



**TENANT SELECTION CRITERIA**  
**80% Area Median Income Properties**

**Application fee: \$30.00 per adult applicant (paid once the applicant reaches the top of the waiting list).**

Applications are processed in order of date & time of application. A non-refundable screening fee of \$30 is required per adult applicant at the time the application is processed. There is no screening fee charged if the applications is placed on a waiting list but will be due at the time the applicant's name reaches the top of the waiting list.

All applicants will be required to be interviewed and allow the Housing Authority to verify all income, assets, and background information such as credit and criminal checks before being approved for tenancy or placement on the waiting list, if one exists at the time of application.

The Housing Authority will process criminal and credit reports and landlord reference checks on all household members age 18 and older. It is the applicant's responsibility to supply the Housing Authority with all information necessary to contact previous landlords. If such information is not supplied or we are unable to verify your rental references, your application may be denied or you will be required to obtain a co-signor.

**Income & Occupancy Guidelines**

Applicants must earn a minimum of 2 times the monthly rent amount per month in order to qualify and earn no more than the following gross income guidelines per year:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
\$45,360	\$51,840	\$58,320	\$64,720	\$69,920	\$75,120	\$80,320	\$85,440

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

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
1-3 People	2-5 People	3-7 People	4-8 People

**Deposit**

Studio/1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$900	\$1000	\$1,100	\$1,200

**Screening Criteria**

- 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. A co-signor 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.
- 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. Registered sex offenders will be denied.
8. Applicants with an active warrant for their arrest will be denied.
9. Applicants with pending charges that, if convicted, would result in a denial, will be denied.

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, 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.

### **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 an increased 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.

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

### **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 renters 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.

### **Smoking**

Smoking is allowed in designated smoking areas. Smoking in your apartment, in the parking lot, common areas, or outside on your patio will lead to eviction. If you cannot follow this rule, do not apply. The NO-SMOKING rule is

strictly enforced.

**Notification of Denial**

Applicants will be notified in writing within ten days of application processing if their application is denied along with reasons for the denial. If applicant wishes to appeal the denial of their application due to a reasonable accommodation or request for review of additional documentation the applicant may do so within fourteen days of the date the denial letter is mailed. Instructions for requesting the appeal will be included in the denial letter.

*The Housing Authority of Jackson County is an equal opportunity provider*



HOUSING AUTHORITY  
of JACKSON COUNTY

2251 Table Rock Road | Medford, OR 97501  
P 541- 779-5785 | F 541-857-1118  
www.hajc.net

Apartment communities listed below are not based on your income, but have a lower than market value rent. Please check each complex you would like to be considered for and check the number of bedrooms you would like. Please consider our occupancy guidelines 1BR = 1-3 people 2BR = 2-5 people 3BR = 3-7 people  
Waiting times vary depending on properties. Screening criteria is attached.

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Bedroom size applied for **(circle only one)**: 1-bedroom, 2-bedroom, 3-bedroom, 4-bedroom

Income Limits						
1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$45,360	\$51,840	\$58,320	\$64,720	\$69,920	\$75,120	\$80,320

**Finley Square**: 2300 Finley Ln, Medford, OR 97501

☐ 1-\$950

☐ 2-\$1150

**West Pine Terrace**: 345 W. Pine St., Central Point, OR 97502

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☐ 2-\$950

**Multi-Housing**:

Small apartment complexes in Jackson County, including 2, 3 & 4-bedroom units with rents varying from \$800 to \$1050 depending on unit size & property.

☐ 2 Bedroom

☐ 3 Bedroom

☐ 4 Bedroom

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**RENTAL APPLICATION – 80%**  
**HOUSING AUTHORITY OF JACKSON COUNTY**  
 2251 Table Rock Road Medford, OR 97501  
 Phone: 541-779-5785 fax: 541-857-1118

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Property: \_\_\_\_\_

Please read and complete all areas. Use legal name for all household members as it appears on social security card.

NAME OF APPLICANT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ MESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Are you currently homeless? Yes \_\_\_\_ No \_\_\_\_

**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.

Name: Last, First, Middle	Date of Birth	Disabled Y/N*	Sex	Race*	Social Security Number	Relationship to Applicant
1.						Applicant
2.						
3.						
4.						
5.						
6.						

**Income**

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

Total Assets (List 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 \_\_\_\_\_