Eligibility for affordable housing programs is based on specific criteria set by the development company with their management staff. *Because a specific* *application process must be completed to rent a home*, this tool was developed for Service Coordinators/Residential Providers/Individuals/families to provide a clear understanding of the process and expectations. Beginning this process with a clearer understanding allows those supporting an individual the opportunity to plan for barriers, and plan with the team accordingly to resolve any concerns that are identified below. ***Eligibility and approval is granted only by the housing program applied for.*** This form is for the support team to use as a housing planning tool to aid in planning for the potential denial of an application based on an individual’s history. In most programs three of the four criteria must be met in order to be approved for housing (this includes passing the Criminal Background Check).

**Income Guidelines:** Maximum allowable income (total combined household income) is typically determined by HUD guidelines and is specific to each development. It is essential to refer to the income guidelines for a specific home to determine eligibility. The criteria for program eligibility below are typical to income-based affordable housing programs.

1. **Criminal Background check: Misdemeanor or Felony history.**

***Note: any applicant with a misdemeanor or a felony for violence; Injury to persons; or sexual offenses will be denied.***

*Misdemeanor: Applicants with a sentence of 7 years or more for property theft; damage to property; or drug*

*violation may potentially be approved.*

**[ ]**  Yes **[ ]** No

If yes, how long ago and what for?

*Felony: Applicants with a sentence of 10 years or more for property theft; damage to property; or drug*

*violation may potentially be approved.*

**[ ]**  Yes **[ ]** No

If yes, how long ago and what for?

1. **Income Verification: Must have at least one year of work history with current employer/current field. This includes Social Security income, if not able to be competitively employed.**

 **[ ]**  Social Security - current award letter (120 days or less)

 **[ ]**  All income will be verified by the management company during the application process.

1. **Rental History: Must have a good rental history from current and previous landlord.**

**[ ]**  Good = history of paying rent on time/no evictions **[ ]**  Poor = history of not paying rent on time/one or more evictions **[ ]** None = no rental history

**Evictions:**

**[ ]**  Yes **[ ]** No

If yes, please list each by date and state the reason for each eviction

1. **Credit History: Must have good or acceptable credit history. No credit history = good credit history.**

**[ ]**  Good = history of paying bills on time **[ ]** Poor = history of not paying bills on time

**[ ]** None = no history of paying bills.

Once this pre-eligibility tool is completed (income is verified), an application is submitted. Please use this mini-checklist

to follow-up on the formal housing application.

* It is important that a single contact person for the individual (e.g. provider, support coordinator, guardian) begin the process and follow through to completion. Multiple contacts may confuse and disrupt the processing of the application.
* Timely submission of all documentation requested by the property manager or processor is essential.
* Applications are sent from the property manager to the processor once initial eligibility is determined.
* If an application has been in process for two weeks or more without approval, follow-up with the Property Manager and/or processor to request a status update.
* If there is a problem or concern that you do not feel is being addressed, contact the Community Living Coordinator at your Regional Office immediately.