

Pierce County Housing Authority  
Notice of Affordable Housing Multi-Family Housing  
Rental Criteria (Residency Requirements)

- Pierce County Housing Authority (Landlord) does not discriminate against any person based on race, color, national origin, marital status, familial status, religion or handicap.
- Results obtained from Residency Requirements screening activity is authorized for use at all apartment communities owned and operated by Pierce County Housing Authority.
- Results obtained from Residency Requirements screening activity is valid for use up to 60 calendar days from Landlord's receipt of screening reports. Results obtained from Residency Requirements credit and public records screening activity for the purpose of relocating a current resident to a different apartment unit owned and operated by Pierce County Housing Authority, is valid for use up to 90 calendar days from Landlord's receipt of screening reports.

**GENERAL REQUIREMENTS**

Eligibility

- Each adult (18 years of age or older) member of the proposed household will be required to meet Residency Requirements in order to be eligible for residency.
- A head of household applicant, which less than 18 years of age must present legal documentation that demonstrates emancipation in order to be considered eligible for residency or to execute a residency application.
- Application fees and screening results for unmarried co-applicants will be considered with the same criteria as married individuals.
- Applicants that do not meet the standard residency criteria may otherwise be eligible for residency under conditional terms. Specific requirements set forth for applicants to obtain residency under conditional terms is at the sole discretion of the Landlord.
- Landlord limits the occupancy based on the number of habitable sleeping rooms. A habitable sleeping room does not include a kitchen, bathroom, hallway or dining area. A habitable sleeping room provides a minimum of fifty (50) square feet per person. A maximum of two (2) persons is allowed in a studio or zero bedroom apartment. The level per bedroom is as Follows:

Studio	No More Than Two (2) Occupants
One Bedroom	No More Than Four (4) Occupants
Two Bedroom	No More Than Six (6) Occupants
Three Bedroom	No More Than Eight (8) Occupants
- Occupancy levels may vary where the apartments square footage does not allow for more occupants. In this situation, the total footage will be taken into consideration.
- Any change in the original occupants requires a new application to be processed. Landlord reserves the right to refuse any future applicant if they fail the screening process.
- If a co-signer is required, the co-signer shall be required to meet the following criteria: income equals at least five (5) times the monthly rent, must have no adverse credit, must have a minimum of two (2) years satisfactory rental history, (or two (2) years verifiable satisfactory homeownership), and no felony criminal convictions for the past seven (7) years.

Documentation

- Each applicant 18 years of age or older will be required to present state, federal, or educational institution issued photo identification. Landlord will retain a copy of the identification document.
- Each applicant 18 years of age or older must provide their social security number, or other acceptable comparable information to the Landlord, enabling the Landlord to obtain credit, criminal and public record data, which will be used strictly for residency application and lease activity. The Social Security identification card, or other acceptable comparable information, must be presented to the Landlord and must concur with the data reported on the application executed by the applicant, the resulting screening reports and any subsequent lease documents.
- Each currently employed applicant at least 18 years of age or older must provide a copy of the two most recent paycheck stubs. In lieu of the paycheck stubs, the applicant may execute an authorization for their employer to release past and future earnings information to the Landlord, which will be used strictly for residency application and lease activity. The authorization for the Landlord to obtain information from the applicant's employer is provided through the residency application.
- Self-employed applicants must provide IRS income tax returns for the immediate past two years.
- Full disclosure of all information identified on the application form is required. Each applicant must provide complete and accurate information in order to be considered eligible for possible residency. All requested information must be disclosed to the Landlord, including but not limited to the identification of all current and prior rental history and housing information including Landlord name(s), (all) Landlord(s) contact information (phone and/or address), applicable rental address, rental amounts, dates of rental period, and current employer.
- Falsification or misrepresentation of any information, fact(s), data, or signature(s) on the residency application or other lease document(s) will prohibit eligibility and will result in denial of residency.
- Each adult (18 years of age or older) member of a proposed household will be required to submit a valid application and will be required to meet Residency Requirements criteria as herein described on the most recent Residency Requirements adopted by the Landlord.
- Report(s) or the details and information from report(s) obtained through residency application screening activity will not be released to applicants under any circumstance. Applicants may be provided with the name, address and applicable contact

information for the service or entity(ies) providing adverse information on the report(s).

- Results of the residency application screening activity will be communicated to the applicant by phone, in person, or by written communication to include email and U.S. mail.

