

BCS will process the application including doing the background checks, verifications, and calculations. The site staff selects the next applicant(s) from the waiting list for an upcoming vacant unit and makes the final decision on eligibility.



NOTIFICATION

Site staff notifies BCS of an upcoming vacancy immediately upon receiving notice.

Site staff reaches out to three to five applicants from the Waiting List for the upcoming unit. Site staff discusses the upcoming vacancy and the application process with the applicant and sends out an updated application packet (if necessary).



PROCESSING

The application packet is reviewed by the site staff for completeness and forwarded to BCS to begin a background check in accordance with the Tenant Selection Plan and industry best practices.

A BCS Compliance Analyst will run a background and credit check, the existing tenant search in EIV (if applicable) and verify five or more years of landlord references and forward to the site staff for review before proceeding.

Site staff will review the completed application packet – household composition, income, landlord history, credit/background check – and determine if the applicant is eligible and qualified under the Tenant Selection Plan. If approved, the Manager signs a Move-In Approval Form and returns it to BCS to complete the 50059/TIC and move in packet.



COLLABORATION

BCS utilizes a secure tracking log, which details MI workflow and allows site staff to view the application status and edit information.

BCS conducts scheduled phone calls with site staff to minimize issues of non-compliance. BCS uses this time as an opportunity to discuss outstanding items with the site staff and to review the status of current applications and upcoming vacancies.



COMPLETION

A BCS Compliance Analyst completes the MI packet including the 50059 or TIC and all supporting move in documents and submits it to the General Manager or his designee, who reviews the final packet for approval.

Once the file is approved it is scanned securely to the Property Manager. The Property Manager will notify the applicant and schedule a lease signing and move in!