

PHC Property Management
HUD Project-Based Section 8 Housing
Standard Criteria for Residency and Resident Screening Process

The apartment unit you are applying for operates under IRS Section 42 Low Income Housing Tax Credit Regulations and HUD Project-Based Section 8 guidelines. This program is designed to provide housing for extremely low to low-income households.

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two persons are allowed per bedroom. Studio apartments must be occupied by one person only. One-bedroom units may be occupied by one or two residents. Exception to the two persons per bedroom policy: a child, under the age of two, is allowed as a third occupant of a single bedroom provided that the child is staying with his/her parent or other adult(s) having legal custody of the child.
3. Applicants must provide documentation of Social Security Numbers for each member of the household prior to move-in. Copies of Social Security cards will be obtained for all household members or a signed and dated certification must be obtained stating a Social Security card has not been assigned.
4. Federal regulation, effective June 19, 1995, requires applicants to declare that all family members residing in the dwelling units are: U.S. citizens or non-citizens with eligible immigration status. An applicant may choose not to contend that he or she has eligible immigration status, thus making the applicant ineligible to reside in this complex. Documentation and verification of eligible immigration status will be completed at the time of application. Applicants with immigration status pending may go on the waiting list, but must have attained qualifying status prior to move-in.
5. Student Status: In general, households consisting entirely of students are not allowed to reside in Section 42 housing. A student is defined as an individual who attends school full-time (as defined by the institution being attended) for five (5) or more months in the upcoming twelve (12) months (commencing the move-in date). Full-time students who work full-time are still considered students. NOTE: Some exceptions do apply. Ask management for further clarification.

Additionally, Section 8 housing regulations prohibit providing assistance to an individual who:

- Is enrolled as a student at an institution of higher education;
- Is under 24 years of age;
- Is not a veteran;
- Is unmarried;
- Does not have a dependent child; and
- Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible, to receive assistance under Section 8. NOTE: Some exceptions do apply. Ask management for further clarification.

II. APPLICATION PROCESS

Steps to become a resident:

1. Submit a waitlist application for the desired unit. Remember to contact PHC Property Management main office at least every 6 months or you **will** be dropped from the waitlist.
2. Submit a completed application form to the PHC Property Management Office upon notification that a unit is available, or you are near the top of the waitlist. You will have 48 hours to respond if contacted by telephone or 5 business days if notified by mail. Failure to contact the PHC Property Management office **will** result in your being dropped from the waitlist.
3. Each applicant over the age of 18 must complete an application.
4. If the application is approved and you accept an available unit, you will be required to pay required security deposit to hold the apartment until your move-in day. Any application must be processed and approved before move-in. Any and all advance deposits will be applied to security deposits due. You are encouraged to read the rental agreement at the time of application.

5. Rental agreements shall be for a term of one (1) year.
6. Positive identification is required for all household members. Acceptable ID to show proof of age includes, but is not limited to: birth certificate, baptismal certificate, census record, official record of birth or other authoritative document or receipt of Social Security Retirement Benefits.
7. A complete and accurate application listing current and at least one previous rental reference (*if* applicant has prior rental experience) with phone numbers will be required. Incomplete applications will be returned to the applicant.
8. Primary applicants must be eighteen years of age or older, or an emancipated minor.
9. Unfavorable information for any individual applicant may result in denial of all applications for the household.

**Appeal Rights. If your application is denied, you have the right to appeal that denial. See Section IX - Denial Policy. **

III. INCOME REQUIREMENTS

1. Some form of verifiable income is required for unemployed applicants. Verifiable income can be, but is not limited to: bank accounts, alimony/child support, trust accounts, Social Security income, unemployment, welfare, grants/loans or other assistance. This income source must be verified. You will be denied if you are unable to verify income or other assistance that reasonably affirms your ability to pay utilities and successfully reside in your apartment.
2. Self-employed applicants are required to show proof of income through copies of the previous years' tax returns.
3. You will be denied if your source of income cannot be verified.
4. Complete the application and income certifications on the designated form. Management will verify your income through a third-party verification process.
5. Annual income shall not exceed the Section 42 and HUD income limits. Information on limits can be obtained from the Management Office. Projected annual household income must fall below a specified level at the time of the initial application for housing.
6. The maximum allowable income varies by the location of the apartment community and by household and/or unit size. An income verification process will be used to determine the projected annual household income.

PHC Property Management is committed to providing housing to individuals defined by Housing and Urban Development as having "extremely low income." HUD requires that a minimum of 40% of all vacant Section 8 units be filled with extremely low-income households. To fulfill this regulatory requirement, PHC may be compelled to skip over very low and low-income households on our waiting list. This will not change the position of any very low or low-income households on the waiting list. When contacted, you will be asked to verify your income level as listed on your waitlist application. Therefore it is important to be honest and accurate with regard to your income level throughout the application process. If your income changes while on the wait list, please notify PHC Property Management as soon as possible.

