



RESIDENT SELECTION CRITERIA (HUD Subsidized)

- **FAIR HOUSING** - Palo Alto Housing Corporation (PAHC) will not discriminate against any person or persons on any basis prohibited by law, including, not limited to race, color, religion, national origin, ancestry, sex, disability, source of income, sexual orientation, age or familial status.
 - **INCOME ELIGIBILITY – Maximum** income limits are determined by the Regulatory Agreement. In general maximum gross household income, upon initial occupancy, may not exceed 50% of the area median income (“Very Low”) or 80% of the area median income (Moderate) as published annually by HUD. See [Property](#) information for property specific income limits. HUD Notice H00-18, Income Targeting Requirements, requires that 40% of the available assisted [Section 8](#) units each fiscal year must be leased to households whose incomes do not exceed 30% of the area [median income limits](#) (“Extremely Low”). Applicants with higher incomes may be skipped to achieve this requirement.
 - **NON-CITIZEN RULE** – Federal law requires that applicants and tenants be United States citizens or have eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980.
 - **FULL-TIME STUDENT RULE – SECTION 8 PROGRAM** - Full-time students, under the age of 24 years applying for assistance individually are ineligible unless one of the following conditions apply:
 - ◆ Veteran
 - ◆ Single parent with dependent children
 - ◆ Unmarried
 - ◆ Student and parents of student must income qualify
- HOUSEHOLD SIZE** – Household size may not exceed two per bedroom plus one. Certain reasonable criteria may apply to avoid over-crowding and under-utilization of units.
- **ACCESSIBLE UNITS** - Applicants requiring a unit accessible to or adaptable for persons with mobility impairments will have first priority when that unit becomes available.
 - **CREDIT RATING** - A credit report that indicates any adult member of the household has one or more of the following within the last two years is grounds for denial:
 - ◆Bankruptcy
 - ◆Charge-Off
 - ◆Repossession
 - ◆Judgment
 - ◆Collection in excess of \$5000
 - ◆Account over 120 days past due
 - **CRIMINAL REPORT** – Criminal background and sex offender checks will be conducted. A household will be denied admission if: 1) any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction; 2) any household member is currently engaging in the illegal use of a drug; 3) there is reasonable cause to believe that a household member’s abuse or pattern of abuse of alcohol or illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises of other residents; 4) any household member is subject to lifetime registration requirement under a State sex offender registration program. Admission may be prohibited for 1) drug-related criminal activity, including, but not limited to possession, usage, distribution, transport, sale, manufacture, or storage of illegal drug and/or drug paraphernalia, or conviction for violating any State or Federal laws relating to illegal drugs and/or drug paraphernalia; 2) violent criminal activity; 3) other criminal activity that would threaten the health, safety, or peaceful enjoyment of the premises by other residents; 4) other criminal activity that would threaten the health and safety of the owner and employee, contractor, or agent who is involved in the housing operation.
 - **LANDLORD REFERENCES** - A positive prior landlord reference indicating ability to care for the property and pay rent on time, as well as the ability to peacefully live in relation to other residents is required. Eviction history and references for the past three years will be checked.
 - **ADDITIONAL REQUIREMENTS** - A prospective resident must indicate willingness to comply with all lease requirements, [house rules](#) and unit inspections. Income eligibility is verified annually, and residents must report changes to income, assets and/or household composition when they occur.
 - **APPLICATION PROCESS** - Applicants must complete an [application form](#) and submit it directly to the [property](#) management office on site. Incomplete applications will not be placed on the waiting list. All adult household members must sign the application. Completed applications will be reviewed for eligibility. Completed applications will be date & time stamped upon receipt.
 - **INTERVIEW REQUIREMENTS** - The Site Manager will schedule an interview with all adult applicants on the application. At this time, all verification forms are to be completed, credit checked, and income and assets verified.

- **DENIAL AND APPEAL PROCEDURES** - If an applicant fails to meet the eligibility requirements of the Resident Selection Criteria, a written notice of denial stating the reason for denial will be mailed to applicant along with a copy of the [Grievance & Appeal Procedure](#). An applicant has **14 days** to request an appeal.
- **REMOVAL FROM THE WAITING LIST** – If an applicant fails to respond to an interview and/or update notice, turns down a unit twice, or fails to meet the requirements of the Resident Selection Criteria, he/she will be removed from the waiting list. All persons on the waiting list are required to maintain contact and report relevant income, household and/or address changes to the site office in order to remain active on the list.
- **PET POLICY** – No pets are allowed at the family properties. However, residents may have fish, birds or other small caged animals with prior written permission from management. Under no circumstances will management allow residents to keep rodents, snakes or other reptiles.
- **SECTION 8 MOD-REHAB PROGRAM** – Units governed under the [Section 8 Mod-Rehab Program](#), if applicable, will be subject to eligibility criteria used by the Housing Authority of Santa Clara County.

Applicant Name

Co-Applicant Name

Signature

Signature

Date: _____

Date: _____