



TENANT SELECTION CRITERIA – HOME Program
\$30 screening fee per adult

Applications are to be returned to the Housing Authority of Jackson County, 2251 Table Rock Road, Medford, OR 97501 in person, by mail, or by fax. Applications are accepted on a first come, first serve basis. Incomplete applications will be returned to the applicant by mail.

If a waiting list exists, all applications will be logged by date and time received. If there is an available unit at the time of application, the screening process will begin immediately upon receipt of the application. The applicant will be notified in writing within 10 days as to whether the application has been accepted for residency, placed on the waiting list, or rejected.

The minimum/maximum number of occupants per unit size is as follows:

1 Bedroom	2 Bedroom	3 Bedroom
1-3 People	2-5 People	3-7 People

The maximum annual gross income guidelines are as follows:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$42,960	\$49,040	\$55,200	\$61,280	\$66,240	\$71,120	\$76,000

Deposit

The security deposit is as follows:

Studio	1 Bedroom	2 Bedroom	3 Bedroom
\$700	\$800	\$900	\$1000

The following criteria is required for residency:

- Must meet the income guidelines listed above
- Must complete the interview process and allow the Housing Authority to verify all information necessary to determine eligibility for the HOME guidelines
- Must have verifiable income, assets, or resources equal to 1 x's the rent amount
- Must have the legal capacity to enter into a lease agreement
- Must meet the occupancy guidelines listed above for the apartment size applied for

Rental History

- Applicants must have at least one-year good rental history to qualify for occupancy from an unrelated and unbiased source. Applicants without rental history must obtain a qualified co-signor to qualify for occupancy or pay a double deposit. A co-signor/double deposit may not be used to negate negative rental history. Homeownership with good payment history is considered a rental reference.
- Applicants who have been evicted by a landlord must have at least two years of good rental history since the eviction to qualify for occupancy.

Criminal History

Applicants must pass a criminal background check as follows:

1. Applicants who have been convicted of the manufacturing of a controlled substance within the past 5 years will be denied occupancy.
2. Applicants who have been convicted of the distribution of a controlled substance within the past 3 years will be denied occupancy.
3. Applicants who have been convicted of one charge of possession of a controlled substance within the past year must supply proof that they have completed a certified drug treatment program to be admitted

- occupancy.
4. Applicants who have been convicted of more than one charge of possession within the past 3 years will be denied occupancy.
 5. Applicants who have been convicted of a violent crime may be denied occupancy if it is a threat to the health and safety of the complex.
 6. Applicants who have three or more convictions in the past 3 years will be denied.
 7. Applicants with an active warrant for their arrest will be denied.
 8. Registered sex offenders will be denied.

Credit History

Applicant(s) must pass a credit check as follows:

1. Applicants must not owe any other landlord or Housing Authority.
2. Applicants must not owe a utility company whose services are required at the unit applicant is applying for.
3. Applicant must not owe more than \$1,000 in federal, state or local governmental debts (taxes, court fines, benefit overpayments, student loans etc.) currently in a collection status unless applicant can show that a payment has been made each month for the most recent three-month period on that debt.
4. Applicant must not owe child support that is currently in a collection status.

Previous Tenants of the Housing Authority

Applicants who are previous tenants of the Housing Authority of Jackson County and were evicted will not be eligible for tenancy for three years from the date of the eviction and must obtain no less than two years of good rental history since the eviction took place. Previous tenants who receive a negative rental reference from the Housing Authority will also be required to obtain no less than two years of good rental history since their tenancy ended.

Reasonable Accommodations & Modifications

If an applicant requires reasonable accommodations or modifications, such as modifications to the unit or a change in occupancy guidelines due to a verifiable disability, please inform management at the time of application.

Pets

You must notify management at the time of application if you have a pet. Pets are allowed as follows:

- No more than two dogs or cats per unit. Each animal increases the security deposit by \$300. Dogs must be no more than 30 pounds.
- Two small caged animals are allowed per unit without an increased deposit. Small caged animals include hamsters, guinea pigs, rats, chinchillas, turtles and lizards.
- One small aquarium less than 10 gallons in size is allowed without an increased deposit. Aquariums larger than 10 gallons require renter's insurance that covers water damage and the Housing Authority listed as "Additional Insured". The policy must be in effect and proof provided to the Housing Authority of insurance prior to signing the lease.

Ready to Rent Program

Applicants who complete the Ready to Rent Program and supply us with a certificate may be allowed waivers on the rental history criteria as follows:

- The one year of positive rental history requirement will be waived so long as the applicant is able to obtain a co-signor. If a co-signor is not available then the applicant must pay a double deposit.
- If an applicant owes a previous landlord money, they must have paid the debt in full or have entered into a payment arrangement with the landlord, have made three consecutive monthly payment on the debt and be able to provide proof.

Student Households

HOME Program Specific Student Rules apply. A household that includes an individual who is a full-time or part-time student in an institution of higher education and who does not meet one of the conditions below does not qualify for a HOME assisted unit:

1. **Over the age of 24**
2. **A veteran of the US Military**
3. **Married**
4. **Have one or more dependent children**
5. **Under 24: has documentation to support independence from parents for at least 1 year**
6. **Under 24: not independent of parents and parents are eligible based on their income**

Over-Income HOME Re-designation and Procedure - Floating HOME Units

High HOME

- Upon recertification, if household income has increased above current applicable HOME Income limit the following action is taken for the household & unit:
 - Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions.
 - The High HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.

