

Special Lease-up Meeting  
WGHA and INHS  
December 18, 2020 1pm – Zoom meeting

In attendance:

Emily Peckham, Jennifer Bond, Nan Woodworth, Patti Schimizzi, Brad Eakins, Rob Rossiter and Melody Susco.

INHS is going through the applications to verify they are complete and if they are eligible. Letters sent out to those whose applications are not complete and they have five days to respond. According to Melody, Emily and Jenn were to be copied on said letters. Melody also said INHS didn't think the recipients of the letters would call Jefferson Village, but they did.

Eligibility checks have not yet begun, should start the week of December 21.

Screening and Lease-up will be handled by INHS. The showing of apartments, signing of documents, use of the Community Room will be by JV, subject to change. The software programs, Boston Post is not yet on JV computers.

Physical files will not locate to JV or GL office until after the actual lease-up.

Wait list – the first 28 lotto winners then after that, according to when application was received (post mark with date and time).

Still need to be done:

Criminal (the two things that can eliminate a prospective tenant are sex offenders and meth producers), Credit (if no credit cards, loans to check then review of back rent payments) and landlord checks (repeated lease violations). Emily requested to be included on any red flags due to criminal checks.

Interviewing will be conducted over the phone. Lease signing will be either in the Community Room or during move-in days.

Nan suggested to Melody that during the phone interview, that it be made crystal clear, especially to those coming from more urban areas, that Watkins Glen is a small town and very limited in the amenities, especially tough if the person has no car.

There will be no holding of any apartments if eligible tenant has to give more than a 30 day notice to current landlord.