

## Homes for Independence, Inc. Tenant Selection Criteria

### Eligibility

1. Only U. S. Citizens or eligible non-citizens may receive assistance.
2. Applicants must disclose social security numbers for all family members and provide proof of the numbers reported.
  - 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. Birth certificates must be provided.
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. Homes for Independence, 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. Applications can be requested via mail, phone or in person. Incomplete applications are returned.
2. 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
3. Applicants who are rejected will receive notification verbally and in writing. Applicants will have 7 days to provide appropriate documentation to overturn decisions based on background and credit checks.
  4. You have the right to appeal any denial to management.
  5. 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. Homes for Independence 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.  
No more than 2 people per bedroom will be accepted.
4. College 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.

## Compliance Policies

1. Homes for Independence will comply with ALL Federal, state and local laws. This includes but is not limited to: Section 504, the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988. Regular reporting requirements assure compliance. If you feel your rights have been violated, you may request information regarding the reporting of the violation.
2. Homes for Independence will comply with ALL reporting requirements of government entities involved.

## Miscellaneous Information

1. Security deposits are required at the time of move in
2. Unit inspections are performed at least annually. Tenants will receive written notification of impending inspections reflecting a minimum of 48 hours notice.
3. Any changes in rules pertaining to the use and enjoyment of your unit will be provided in writing with an explanation of the determination.

**Homes for Independence, Inc. of Florida and its affiliates does not discriminate based on Race, Color, Religion, Sex, Disability, Familial Status or National Origin.**

---

Applicant

Date

---

Homes for Independence

Date

---

Co Applicant(s)

Date