Low Home

- Upon recertification, if household income has increased above the current very low (50%) income limit, but not above the low (80%) income limit, the following action is taken for the household & unit:
 - Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and other funding source restrictions.
 - The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a High HOME unit.
- Upon recertification, if household income has increased above the current low (80%) income limit, the following action is taken for the household & unit:
 - Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions. Additionally, the over income household's rent will not exceed 30% of adjusted income or the market rent for comparable, unassisted units in the neighborhood.
 - The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.

Transfers

The HOME Program does not allow for transfers.

Transfers involving a HOME unit are treated like a new move-in. To determine eligibility, a new Application and income/asset certification must be completed and household must qualify under the current applicable HOME Program income limits.

All other criteria must be met as listed under Screening Criteria.

ALL COMMUNITIES ARE NON-SMOKING! SMOKING IS PROHIBITED ON THE PROPERTY!

The Housing Authority of Jackson County is an equal opportunity provider. We do not discriminate on the basis of race, color, religion, sex, familial status, handicap status or national origin. .



HOME PROGRAM APPLICATION

This application is for the HOME program. The HOME program consists of several small apartment complexes throughout Jackson County in which the rents are lower than market rents however, rent is not based on your income. The income limits for these apartments are listed below and will vary depending on the apartment complex and unit available. The locations of these apartments are also listed below along with the rent amounts. If you are interested in applying to the waiting list for any or all of these apartments, please read their descriptions and check yes or no next to each one. **These apartments are all no smoking communities.**

MEDFORD

Osprey Apartments located at 250 Berrydale Avenue. All 2 BR apartments from \$615-\$655/month
Table Rock Apartments located at 2158 Table Rock Rd. Studio, 1 and 2 BR apartments from \$450-\$695/month
YES _____ NO _____

CENTRAL POINT

Countryside Apartments located at 501-505 Countryside Drive. All 2 BR apartments from \$630-\$775/month
Penny Lane Apartments located at 445-449 N. 2nd Street. 1 and 2 BR apartments from \$560-\$655/month
YES _____ NO _____

EAGLE POINT

Mill Creek Apartments located at 101 Onyx Street. 2 and 3 BR apartments from \$595-\$715/month
YES _____ NO _____

TALENT

West Street Duplexes located at 203-205 West Street. 2 and 3 BR duplexes from \$600-\$680/month.
YES _____ NO _____

INCOME GUIDELINES

Number in Family	1	2	3	4	5	6	7	8
Maximum annual gross income	42,960	49,040	55,200	61,280	66,240	71,120	76,000	80,960

This is your receipt for your personal records. The address you provide on your application is the address we will use for any correspondence. **If there is a change in your mailing address please notify our office in writing immediately. We only contact you by mail.**

If you have any questions, please do not hesitate to call us at (541) 779-5785 ext. 1000.

If you need reasonable accommodations, please inform us.

Print Name

Date

RENTAL APPLICATION
HOUSING AUTHORITY OF JACKSON COUNTY

2251 Table Rock Road Medford, OR 97501
 Phone: 541-779-5785 fax: 541-857-1118

Property: _____

Date Received: _____
Time Received: _____
Property: _____

Please note: You must complete the entire application and sign it in order for it to be processed. If an item is not applicable, please write N/A (not applicable)

NAME OF APPLICANT _____
 MAILING ADDRESS _____
 CITY, STATE & ZIP _____
 HOME PHONE _____ MESS PHONE _____
 EMAIL _____

HOUSEHOLD COMPOSITION List below all members of the household who will be residing in the apartment. List the name of the applicant first, including his/her first name, middle name, and last name.

Legal Name	Sex	Relation to Head	Birth Date	Disabled Yes / No	Social Security Number
1.		Self			
2.					
3.					
4.					
5.					
6.					
7.					

The following information is being requested to comply with equal opportunity requirements and to assure no discrimination occurs. Answering this question is strictly voluntary. Is the Head of Household (check all that apply) White _____ Black _____ American Indian/Alaskan Native _____ Asian/Islander _____ Hispanic _____ Non Hispanic _____

How did you hear about us? Referred by other agency (which one?) _____ T.V. _____ Radio _____ Word of Mouth _____ Newspaper _____ Community Resource Listing or Flyer _____ Internet _____ Other _____

Income

\$ / Mo. (before tax)	SOURCE (Work, AFS, Child Support, Unemployment Insurance, SSI, SSDI, etc.)

Total Assets (dollar amount for bank accounts, property, etc.) \$ _____

Do you require a unit with special features? Not Applicable Grab Rails No stairs
 Wheelchair Accessible Hearing Impaired Smoke Detector Other _____

THE ABOVE INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND IT IS A CRIME TO KNOWINGLY AND WILLINGLY GIVE FALSE INFORMATION.

Signature _____ Date _____