

HUD -Tenant Selection Criteria

Eligibility

1. Applicants must be able to provide documentation of a permanent and severe disability in order to be eligible for the Rental Assistance Program through Abilities, Inc. of Florida.
2. Applicants must disclose social security numbers for all family members and provide proof of the numbers reported. Acceptable forms of documentation include :
 - Original Social Security card
 - Driver's license with SSN
 - Identification card issued by a federal, state, or local agency, a medical insurance provider, or an employer or trade union
 - Earnings statements on payroll stubs
 - Bank Statement
 - Form 1099
 - Benefit award letter
 - Retirement benefit letter
 - Life insurance policy
 - Court records
 - a. If information is not available at the time of application, applicant must certify information is not available and provide the appropriate documentation within 60 days.
 - b. After 60 days, if the applicant has been unable to supply the required SSN documentation the applicant will be determined to be ineligible and removed from the waiting list.
 - c. If the applicant is at least 62 years old, this time period may be extended for an additional 60 days.
3. Proof of age must be provided. Acceptable forms of documentation include:
 - Birth certificate
 - Baptismal certificate
 - Military discharge papers
 - Valid passport
 - Census document showing age
 - Naturalization certificate
 - Social Security Administration benefits printout
4. The unit for which the applicant is applying must be the family's only residence
5. Applicants must have the ability and agree to pay the rent (and utilities) required by the program.
6. Each head of household (regardless of age) spouse or co-head of household (regardless of age, and any family member who is 18 years old or older) must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter. All information is subject to verification.

Income

1. ALL income MUST be disclosed on the application, regardless of the age of recipient. Abilities, using HUD guidelines, will determine if it is calculated in the annual family income.
2. Annual gross income (not adjusted) cannot exceed 50% of the Median Family Income as determined annually by HUD. This is at the time of initial certification only.

Accepting Applications

1. Provided the waiting list is open, applications can be requested via mail, phone or in person. Completed applications are placed on the waiting list for eligible unit size in order of date received. Incomplete applications are returned and are NOT added to the list until received fully completed.
2. Due to unit demand, the only preferences noted will be those pertaining to the specific needs of the applicant. Example: A wheelchair user must have a first floor unit when an available second floor unit has no elevator.
3. As part of the final applicant screening, prior to offering a unit Abilities will run an Existing Tenant Search through the Enterprise Income Verification (EIV) system. If the applicant is currently living at another HUD site (Multifamily or Public Housing) sites must coordinate Move-Out and Move-In dates to assure double payment of subsidy is avoided.
4. Applicants will sign consent for a credit and background check. Grounds for denial include but may not be limited to:
 - a. Lifetime felony convictions
 - b. Pattern of criminal activity over time, regardless of date of last offense
 - c. Drug convictions
 - d. Violent Activity
 - e. Sex offender
 - f. Derogatory credit regarding previous evictions and/or court judgments
 - g. Derogatory credit regarding any utility essential to the occupancy of the unit
 - h. Failure to sign and submit verification consents and other required documentation
5. Applicants who are rejected will receive notification verbally and in writing. Applicants will have 14 days to provide appropriate documentation to overturn decisions based on background and credit checks.
6. You have the right to appeal the decision if you are denied by submitting a written request within 14 days of the letter of denial to overturn the denial.

Submit all requests to:

Abilities Inc. of Florida

Attention: Housing Director

2735 Whitney Road

Clearwater, FL 33760

Management will then respond within 30 days of receipt by USPS.

7. Applicants who are accepted agree to meet with condo associations per their standard written procedures.

Occupancy Standards

1. Applicants must have the ability to live independently and any needed supports must already be in place or pending. Abilities will NOT be held responsible for providing personal care services.
2. Applicants must sign and abide by the Household Rules. Units must be kept in a clean sanitary manner. Intentional damage to the property is not tolerated.
3. Unit size will be determined by family size.
 - a. No more than 2 people per bedroom will be accepted.
 - b. A household qualifying for two bedroom sizes may choose which waiting list to be placed on.
 - c. Should a change in family size (increase or decrease) occur while on the waiting list, upon contacting Abilities the waiting client will be transferred to the appropriate size unit waiting list with the date of original application determining placement.
4. Full time Students must meet all of the following criteria to be eligible:
 - a. Be of legal contract age under state law;
 - b. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy **OR**
 - c. Meet the U. S. Department of Education's definition of an independent student.
 - d. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
 - e. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

Unit Transfers

1. Unit transfers are allowed under the following circumstances:
 - a. Accessibility modifications in the current unit occupied no longer meet the needs of the tenant. (i.e. second floor unit walk up and not able to navigate stairs)
 - b. A change in family size
 - c. Medical reasons (i.e. need for a care giver, extra space needed for quantity of durable medical equipment)
2. Should a vacancy occur that meets the needs of an existing tenant requiring transfer, the existing tenant will have priority over the waiting list. Management policy for a unit transfer is one per month unless otherwise approved.