IV. EMPLOYMENT REQUIREMENTS

1. Employment history is not required.

V. RENTAL REQUIREMENTS

1. Previous positive verifiable rental history from a third party reference, *if* applicant has prior rental experience.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments and property tax assessments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder.
3. Three years of eviction free rental history is required. Any household containing a member who was evicted in the last

three years from a federally assisted housing for drug-related criminal activity will be denied.

4. Rental history demonstrating documented noise or other disturbance complaints will result in denial when the former landlord would not re-rent.
5. Four or more 72-hour notices within a period of one year will result in denial.
6. Rental history reflecting past due rent or damages exceeding \$200.00 will result in denial, unless the debt is settled and the landlord would re-rent.

VI. CREDIT REQUIREMENTS

1. A consumer credit report will be obtained. Eleven (11) or more unpaid collections (not medical related) reported by the credit bureau will result in denial of the application.
2. A discharged bankruptcy listed on a credit report is acceptable; however, any subsequent negative credit history (not medical related) will result in denial of the application.

VII. CRIMINAL CONVICTION CRITERIA

1. Management will review records for crimes where the date of disposition, release or parole occurs within seven years prior to the application. A conviction, guilty plea or no-contest plea for:
 - a. Any felony involving serious injury, death, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) where the date of disposition, release or parole have occurred within the last seven (7) years; or
 - b. Any felony conviction involving any type of sexual offense; or
 - c. Any other felony, or misdemeanor(s) involving arson, assault, intimidation, drug-related offenses (sale, manufacture, delivery, or possession with intent to sell) or weapons charges where the date of disposition, release or parole have occurred within the last three (3) years; or
 - d. Any misdemeanor involving theft, dishonesty, prostitution, obscenity and related violations (ORS 167.060 through 167.100) where the date of disposition, release or parole has occurred within the last eighteen (18) months;

shall be grounds for denial of the rental application. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if applicant was found not guilty or pled no-contest, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

2. This property enforces the “One Strike and You’re Out” guidelines designed by the federal government to increase evictions of drug offenders and other criminals from public housing around the nation.

VIII. DISABLED ACCESSIBILITY

1. The owner will make any reasonable changes to the common areas of the apartment community or building that will make those areas accessible to all residents. The owner may allow changes to policies or procedures if said changes allow a person with a disability to have an equal opportunity to use and enjoy the site.
2. The owner will alter, or allow the resident to have altered, any unit to provide “reasonable accommodation” for any person with a disability. These alterations may be made at the residents’ or, in some cases, the owner’s expense. There will be no charge for modifications made as a reasonable accommodation.
3. Requests for reasonable accommodation may be submitted in writing or orally. Management must verify that the applicant qualifies as disabled under federal law, and that the requested accommodation is necessary for the applicant to

have an equal opportunity to use and enjoy the site.

4. If it is determined the resident will be responsible for the cost of modification, the following is required:
 - a. All costs will be the responsibility of the applicant/resident.
 - b. The applicant/resident must seek, in writing, Management approval before making any modification.
 - c. Applicant/resident must provide reasonable assurances, in writing, that the work will be performed in a workmanlike manner.
 - d. Applicant/resident must provide reasonable details regarding the extent of the work to be done.
 - e. Applicant/resident must provide names of qualified contractors that will be used.
 - f. Applicant/resident must provide copies of appropriate building permits and the required licenses to Management for inspection.

A deposit may be required for the restoration of the premises, not including normal wear-and-tear. In the event restoration would be required, the owner could require a deposit not to exceed the cost of such restoration. This deposit may be paid over a reasonable period of time.

IX. DENIAL POLICY

Failure to meet any of the above criteria shall result in denial of the application (a written letter will outline the reason for denial of the application and your rights).

You have the right to dispute the accuracy of any information provided to PHC Property Management by a screening service or credit reporting agency. If your application is rejected due to unfavorable information received during the screening process you may:

1. Contact the screening company that supplied the information to discuss your application. The Management Office will supply the name, address and phone number of the screening company.
2. Contact the credit reporting agency to identify the source of unfavorable information.
3. Correct any incorrect information through the credit reporting agency as per their policy.
4. Request the credit reporting agency to submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available unit.
6. Be advised that incomplete, inaccurate or falsified information will be grounds for denial.

If your application has been denied and you feel that you should qualify as a resident, you have 14 days to respond in writing or to request a meeting to discuss the rejection. You should address your appeal to the following:

**Attn: Appeal Committee
PHC Property Management
5312 NE 148th Ave.
Portland, Oregon 97230**

In the letter explain the reasons you believe your application should be approved and request a review of your file. Please attach a copy of the denial letter you received. Within five (5) working days of receipt of your letter or within five (5) days of meeting to discuss your appeal, we will give you a written final decision.