



HOUSING AUTHORITY OF JACKSON COUNTY

2251 TABLE ROCK ROAD MEDFORD OR 97501
PH/TDD (541) 779-5785 FAX (541) 857-1118
www.hajc.net

TENANT SELECTION CRITERIA

Quail Run
20 Erickson Ave.
Shady Cove, OR

Willow Glen
1200 Cherry St.
Central Point, OR

Barnett Townhomes
1852 E. Barnett Road
Medford, OR

Applications are processed in order of date & time of application. A non-refundable **screening fee of \$25** is required per adult applicant at the time the application is processed. There is no screening fee charged if the application is placed on a waiting list but will be due at the time the applicant's name reaches the top of the waiting list.

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.

The Housing Authority will process criminal and credit reports and landlord reference checks on all household members age 18 and older. It is the applicant's responsibility to supply the Housing Authority with all information necessary to contact previous landlords. If such information is not supplied or we are unable to verify your rental references, your application may be denied or you will be required to obtain a co-signor.

Income & Occupancy Guidelines

Applicants must earn a minimum of 1.5 times the monthly rent amount per month in order to qualify and earn no more than the following gross income guidelines per year:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
\$25,800	\$29,460	\$33,120	\$36,780	\$39,780	\$42,720	\$45,660	\$48,600

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	4-8 People

Deposit

The security deposits are: \$700/1BR, \$800/2BR, \$900/3BR, \$1,000/4BR. Security deposits will be increased for pets and as outlined in the Ready to Rent section of these criteria.

Screening Criteria

- Applicants must have at least one year 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 good payment history is considered a rental reference.
- Applicants who have been evicted by a landlord must have at least two years of good rental history since the eviction to qualify for occupancy.
- 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 charges in the past 3 years will be denied.

- 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, student loans 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.
- A household comprised entirely of full time students does not qualify unless one or more of the following exceptions are met:
 1. A student receives assistance under Title IV of the Social Security Act, also known as Temporary Assistance for Needy Families (TANF).
 2. A student is enrolled in a job training program receiving assistance under the Workforce Investment Act or other similar program.
 3. A student was previously under the care and placement responsibility of the State agency responsible for administering such programs under Title IV of the Social Security Act, Foster Care.
 4. A student is a single parent with children and is not a dependent of another individual And whose children are not dependents of another individual other than a parent.
 5. Students who are married and eligible to file a joint tax return.

Ready to Rent Program

Applicants who complete the Ready to Rent Program and supply us with a certificate will be allowed waivers on the above listed 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 a co-signor is not available then the applicant must pay an increased deposit.
- If an applicant owes any previous landlord money they must have paid the debt in full or have entered into a payment arrangement with the landlord and have made three consecutive monthly payments on the debt and be able to provide proof of payments made. Any monies owed to a Housing Authority must be paid in full.

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

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.

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 renters 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.

Smoking

Smoking is allowed only in designated smoking areas. Smoking in your apartment, in the parking lot, common areas, or outside on your patio will lead to an eviction. If you cannot follow this rule, do not apply as it will be strictly enforced.

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.



INCOME FROM EMPLOYMENT Please list only income from employment for members of the household 18 years or older.

HOUSEHOLD MEMBER	EMPLOYER NAME	EMPLOYER ADDRESS	AMOUNT PER HOUR	NUMBER OF HOURS PER WEEK

OTHER INCOME Please provide amounts for the following if you or any member of the household receives or expects to receive payments including how often the payment is made (for example, monthly, weekly, every two weeks).

Sources of income	Amount	How Often
Unemployment		
Social security		
Public assistance		
Pension or annuity		
Child support or alimony		
Interest, dividends, interest income from real or personal property		
Other:		

ASSETS Please list information on assets held by members of the household

Account Type	Account Number	Bank	Balance
Checking			
Savings			
Trust Account			
CD			
Stocks/Bonds			

a. Do you own any real property? Yes _____ No _____ If yes, provide appraised value: _____

b. Do you have any other assets not listed above (excluding household possessions)? Yes _____ No _____
If yes, please list asset and current value:

List any names that have been used including MAIDEN NAME or any ALIASES:

Do you require a unit with special features? Not Applicable Grab Rails No stairs
Wheelchair Accessible Hearing Impaired Smoke Detector Other _____

Do you have any animals? Yes _____ No _____ If yes, what type(s)? _____

Have you or anyone in your household ever been a tenant of any Housing Authority or any other federal housing program projects?

Yes _____ No _____. If yes, which one? _____

Have you ever been evicted? Yes _____ No _____ Been sued by a landlord? Yes _____ No _____

If yes, please explain:

Have you or anyone in your household ever been involved with drug related or violent criminal activity?

Yes _____ No _____. If yes, please explain the situation, year, and the city where it took place:

Have you or any member of your household been convicted of a felony? Yes _____ No _____

If yes, please explain:

VERIFICATIONS AND SIGNATURES

I/we have read and understand the Screening Criteria for the property to which we have applied for residency. I/we understand that failure to fully complete this application or by providing false information, this application may be rejected or, after moving, may result in eviction.

I/we agree to give the owner/owner's representative the authority to investigate and obtain my/our credit rating, current and past rental records, employment history, any sources of income to household, current/past utility records and any information necessary to determine my/our eligibility. The information obtained will be used for management purposes only and will be held in confidence.

I/we agree that a credit check and/or criminal/public records check may be performed. Negative reports may result in denial of application. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

My/our signature(s) below certifies that the statements made on this application are true and correct and gives Management consent to verify the information contained in this application.

I/we understand that due to changes in circumstances, additional information may be requested at a later date to complete the processing of this application.

WARNING: Section 1001 of Title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device, a material fact or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false writing or document knowing the same to contain any false, fictitious statement or entry shall be fined and/or imprisoned not more than five years or both."

SIGNATURES All adult members of the household must sign as either applicant or as co-applicant.

APPLICANT

DATE

CO-APPLICANT

DATE

CO-APPLICANT

DATE