

**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, religion or disability.
- Results obtained from Residency Requirements screening activity are authorized for use at all apartment communities owned and operated by Pierce County Housing Authority (PCHA).
- Results obtained from Residency Requirements screening activity are 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 owned and operated by PCHA are valid for use up to 90 calendar days from Landlord’s receipt of screening reports.

Applicant initial

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, younger 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 co-applicants.
- Applicants who 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 occupancy rate per unit is as follows:

Unit Size	Number of allowable occupants
Studio (0)	No more than two (2)
One (1) bedroom	No more than four (4)
Two (2) bedroom	No more than six (6)
Three (3) bedroom	No more than eight (8)

- Occupancy levels may vary where the apartment square footage does not allow for more occupants. In this situation, total square 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 to meet the eligibility criteria of the screening process as described in this document.
- 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 two (2) years satisfactory rental history, or two (2) years verifiable satisfactory homeownership, and no felony criminal convictions for the past seven (7) years.

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Documentation

- Each applicant 18 years of age or older is required to provide 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 provided to the Landlord and must concur with the data reported on the application executed by the applicant, the resulting screening reports and any subsequent leasing 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 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 included in the residency application.
- Self-employed applicants must provide IRS income tax returns for the immediate past two years.
- Full disclosure of all information 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: identification of all current and prior rental history and housing information including current and previous landlords’ names, all landlords’ contact information (phone and/or address), applicable rental address, rental amounts, dates of rental periods, and current employer.
- Falsification or misrepresentation of any information, fact(s), data, or signature(s) on the residency application or other lease documents 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.
- Reports or the details and information from the report(s) obtained through residency screening activity will not be released to applicants under any circumstances. Applicants will 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 US Mail.

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Payment of Fees

- The fee for each application must be paid individually and in full before any Residency Requirements screening activity will commence for that application.
- All/each of the applications for multi-applicant households are not required to be received and paid in order for Residency Requirements activity to commence. Landlord is not responsible for loss or damages, reimbursement or credit, for applicants that fail to provide 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 (e.g. 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 to secure an apartment and 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 the Landlord will NOT secure an apartment for the applicant(s) without receipt of a Holding Fee and a 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 while Residency Requirements screening 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 and/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.

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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 all of the following:

- Ability to conform to requirements of multi-family housing environment
- Credit worthiness
- Ability to pay future rents and other amounts due

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

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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, US 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 fully executed 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.

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Credit Status	Residency Requirement	Condition Requirement
Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts of less than \$250	Unconditional	0
Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts of \$250 to \$2,500	Conditional	1
Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts of \$2,501 to \$5,000	Conditional	2 and Other**
Outstanding bad debt* including but not limited to slow pays, collections, non-discharged bankruptcy, judgements, repossessions, garnishments, past due amounts of more than \$5,000	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 within the past two years	Denial	NA
Any outstanding bad debt, judgements, collections, garnishments or past due amount for rent or other housing associated debt more than two years old but less than five years old on a verifiable current paid to date payment arrangement	Conditional	1 and Other**
Any outstanding bad debt, judgements, collections, garnishments or past due amount for rent or other housing associated debt more than five years old but less than seven years old on a verifiable current paid to date payment arrangement	Conditional	2 and Other**
*Debt does not include that which is directly associated with medical, hospital or student loan debt. Any housing associated debt requires separate and additional consideration as described under Exceptions for Housing Associated Debt.		

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Employment Status	Residency Requirement	Condition Requirement
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	Conditional	1 and Other**

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

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Income Status	Residency Requirement	Condition Requirement
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 quarters (1.75) times the monthly rent amount but less than two (2) times the monthly rent amount	Conditional	2 and Other**
Verifiable household income* is less than one and three quarters (1.75) times the monthly rent amount	Denial	NA
*Verifiable household income may include subsidy payments from DSHS, food stamps, child support, bank accounts, alimony, trust accounts, Social Security, unemployment benefits, grants, and other regular and verifiable income as determined solely by the Landlord. Income does not include Section 8 Housing Assistance (see 'Applicants Providing a Section 8 Housing Assistance Voucher' below). Gift income requires additional consideration as described in 'Exceptions for Gift Income' below.		

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Exceptions for Gift Income	Residency Requirement	Condition Requirement
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**

Applicants Providing a Section 8 Housing Assistance Voucher

Applicants providing a Section 8 Housing Assistance Voucher require special consideration regarding income versus rent amount ratio as defined by the Residency Requirements of the 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 monthly income.

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Criminal History Status	Residency Requirement	Condition Requirement
A criminal background check will be conducted for each applicant or occupant eighteen (18) years of age or older. The criminal search will include all addresses at which the applicant(s) has resided in the previous forty eight (48) months.		
No criminal history	Unconditional	NA
A felony conviction or has been released from incarceration within the past three (3) years and has a Certificate of Restoration of Opportunity (CROP) designation.	Conditional	CROP designation
A felony conviction within the past three (3) years and can show evidence that the crime was tied to substance abuse or addiction and provides evidence of completion of a supervised drug/alcohol rehabilitation program. Supervised drug rehabilitation programs approved by PCHA include those certified or licensed by the state, county, or municipality in which treatment services were completed. Enrollment does not constitute completion. The applicant is responsible for providing third party verification of completion as well as evidence that the program was certified by the state, county, or municipality in which treatment services were completed.	Conditional	Proof of successful completion of supervised drug/alcohol rehabilitation
Any felony conviction or has been released from incarceration within the past three (3) years and does not have a Certificate of Restoration of Opportunity (CROP) designation or completion of a supervised drug/alcohol rehabilitation program.	Denial	NA
Criminal history that requires registration as a lifetime sex offender or registered on Washington's State Sex Offender Register	Denial	NA
Any criminal conviction for production or manufacture of methamphetamines	Denial	NA

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** Other = Conditional requirements include:

1. Compliance with other residency requirements at the discretion of the Landlord
2. Screening results do not demonstrate a pattern of recent adverse behavior for any of the requirements, including credit, criminal, rental, income, and employment history
3. At the sole discretion of the Landlord, other conditional requirement may include obtaining a qualified co-signer

I attest that I am eighteen (18) years of age or older and that I have read and understood the Rental Criteria of the Pierce County Housing Authority (PCHA). I agree to allow PCHA to screen my credit, employment, income, rental, and criminal histories in order to make a determination of eligibility for residence in a PCHA-owned property.

Signature

Date