

# Canning Management Group

## Instructions for Application

Enclosed please find the following:

- Rental Application
  - HUD 92006 form
  - Citizenship Declaration Form/Family Summary Form
  - Criminal and Sex Offender Background Information Form
- Please carefully read all sections of the application. You must **fully and clearly complete** each section.
  - If any area of the application does not apply to your circumstances, **DO NOT LEAVE**. You must mark these areas as **N/A** (Not Applicable)
  - Incomplete applications cannot be processed.
  - **The application must be signed with your original signature to be processed.**
  - As part of your application process, a required national background criminal investigation (**BCI**) will be conducted.

Important Reminders:

- **This is a smoke-free and Drug-Free facility.** Please be advised that our smoke-free/drug-free policies are strictly enforced. **Smoking and/or drug use is not allowed.**
- Thirty (30) days after moving in, an apartment inspection will be conducted.

Interested applicants may mail or hand deliver the completed application and inserts to the contact information of the community in which they would like to reside.

### Limited English Proficiency Plan

# **Canning Management Group**

The Canning Management Group (CMG) is committed to ensuring equal access to its programs and services by all applicants and residents, regardless of the primary language spoken. Title VI and Executive Order 13166 require recipients of federal financial assistance to take reasonable steps to ensure meaningful access to their programs and services by Limited English Proficient (LEP) persons. Persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be considered LEP persons. The goals of CMG's Language Assistance Plan include:

- To ensure meaningful access to our applications and affordable housing programs by all eligible individuals, regardless of primary language spoken.
- To ensure that all LEP individuals are made aware that CMG will provide free oral interpretation services to facilitate their contacts with and participation in CMG programs.
- To provide written translations of vital documents to LEP individuals in accordance with HUD's "safe harbor" guidelines.
- To ensure that CMG staff are aware of available language assistance services and how these services need to be used when serving LEP individuals.
- To provide for periodic review and updating of language assistance plans and services in accordance with community needs.