



TENANT SELECTION CRITERIA  
50%-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/properties you have applied for is a Section 42 Low Income Housing Tax Credit (LIHTC)/GHAP under management by the Housing Authority of Jackson County. As such, all applicants must meet the LIHTC/GHAP and Housing Authority criteria 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. Such modifications will be made if reasonable.

Preferences

Orchard Home and Prescott Gardens have a preference for wildfire survivors. All other units are for households meeting this plan's criteria.

All applications will be logged by the date and time received if a waiting list exists. 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 whether the application has been accepted for residency or rejected per LIHTC/GHAP/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.

All applications will be logged by the date and time received if a waiting list exists. 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 whether the application has been accepted for residency or rejected per the LIHTC/GHAP and Housing Authority guidelines.

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 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 of 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 a good payment history is considered a rental reference.
- Applicants 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. Please inquire about eligibility for student households prior to submitting your application.

## **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.

## HOME Funded Properties

The following rules apply to units with HOME funding included which are: Lilac Meadow, Maple Terrace, Canterbury Hills, Patriot Station, The Concord, Barnett Townhomes Creekside Apartments and Snowberry Brook II.

## Student Households

HOME Program Specific Student Rules apply. A household that includes an individual who meets one of the conditions below does not qualify for a HOME assisted unit.

1. Is enrolled in a higher education institution
2. Is under age 24
3. Is not a veteran of the US military
4. Is not married
5. Does not have a dependent child
6. Does not have a disability
7. Is not otherwise individually eligible or has parents who individually or jointly are not eligible on the basis of 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.

### **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.

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

### **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.*

# 50/60% TAX CREDIT

## RENTAL APPLICATION

### HOUSING AUTHORITY OF JACKSON COUNTY

#### APPLICATION FOR AFFORDABLE HOUSING COMMUNITIES (50%/60% AMI)

Apartment communities listed below are not based on your income but have affordable rents. Please check each complex you would like to be considered. Waiting times vary depending on properties. The screening criteria are attached.

Occupancy Guidelines: 1 Bedroom = 1-3 people, 2 Bedroom = 2-5 people, 3 Bedroom = 3-7 people, 4 Bedroom = 4-9 people

