PALO ALTO HOUSING

**PAHC Management and Services**
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# RESIDENT SELECTION CRITERIA
## (Non-Subsidized Property)

**FAIR HOUSING** – PAHC Management & Services Corporation (PAHC MSC) will not discriminate against any person or persons on any basis prohibited by law, including, but not limited to race, color, religion, national origin, ancestry, sex, disability, source of income, sexual orientation, age or familial status.

**INCOME ELIGIBILITY – Maximum** income limits are determined by the Regulatory Agreement. In general maximum gross household income, upon initial occupancy, may not exceed 60% of the area median income ("Low"), as published annually by HUD. See property information for property specific income limits. In order to establish an applicant's ability to pay rent, while some exceptions may apply, minimum income limits are determined by PAHC MSC and set at 2.5 times the rent of the unit for which the prospective resident is being considered.

**FULL-TIME STUDENT RULE – TAX CREDIT PROGRAM -** Full-time students are ineligible unless one of the following exceptions apply:

- Married and filing a joint tax return
- Single parent with dependent children
- Currently receiving AFDC
- Household not entirely comprised of full-time students
- Currently undergoing a job training program like the JTPA

**LOCAL PREFERENCE** – Potential residents who live or work in the City of Palo Alto or have been notified that they have been hired to work at a work site in the City of Palo Alto have a preference for available units. To qualify, one must live at a specific address (a post office box is not considered), or at least one adult household member must work a minimum of twenty hours per week within the City of Palo Alto. Academic and residential areas of Stanford University are not in the City of Palo Alto.

**HOUSEHOLD SIZE** – Household size may not exceed two per bedroom plus one. Certain reasonable criteria may apply to avoid over-crowding and under-utilization of units.

**ACCESSIBLE UNITS -** Applicants requiring a unit accessible to or adaptable for persons with mobility impairments will have first priority when that unit becomes available.

**FAVORABLE CREDIT RATING** - A credit report that indicates any adult member of the household has one or more of the following within the last two years is grounds for denial:

- **Bankruptcy**
- **Charge-Off**
- **Repossession**
- **Judgment**
- **Collection in excess of $5000**
- **Account over 120 days past due**

**FAVORABLE REFERENCES -** A positive prior landlord reference indicating ability to care for the property and pay rent on time, as well as the ability to peacefully live in relation to other residents is required. Eviction history and references for the past three years will be checked.

**ADDITIONAL REQUIREMENTS -** A prospective resident must indicate willingness to comply with all lease requirements, house rules and unit inspections. Income eligibility is verified annually, and residents must report changes to income, assets and/or household composition when they occur. A household may no longer qualify for tenancy if income exceeds 140% of the maximum eligible percentage of median income upon entry or the Low-Income level established by the Department of Housing and Urban Development (HUD) and incorporated by the California Revenue and Taxation Code Section 214 for the property tax "welfare" exemption, whichever is greater. The resident may be given 90 days to vacate the unit or rent may be increased to the maximum allowable under the program.

**APPLICATION PROCESS -** Applicants must complete an application form and submit it directly to the property management office on site. Incomplete applications will not be placed on the waiting list. All adult household members must sign the application. Completed applications will be reviewed for eligibility. Completed applications will be date & time stamped upon receipt.

**INTERVIEW REQUIREMENTS** - The Site Manager will schedule an interview with all adult applicants on the application. At this time, all verification forms are to be completed, credit checked, and income and assets verified.

**DENIAL AND APPEAL PROCEDURES -** If an applicant fails to meet the eligibility requirements of the Resident Selection Criteria, a written notice of denial stating the reason for denial will be mailed to applicant along with a copy of the Grievance & Appeal Procedure. An applicant has **14 days** to request an appeal.

**REMOVAL FROM THE WAITING LIST** – If an applicant fails to respond to an interview and/or an update notice, turns down a unit twice, or fails to meet the requirements of the Resident Selection Criteria, he/she shall be removed from the waiting list. All persons on the waiting list are required to maintain contact and report relevant income, household and/or address changes to the site office in order to remain active on the list.

EQUAL HOUSING OPPORTUNITY

PAHC Management & Services Corporation does not discriminate against any person because of race, color, religion, sex, sexual orientation, disability, familial status, or national origin
If hearing impaired, call 1-800-735-2929.

**PET POLICY** – No pets are allowed at the family properties. However, residents may have fish, birds or other small caged animals with prior written permission from management. Under no circumstances will management allow residents to keep rodents, snakes or other reptiles.

**SECTION 8 PROGRAM** – Units governed under the Section 8 Mod-Rehab Program, if applicable will be subject to eligibility criteria used by the Santa Clara County Housing Authority.

| | |
|---|---|
| Applicant Name | Co-Applicant Name |
| Signature Date | Signature Date |

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