#### Payment of Fees

- The fee for each application must individually be paid in full before any Residency Requirements activity will commence for that application.
- All/each of the applications for multi-applicant households are not required to be received and paid for Residency Requirements activity to commence. Landlord is not responsible for loss or damages, reimbursement or credit, for applicants that fail to present all required applications for the proposed household.
- Residency screening activity will not commence for any application received without the application fee.
- Holding Fee Payments and Holding Fee Agreements retain the ability to enforce forfeiture of fees if the Landlord has removed an apartment from marketing or leasing activity and the screening activity for any adult (18 years of age or older) member of the proposed household has not been completed as a result of applicant(s) failure to provide any required fee(s) or valid application(s).
- Application fees are not refundable.
- Applicants shall be responsible to pay fees resulting from the return of payment instruments (ie NSF) provided for residency screening or holding fees. Each returned/unpaid payment instrument will result in a fee of \$40.00. Applicant must provide the Holding Fee Payment and a fully executed Holding Fee Agreement in order to secure an apartment to prevent the selected apartment from being otherwise leased within the qualifying holdback time period.
- Residency applications may be submitted without providing a Holding Fee, however Landlord will not secure an apartment for the applicant(s) without receipt of the Holding Fee Payment and fully executed Holding Fee Agreement. If the Landlord has not received a Holding Fee Payment and fully executed Holding Fee Agreement, all available apartments will continue to be shown and marketed, even if Residency Requirements screening activity is being conducted.
- Applicant(s) must provide the standard Holding Fee Payment and the fully executed Holding Fee Agreement in order to secure an apartment for residency. All household members that have submitted an application must execute the Holding Fee Agreement before the apartment will be secured and restricted from other marketing or leasing activity.
- Landlord will commence Residency Requirements screening activity for each valid application received, regardless of information, comments, and results speculated by the applicant or Landlord. Landlord will not be responsible for loss or damage, reimbursement or credit of any type or amount for any valid application received by the Landlord.

#### Residency Requirements

Approval for residency at an apartment community owned and operated by Pierce County Housing Authority will require that all adult (18 years of age or older) household members demonstrate:

- ability to conform to requirements of a multi-family housing environment; and
- law abiding behavior and good citizenship; and
- credit worthiness; and
- ability to pay future rents and other amounts due.

Conformity to Residency Requirements shall solely be determined by Pierce County Housing Authority using results of all screening activity conducted and obtained on behalf of the rental applicant.

#### Approved Residency

- If the applicant is approved for residency by meeting all Residency Requirements, the Landlord will notify the applicant(s) of approved residency applications by phone, email, U.S. mail, or in person.
- Apartments that are secured with a Holding Fee Payment and fully executed Holding Fee Agreement shall remain restricted from leasing to anyone except the applicant until the date identified on the Holding Fee Agreement or execution of the applicant's Rental/Lease Agreement, whichever occurs first.
- Applicants approved for residency that have not secured an apartment with a Holding Fee Payment and Holding Fee Agreement, remain at risk of the inability to execute a Rental/Lease Agreement or secure housing due to the unavailability of an apartment.

Credit Status	Residency Requirement	Condition Requirement
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\*Debt does not include that which is directly associated with medical, hospital or student loan debt. Any housing associate debt requires separate and additional consideration as described under *Exceptions for Housing Associated Debt*.

Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts of <b>less than \$250</b>	Unconditional	0
Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts of <b>\$250 to \$2,500</b>	Conditional	1
Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts of <b>\$2,501 to \$5,000</b>	Conditional	2 and Other*
Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts more than <b>\$5,000</b>	Denial	NA
Discharged or dismissed bankruptcy	Conditional	1

*Exceptions for Any Housing Associated Debt*

Any outstanding bad debt, judgements, collections, garnishments or past due amount for rent or other housing associated debt <b>within the past 2 years</b>	Denial	NA
Any outstanding bad debt, judgements, collections, garnishments or past due amount for rent or other housing associated debt more than 2 years old but less than 5 years old <b>on a verifiable current paid to date payment arrangement</b>	Conditional	2 and Other*
Any outstanding bad debt, judgements, collections, garnishments or past due amount for rent or other housing associated debt more than 5 years old but less than 7 years old <b>on a verifiable current paid to date payment arrangement</b>	Conditional	1 and Other*

Employment Status	Residency Requirement	Condition Requirement
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Currently employed, and employed a minimum of the immediate past six months	Unconditional	NA
Not currently employed, or not employed a minimum of the immediate past six months (not applicable to certified disabled)	Conditional	1 and Other*

Rental History Status	Residency Requirement	Condition Requirement
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Minimum of 2 years verifiable satisfactory rental history	Unconditional	NA
Some verifiable satisfactory rental history, but less than two (2) years	Conditional	1 and Other*
Eviction within the past three years; other adverse legal action associated with housing; or rental history demonstrating noise, damage, disturbance, gang or drug activity	Denial	NA

Income Status	Residency Requirement	Condition Requirement
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\*Verifiable household income may include subsidy payments from DSHS, food stamps, child support, bank accounts, alimony, trust accounts, social security, unemployment, grants, and other regular and verifiable income solely as determined by the Landlord. Income does not include Section 8 Housing Assistance. See *Applicants Providing a Section 8 Housing Assistance Voucher*. Gift income requires additional consideration as described under *Exceptions for Gift Income*.