Bedroom Size Applied for (LIST ONLY ONE) \_\_\_\_\_

#### Income Limits

	<i>1 Person</i> \$28,350	<i>2 People</i> \$32,400	<i>3 People</i> \$36,450	<i>4 People</i> \$40,450	<i>5 People</i> \$43,700	<i>6 People</i> \$46,950	<i>7 People</i> \$50,200
<input type="checkbox"/> <b>Cathedral Square</b>	203 Grandview Ln, Grants Pass, OR 97526			<b>1-\$650</b>	<b>2-\$750</b>	<b>3-\$850</b>	
<input type="checkbox"/> <b>Parkview Terrace</b>	1002 SE Park Plaza Dr, Grants Pass, OR 97527			<b>1 - \$560</b>	<b>2 - \$660</b>	<b>3 - \$740</b>	
	<i>1 Person</i> \$30,750	<i>2 People</i> \$35,150	<i>3 People</i> \$39,550	<i>4 People</i> \$43,900	<i>5 People</i> \$47,450	<i>6 People</i> \$50,950	<i>7 People</i> \$54,450
<input type="checkbox"/> <b>Canterbury Hills</b>	3693 Arrowhead Dr, Medford, OR 97504			<b>1 - \$650</b>	<b>2 - \$750</b>	<b>3 - \$850</b>	
<input type="checkbox"/> <b>Concord</b>	100 N. Grape St, Medford, OR 97504			<b>1 - \$700</b>	<b>2 - \$800</b>	<b>N/A</b>	
<input type="checkbox"/> <b>Creekside</b>	S. Haskell St, Central Point, OR 97502			<b>1 - \$575</b>	<b>2 - \$690</b>	<b>3 - \$805</b>	
<input type="checkbox"/> <b>Elk Street</b>	81 Elk St, Medford, OR 97501			<b>N/A</b>	<b>2 - \$600</b>	<b>N/A</b>	
<input type="checkbox"/> <b>Freedom Square</b>	3442 Avenue E, White City, OR 97503			<b>1 - \$600</b>	<b>2 - \$660-675</b>	<b>3 - \$755-760</b>	
<input type="checkbox"/> <b>Liberty Place</b>	405 N 2 <sup>nd</sup> Street, Central Point, OR 97502			<b>1 - \$600</b>	<b>2 - \$675</b>	<b>N/A</b>	
<input type="checkbox"/> <b>New Bridge</b>	223 Stillpond Dr, Medford, OR 97501			<b>1 - \$565</b>	<b>2 - \$690</b>	<b>3 - \$785</b>	
<input type="checkbox"/> <b>Patriot Station</b>	8400 Division Rd, White City, OR 97503			<b>1 - \$580</b>	<b>2 - \$675</b>	<b>3 - \$765</b>	
<input type="checkbox"/> <b>Scenic Heights</b>	1847 Scenic Ave, Central Point, OR 97502			<b>1 - \$700</b>	<b>2 - \$800</b>	<b>3 - \$900</b>	
<input type="checkbox"/> <b>Snowberry Brook</b>	2261 Villard Ave, Ashland, OR 97520			<b>1 - \$585-675</b>	<b>2 - \$690-825</b>	<b>3 - \$795-925</b>	
	<i>1 Person</i> \$36,900	<i>2 People</i> \$42,180	<i>3 People</i> \$47,460	<i>4 People</i> \$52,680	<i>5 People</i> \$56,940	<i>6 People</i> \$61,140	<i>7 People</i> \$65,340
<input type="checkbox"/> <b>Anderson Vista</b>	571 Talent Ave, Talent, OR 97540			<b>2 - \$800-\$840</b>	<b>3 - \$960</b>	<b>4 - \$1,000</b>	
<input type="checkbox"/> <b>Orchard Home</b>	1630 Orchard Home Dr, Medford, OR 97501			<b>1 - \$840</b>	<b>2- \$1,000</b>	<b>3 - \$1,200</b>	
<input type="checkbox"/> <b>Prescott Gardens</b>	2164 N Keene Way, Medford, OR 97504			<b>1 - \$840</b>	<b>2- \$1,000</b>	<b>3 - \$1,200</b>	
<input type="checkbox"/> <b>Lilac Meadow TC</b>	3013 Cummings Lane, Medford, OR 97501			<b>1 - \$725</b>	<b>2 - \$825</b>	<b>3 - \$925</b>	
<input type="checkbox"/> <b>Maple Terrace</b>	13 Mace Road, Medford, OR 97501			<b>1 - \$700-\$800</b>	<b>2 - \$850-\$950</b>	<b>3 - \$950-\$1050</b>	
	<i>1 Person</i> \$38,640	<i>2 People</i> \$44,160	<i>3 People</i> \$49,680	<i>4 People</i> \$55,200	<i>5 People</i> \$59,640	<i>6 People</i> \$64,080	<i>7 People</i> \$68,460
<input type="checkbox"/> <b>Barnett</b>	1852 Barnett Rd, Medford, OR 97504					<b>2-\$950</b>	<b>3&amp;4-\$1050-1150</b>
<input type="checkbox"/> <b>Willow Glen</b>	1200 Cherry St, Central Point, OR 97502					<b>2-\$950</b>	<b>3-\$1050</b>
<input type="checkbox"/> <b>Quail Run</b>	20 Erickson Ave, Shady Cove, OR 97539			<b>1-\$750</b>	<b>2-\$850</b>	<b>N/A</b>	

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

Date \_\_\_\_\_

**50/60% TAX CREDIT**

**RENTAL APPLICATION**  
**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 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.

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 \_\_\_\_\_