



Housing Authority of Jackson County

2251 Table Rock Road, Medford, OR 97501

PH/TDD: 541-779-5785 Fax: 541-857-1118

www.hajc.net

Apartment communities listed below are not subsidized but have affordable rents. Please check each complex you would like to be considered for. Waiting times vary depending on properties. Screening criteria is attached. **Select which bedroom size you would like to apply for. Do not select more than one, if you do we will select the appropriate bedroom size based on our occupancy guidelines.** 1BR = 1-3 people 2BR = 2-5 people 3BR = 3-7 people

Bedroom Size Applied for (select only one): _____

Income Limits:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$19,150	\$21,900	\$24,650	\$27,350	\$29,550	\$31,750	\$33,950

- Parkview Terrace** 1002 SE Park Plaza Dr, Grants Pass, OR 97527: **1=\$450 2=\$535 3=\$615**

Income Limits:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$20,650	\$23,600	\$26,550	\$29,450	\$31,850	\$34,200	\$36,550

- Patriot Station** 8400 Division Rd, White City, OR 97503 **1-\$465 2-\$535 3-\$615**
- The Concord** 100 N. Grape St, Medford, OR 97501: **1-\$455 2-\$540**
- Elk Street Townhomes** 81 Elk St, Medford, OR 97501: **2-\$490**
- Freedom Square** 3442 Avenue E, White City, OR 97503: **1-\$485 2-\$550 3-\$620**
- Liberty Place** 405 N 2nd Street, Central Point, OR 97502: **1-\$485 2-\$550**
- Cherry Creek** 1040 N Berkeley Way Medford, OR 97504: **1-\$460 2-\$550 3-\$640**
- Scenic Heights** 1847 Scenic Ave Central Point, OR 97502: **1-\$485 2-\$575 3-\$655**
- Snowberry Brook** 2261 Villard Ave, Ashland, OR 97520: **1-\$505 2-\$600 3-\$685**
- Canterbury Hills** 3693 Arrowhead Dr, Medford, OR 97504: **1-\$498 2-\$590 3-\$675**

Income Limits:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$21,600	\$24,700	\$27,800	\$30,850	\$33,350	\$35,800	\$38,300

- Lilac Meadow** 3013 Cummings Lane, Medford, OR 97501: **1-\$475 2-\$550 3-\$615**
- Maple Terrace** 13 Mace Road, Medford, OR 97501: **1-\$510 2-\$605 3-\$685**

Income Limits

1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$25,920	\$29,640	\$33,360	\$37,020	\$40,020	\$42,960	\$45,960

- Willow Glen** 1200 Cherry St, Central Point, OR 97502: **2-\$725 3-\$825**
- Quail Run** 20 Erickson Ave, Shady Cove, OR 97539: **1-\$530 2-\$615**

Print Name _____

Date _____





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ALL COMMUNITIES ARE NON-SMOKING! SMOKING IS PROHIBITED ON THE PROPERTY!

PLEASE READ AND COMPLETE ALL AREAS. USE LEGAL NAME FOR ALL HOUSEHOLD MEMBERS AS IT APPEARS ON SOCIAL SECURITY CARD. ALL ADULTS MUST COMPLETE SEPARATE APPLICATIONS UNLESS ESTABLISHED AS A HOUSEHOLD FOR 5+ YEARS.

Applicant Name: _____

Home Address: _____ City _____ State _____ Zip _____

Mailing Address (If Different): _____ City _____ State _____ Zip _____

Phone: (____) _____ Message/Work: (____) _____

Current Landlord: _____ Phone: _____

HOUSEHOLD COMPOSITION List below all members of the household who will be residing in the apartment. List the name of the applicant first, including his/her first name, middle name, and last name.

Name: Last, First, Middle	Date of Birth	Disabled Y/N*	Sex	Race*	Social Security Number	Relationship to Applicant
1.						Applicant
2.						
3.						
4.						
5.						
6.						
7.						

