

Applicant,

Thank you for contacting me about Monterey Foundation housing. Attached are some files with information about the Monterey Foundation and about the transitional housing that we use to serve the community. We have been working in the community since 2008, and we attempt to help in various ways, always from a Christian perspective. You can learn even more about us by visiting our website: <http://www.montereyfoundation.org>

Included is a file called **Housing Application**, which explains how to apply to live in one of those houses. Inside that file is an **Application form** that should be completed, and it should be submitted along with a **written narrative** telling *your specific* story. The things we want to see in that narrative are detailed on the first page of the file. In addition, we do like to see a completed **budget sheet prior to final approval** to capture current financial information, and to help guide the overall process.

Approval to occupy a property is not automatic. Once the Board has considered the applicant, we make various checks, including background checks, credit checks, and even criminal checks, as part of our vetting process. We recognize that credit checks will likely produce poor numbers, but they give us a baseline from which we can work to help the credit score get better. If you want to short-cut some of that process, you can complete the **Background check** form enclosed send it in, too. After everything is considered, and if the applicant is accepted, we will contact them to set up a time to visit in person and provide more details.

Recognize that this is **Transitional** Housing - not a permanent solution. Occupants are usually allowed to stay in the home for about a year as they stabilize their finances and home situation. At that point, as they become more self-sufficient, we encourage them to move on to more permanent housing that they pick.

Please look at all of these files and submit the **application + narrative**. You can email those to me. We only own two properties and opportunities are limited due to demand. Currently, both of our properties are committed for other families, but we maintain contacts and names. Emergencies or immediate needs might be better met with Women's Protective Services or with Family Promise of Lubbock.

Questions or requests for additional information can be sent to me. Thank you.

Michael Martin
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