be glad to answer your questions.

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