

## TENANT SELECTION CRITERIA

Policy Adopted \_\_\_\_\_, 20\_\_\_\_

### Application and Review Process

Application and copies of this Tenant Selection Criteria Policy are available from the CHDO. Applicants are encouraged to call with questions or to review a submitted application. All applications must be fully completed including your correct mailing address and current telephone number. As completed applications are received by the CHDO they will be stamped with the date of arrival if by hand or the date of postmark if by mail.

CHDO staff will review applications to determine eligibility. This review will be based upon the applicant's stated income(s), household size, etc. Applicants will both be qualified and placed on the waiting list in the order the application was received, or rejected because they do not appear to meet the minimum criteria. All decisions of the CHDO are final.

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the CHDO does not discriminate against any person because of race, color, religion, sex, national origin, age, families with children or disability; excluding the income limits, size of households and other criteria established in this document.

### CHDO Waiting List

If a rental unit is not available the CHDO will maintain a waiting list of qualified applicants. Separate applications may be required for different housing developments or programs due to income limits, residency requirements, or funding sources. Qualified applicants will be notified when a unit becomes available appropriate to their household size.

### Minimum Qualification Guidelines

1. Households must meet income limits.

HUD (US Department of Housing and Urban Development) determines median income for Kansas County. Total household income, in relationship to household size is considered when approving an application. All income and assets will be verified. HOME income limits for 2009 are:

Household Size	60% of AMI	50% of AMI	30% of AMI
One Person			
Two Persons			
Three Persons			
Four Persons			
Five Persons			
Six Persons			

2. Households must provide verifiable landlord references.

All landlord references will be verified. Unfavorable or unsubstantiated landlord reference may be grounds for rejection of applications.

3. Banking and credit references are required.  
Credit reports from established credit bureaus will be obtained. Unfavorable reports may be grounds for rejection of applications.
4. Applicants must provide a valid Social Security card.  
Valid U.S. Social Security numbers are required for all applicants and all members of the applicant household.
5. Applicants must be able to pre-pay required rents prior to move-in, including first month's rent and security.
6. Applicants must be willing and able to enter into a lease agreement.
7. Applicant households cannot contain anyone who has been convicted of a felony or repeated misdemeanors within the last five years.
8. Personal interviews with an entire resident household present may be required.

**Application Rejection Criteria:**

The CHDO may reject any and all applications for one of more of the following reasons:

1. Applicants unable to meet one or more of the Minimum Qualification Guidelines listed above.
2. Applicants submit an incomplete, unsubstantiated or unreadable application.
3. Applicants submit false or unsubstantiated information about himself or herself or any household member, or misrepresent the size and configuration of the household.
4. Any household member has a poor landlord reference including:
  - a. Indication of habitual late payment of rents due.
  - b. Violation of previous lease or rental agreements.
  - c. Indication of conflict with management and/or other residents.
5. Any household member is a convicted felon or convicted of repeated misdemeanors.