Verifiable household income* is equal to or greater than three (3) times the monthly rent amount	Unconditional	NA
Verifiable household income* is equal to or greater than two (2) times the monthly rent amount but less than three (3) times the monthly rent amount	Conditional	1 and Other*
Verifiable household income* is equal to or greater than one and three quarter (1.75) times the monthly rental amount but less than two (2) times the monthly rent amount	Conditional	2 and Other*
Verifiable household income* is less than one and three quarter (1.75) times the monthly rental amount	Denial	NA

*Applicants Providing a Section 8 Housing Assistance Voucher*

Applicants providing a Section 8 Housing Assistance Voucher require special consideration regarding the Income versus Rent Amount Ratio under the Residency Requirements of Landlord. The Income to Rent ratio should be computed using the applicant's portion of rent rather than the retail rent amount. The applicant's portion of rent can be estimated as 30% of their total household income as follows:

Applicant's Total Household Income x (times) .30 = (equals) Applicant's Portion of Rent as Tenant  
 \$1000 x .30 = \$300 (Applicant/Tenant Portion of Rent)  
 \$300 (Applicant/Tenant Portion of Rent) x (times) 3 = \$900, meets Landlord Income Criteria

*Exceptions for Gift Income*

Any verifiable income received from a private source as a gift that is included in order to qualify for Residency Requirements	Conditional	1 and Other*
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Criminal History Status	Residency Requirement	Condition Requirement
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No criminal history	Unconditional	NA
Criminal history that includes any A, B or C class felony conviction within the past seven (7) years, including but not limited to possession, use of a controlled substance, sale of a controlled substance, sexual offenses, illegal weapons charges, arson, murder, kidnapping, assault, burglary, theft, vandalism, terrorism or terrorist activities.	Denial	NA
Criminal history that includes release from incarceration within the past 3 years (resulting from an A, B or C class felony conviction including but not limited to possession, use of a controlled substance, sale of a controlled substance, sexual offenses, illegal weapons charges, arson, murder, kidnapping, assault, burglary, theft, vandalism, terrorism or terrorist activities.	Denial	NA
Sex offender; registered sex offender; or person(s) required to register under a sex offender program	Denial	NA
Criminal history demonstrating a pattern of illegal drug use or violent criminal activity	Denial	NA

Outstanding/pending felony criminal charges or warrants, including but limited to possession, use of a controlled substance, sale of a controlled substance, sexual offenses, illegal weapons charges, arson, murder, kidnapping, assault, burglary, theft, or vandalism;

Denial NA

Any criminal conviction for manufacture of methamphetamines

Denial NA

Other\* conditional requirements include compliance with other Residency Requirements at the discretion of the Landlord; and require that the screening results not demonstrate a pattern of recent adverse behavior for any Residency Requirements topic (credit, criminal, rental, income or employment history); and at the sole discretion of the Landlord, other\* conditional requirements may also include obtaining a qualified co-signer.

### Reasonable Modification Requests

It is the intention of Landlord to provide reasonable accommodation for our disabled residents. Landlord will permit reasonable modifications to its building structures, ground and apartment units under the following criteria:

- The applicant/resident must bear the full and complete expense of any and all modifications, must agree in writing to the stated conditions and agree to restore premise to the pre-modified condition.
- Applicant must obtain written approval from Landlord before modifications commence. All approvals will require certification of disability in accordance with policies of Landlord.
- Applicant must provide proof that such modifications will be done to acceptable standard and building codes and will be completed with required permits and or licenses in accordance with local, state and federal requirements.
- Applicant must provide Landlord with information and documentation of individual contractor, sub-contractor, vendor and individual that will perform stated work, including but not limited to: name, qualifications, licenses and current bonding/insurance, and applicable indemnification, lien release, and a written description of work to be performed.
- Landlord may require an additional deposit depending upon the extent of the modification to the premises. The modification deposit shall not exceed the actual cost of the original modification to the premises and any such deposit shall be held in the same account as the security deposit.