



Orchard Home/Prescott Gardens

TENANT SELECTION CRITERIA

60% Area Median Income Properties

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

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.

The property you have applied for is a Section 42 Low Income Housing Tax Credit (LIHTC)/GHAP property under management by the Housing Authority of Jackson County. As such, all applicants must meet the LIHTC/GHAP and Housing Authority criteria in order to be eligible for tenancy. 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. If an applicant requires reasonable accommodations, 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 and such modifications will be made if reasonable.

Preferences

Orchard Home and Prescott Gardens has a preference for wildfire survivors. All other units are for households who meet the criteria outlined in this plan.

If a waiting list exists, all applications will be logged by date and time received. Once a unit becomes available the next person on the waitlist is contacted. 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 or rejected per LIHTC and/or Housing Authority guidelines. Denial letters include information needed in case an applicant chooses to appeal a denial. Applicants who are denied will have an opportunity to appeal their denial within 14 days.

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	4-9 People

Deposit

The security deposit is as follows:

Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$800	\$900	\$1000	\$1100	\$1200

The following criteria is required for residency:

- Must meet the LIHTC income guidelines
- Must complete the interview process and allow the Housing Authority to verify all information necessary to determine eligibility for the LIHTC guidelines
- Must have verifiable income, assets, or resources equal to 1.5x'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. 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.

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. Registered sex offenders will be denied.
8. Applicants with an active warrant for their arrest will be denied.
9. Applicants with pending charges which would, if convicted, lead to a denial 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, 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.

Student Households

Special guidelines apply to full time students in LIHTC properties. Without meeting an exception to the student rule, the LIHTC program prevents a household entirely comprised of full-time students to reside at a LIHTC property. A full-time student household can qualify for LIHTC housing if:

- A student receives assistance under Title IV of the Social Security Act (the Temporary Assistance for Needy Families (TANF) program)
- A student was previously in the foster care program
- A student enrolled in a job training program and receiving assistance under the Job Training Partnership Act or under other federal, state, or local laws
- The household comprises of single parents and their children. Such parents must not be dependents of another individual and the children must not be dependents of another individual other than their parent. None of the tenants (parents or children) can be dependents of a third party
- The household is comprised of a married couple entitled to file joint tax returns

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 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.

Unit Transfers

Unit transfers are allowed in LIHTC properties. However, regulations apply regarding how the unit transfers are handled taking into consideration the applicable funding sources and the multiple building status. For properties funded with LIHTC only, Owners/Agents are required to complete a Unit Transfer Certification form with each unit transfer. This form will assist in tracking the unit transfers within the property to ensure that compliance is maintained with respect to the property's set-asides.

Waitlist

Effective immediately HAJC will close each waitlist once it reaches a max capacity for each property. The waitlist will reopen once we are in need of more applicants. We will advertise on our website when each list reopens and will hold it open for one week via a lottery system. If it is necessary to purge the waitlist, continued interest letters will be mailed out to all applicants on the waitlist with a date to respond by. Applicants who do not respond by the date listed on the letter will be closed.

Violence Against Women Act Protections (VAWA)

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that the Housing Authority of Jackson County (HAJC) is in compliance with VAWA.

Protections for Applicants

If you otherwise qualify for assistance under HAJC's programs, you cannot be denied admission or assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Tenant Income Certifications

After obtaining, verifying and calculating all sources of income and assets the Owner/Agent must prepare a Tax Credit (LIHTC) Tenant Income Certification (TIC) for each household. After reviewing the TIC with the household, Owner/Agent must have all adult household members sign and date the TIC at the time of lease signing. In no case should the TIC be signed more than ten (10) days prior to actual move-in/lease effective date. The first-year annual recertification must be completed and signed any time after all verifications are collected before the effective date. However, in no case may it be completed more than 120 days prior to the effective date and no later than one year from the date of move-in. Interim certifications are not required for the LIHTC program

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.

60% TAX CREDIT

RENTAL APPLICATION

HOUSING AUTHORITY OF JACKSON COUNTY

FOR OFFICE USE ONLY	
Date Received:	_____
Time Received:	_____
Property:	_____

Prescott Gardens 2164 N. Keene Way Medford, OR 97504

Orchard Home 1630 Orchard Home Dr Medford, OR 97501

Bedroom size/rent check one:

- 1- \$840
- 2- \$1000
- 3- \$1200

Income Limits

1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$36,900	\$42,180	\$47,460	\$52,680	\$56,940	\$61,140	\$65,340

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 _____

MAIN 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.

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.

Print Name _____ Date _____

Signature _____