**For statistical purposes only; not for determining eligibility. Applicant may choose not to answer this question.*

Income

\$ / Mo. (before tax)	SOURCE (Work, AFS, Child Support, Unemployment Insurance, SSI, SSDI, etc.)

Total Assets (List dollar amount for bank accounts, property, etc.): \$ _____

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

THE ABOVE INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND IT IS A CRIME TO KNOWINGLY AND WILLINGLY GIVE FALSE INFORMATION.

Signature _____ Date _____





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Updated 10/16/2018

TENANT SELECTION CRITERIA

Application fee: \$25.00 per adult applicant (paid once the applicant reaches the top of the waiting list).

Applications are to be returned to the Housing Authority of Jackson County, 2251 Table Rock Road, Medford, OR 97501 in person, by mail, or by fax. Applications are accepted on a first come, first serve basis. Incomplete applications will be returned to the applicant by mail.

The property you have applied for is a Section 42 Low Income Housing Tax Credit (LIHTC) property under management by the Housing Authority of Jackson County. As such, all applicants must meet the LIHTC and Housing Authority criteria in order to be eligible for tenancy. 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. If an applicant requires reasonable accommodations, 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 and such modifications will be made if reasonable.

If a waiting list exists, all applications will be logged by date and time received. If there is an available unit at the time of application, the screening process will begin immediately upon receipt of the application. The applicant will be notified in writing within 10 days as to whether the application has been accepted for residency, placed on the waiting list, or rejected per LIHTC and/or Housing Authority guidelines.

The following criteria is required for residency:

- Must meet the LIHTC income guidelines listed below
- Must have at least one year of favorable landlord references. If the applicant has no rental history, a co-signer may be obtained. The applicant may not obtain a co-signer for negative rental history.
- Must complete the interview process and allow the Housing Authority to verify all information necessary to determine eligibility for the LIHTC guidelines
- Must have positive credit and criminal records
- Must have verifiable income, assets, or resources equal to 1.5x's the rent amount
- Must have the legal capacity to enter into a lease agreement
- Must meet the occupancy guidelines listed below for the apartment size applied for

Special guidelines apply to full time students in LIHTC properties. Please inquire about eligibility for student households prior to submitting your application.

All properties are completely smoke free or in a designated area only.

Small pet (under 30 lbs) allowed with an additional \$300 deposit.

The following rules apply to units with HOME funding included, which includes Lilac Meadow, Canterbury Hills, Patriot Station, Maple Terrace & The Concord. You may inquire for further information.

Over-Income HOME Re-designation and Procedure

Floating HOME Units

High HOME

- Upon recertification, if household income has increased above current applicable HOME Income limit the following action is taken for the household & unit:
 - Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions.
 - The High HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.





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Low Home

- Upon recertification, if household income has increased above the current very low (50%) income limit, but not above the low (80%) income limit, the following action is taken for the household & unit:
 - Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and other funding source restrictions.
 - The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a High HOME unit.
- Upon recertification, if household income has increased above the current low (80%) income limit, the following action is taken for the household & unit:
 - Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions. Additionally, the over income household's rent will not exceed 30% of adjusted income or the market rent for comparable, unassisted units in the neighborhood.
 - The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.

Student Households

HOME Program specific Student Rules apply. A household that includes an individual who meets one of the conditions below does not qualify for a HOME assisted unit.

1. Is enrolled in a higher education institution
2. Is under age 24
3. Is not a veteran of the US military
4. Is not married
5. Does not have a dependent child
6. Does not have a disability
7. Is not otherwise individually eligible or has parents who individually or jointly are not eligible on the basis of income

Transfers

The HOME Program does not allow for transfers.

Transfers involving a HOME unit are treated like a new move-in. To determine eligibility, a new Application and income/asset certification must be completed and household must qualify under the current applicable HOME Program income limits.

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 and 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 an previous landlord money they must have paid the debt in full or have entered into a payment arrangement with the landlord, have made three consecutive monthly payment on the debt and be able to provide proof.

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

The Housing Authority of Jackson County is an equal opportunity provider. We do not discriminate on the basis of race, color, religion, sex, familial status, handicap status or national origin.

