

INFORMATION & INSTRUCTIONS FOR APPLICANTS

You are encouraged to read all information in this Application for Admission Packet. Additionally, you may request the Notice of Occupancy Rights, form HUD-5380, and the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation, form HUD-5382, under the Violence Against Women Act (VAWA).

Note: A single person with disabilities or a family that includes a person with disabilities may request a reasonable accommodation at any time during the application or occupancy process.

Those submitting an application for housing assistance may also apply for all programs with an “open” waiting list. To obtain an application for other programs please ask the receptionist which programs are accepting applications.

The application and all supplemental forms must be filled out in full and signed by all adult family members. If all information required on the application and listed below is not received by the Agency within ten (10) calendar days of the application date, the application will be denied.

If an applicant’s spouse is **temporarily** absent from the home, he/she must be listed on the application and is subject to the same screening criteria as all other household members. If a spouse is **permanently** absent, he/she should not be listed on the application and will not be allowed to live in the rental unit.

A criminal history check will be run on all household members aged eighteen (18) and over. The Agency may require that a family member provide fingerprints to be run through the FBI’s national fingerprint system if criminal activity is revealed in the local or state systems. The Agency is screening for specific criminal backgrounds stipulated in the Tenant Selection Plan, as well as criminal activities that prohibit a person from receiving housing assistance during his/her lifetime. Lifetime prohibitions include persons required to register under a state lifetime sex offender registration program and persons who have been convicted of methamphetamine production in federally assisted housing. An application will not be denied if the criminal history check reveals a single minor or petty criminal activity. ***If an applicant is offered a unit before the background check information is received by the Agency and the results of the check reveals drug-related or violent criminal activity, any lease agreement executed may be terminated.***

In addition to completion of the written application and signing all forms in the application packet, the applicant must provide:

- Social Security numbers and original Social Security cards for all members of the household
- A current driver’s license or state-issued photo identification for each adult household member
- For each minor listed on the application, original proof of custodianship or right to live with the family (such as birth certificate or divorce decree)
- The name and address of any parent who will not be living in the household
- Additional verification forms as determined necessary by the Agency

Original documents provided will be copied by the Agency, and the original documents will be returned to the applicant.

The application will be reviewed within thirty (30) days following receipt to determine initial eligibility. Information provided will be verified as the applicant nears the top of the waiting list to determine suitability and final eligibility. The applicant will be contacted if additional information is required.

If it is determined during the review process that the applicant failed to disclose relevant information requested or provided false information on the application or at the interview, the application will be denied.

The applicant will be mailed a letter of initial eligibility or denial at the address provided on the application. If the application is denied, the applicant may, within fourteen (14) days of the date of the denial, request an informal meeting, at which time he/she could provide documentation that would disprove the validity of the information relied upon in denying the application.

Eligible applicants are placed on the appropriate waiting list and offered a unit in accordance with the approved Tenant Selection Plan, which is available for review upon request in the management office. Applicant screening and offers of rental units will be made without discrimination regarding race, color, religion, sex, age, handicap, familial status, or national origin.

All applicants determined eligible initially will be interviewed prior to determining final eligibility and suitability and being offered a rental unit. At the time of the interview, current verifications of income, assets, and deductible expenses will be obtained for use in calculating rent. These required verifications must be original documents less than 60 days old at the time of the interview.

The applicant must notify the Agency in writing of any changes in income, household members, assets, address, or telephone number while on the waiting list. This information is used in determining eligibility and unit size for which the family is eligible and for contacting the applicant. If the Agency is unable to contact the applicant due to a change in address or telephone number that has not been reported in writing, the application will be removed from the waiting list. If the applicant can provide verification that he/she was unable to respond due to circumstances beyond his/her control, the application may be reinstated.

When a unit of the appropriate size becomes available, the applicant will be contacted at the telephone number provided on the application. If the Agency is unable to contact the applicant or leave a recorded message at the most recent telephone number provided, the offer will be mailed to the applicant at the address on the application.

The applicant must accept the unit offered or decline it within three (3) calendar days from the date of the offer. If the unit offered is declined, but the applicant desires to remain on the waiting list, his/her name will be moved to the appropriate place on the waiting list as detailed in the Tenant Selection Plan. Failure to respond to an offer within three (3) calendar days will result in removal from the waiting list unless the applicant can provide verification that he/she was unable to respond due to circumstances beyond his/her control at the time of the offer.

If the offer is accepted, the applicant must:

1. Execute the lease and lease addenda within five (5) business days of the offer date
2. Provide proof of ability (receipts) to have utilities turned on in the unit in an adult household member's name.
3. Pay the security deposit (and pet deposit, if applicable).
4. Pay the pro-rated rent for the month in which he/she is renting.
5. Inspect the unit with an Agency representative. Any repairs needed in the unit that are not noticed at the move-in inspection may be reported and recorded within seven (7) calendar days of execution of the lease. After that time, the tenant assumes responsibility for any needed repairs beyond normal wear and tear.