

JEFFERSON PLACE APARTMENTS

214 NORTH FOURTH STREET • STEUBENVILLE, OHIO 43952 • PHONE (740) 282-4530 • FAX (740) 282-5811

Application Instructions

Dear Applicant,

Thank you for your interest in our beautiful apartment building. In order to process your application, please include your completed application along with the following:

1. Birth Certificates for ALL household members
2. Social Security cards for ALL household members
3. Complete income and asset information for all members
4. Complete landlord information including Name, Address and Phone number
5. If you receive Section 8 Housing Assistance - a copy of your Voucher
6. Application fee in the amount of \$35 paid by check or money order (cash is not accepted) made out to: **Steubenville Elderly**

When filling out your application please be sure to include all information. Please DO NOT use white-out. To correct an error, draw one (1) single line (~~error~~) through the error, initial beside it and then put the correct information.

Incomplete applications or applications that do not include the application fee cannot be processed and will be returned or placed on hold until complete.

Should you have any questions or concerns, please contact us at 740-282-4530.

Respectfully,

Mickey Libetti

Mickey Libetti
Property Manager