



PROPERTY NAME: MONICA'S VILLAGE PLACE I

Tenant Selection and Screening Criteria

Program Description Statement: Monica's Village Place I (MVPI) is a 52 unit building, 38 units will serve homeless families and the remaining 12 units will serve low-income singles and small families. There is an emphasis on serving local communities of color that have been traditionally underserved.

Admission Criteria:

1. Applicants must meet minimum and maximum income guidelines. All applicants must be income qualified according to the HUD income Limits for the City of Seattle. Applicants must supply all necessary documentation for verification of income.
2. Some of all units have eligibility requirement bases on special needs. All applicants, whether or not they meet these requirements, must provide verification of their eligibility status for these special needs set asides prior to move in.

Completion of a Full Application:

Applicant households will be required to complete a full application at the time of selection from the waiting list for screening. Applicants will be required to submit the following information for screening

- Verification of income and assets
- Proof of Homelessness (for the SHA- Sound Families units only)
- Authorization to release information
- Verification of Social Security Number (for the SHA – Sound Families units only)
- A Social Security Number or Tax Payer Identification number
- Photo identification

For the SHA – Sound Families units, the qualification of homelessness **must exist at the time the application is verified**, regardless of the length of time an applicant has been on the waiting list, as **homelessness is based on current status** and not the status of the applicant at the time of the initial pre-application.

3. The following income limits apply: See current Seattle office of Housing Table on next page

Residential Qualification Criteria – City of Seattle

An application needs to be completed for *each* household member over the age of 18. Payment of the screening fee of **\$ 35** is required to proceed. Valid photo identification will be required of all applicants. Additional requested documentation or information must be provided within 72 hours to continue the application process.

Rental History: A minimum of two housing references must be provided. References for the past three years will be sought from landlords where a person was in a rental agreement. If transitional housing or shelters are currently used, then references from shelter providers and/or case managers can be provided. References from friends and family are not preferred. Ability to pay rent, maintain housing standards and lease compliance will be evaluated.

Credit History: Credit will be reviewed on each adult household member for outstanding balances to utility companies, prior landlords and verification of provided information, unreported assets and open bankruptcy proceedings. Generally poor credit will not result in the denial of an application.

Income: Monthly gross verifiable income must be equal to at least 2 times the *resident portion of the rent* and not exceed the income and eligibility requirements for property funders/programs.

Occupancy: Household size must be a minimum of one person per bedroom. Properties with a Large Household set aside will require a minimum of 4 occupants for a 3 bedroom home. Applicant head of household must be 18 years or older. The standard of 2 people per bedroom plus 1 is allowed.

Denial of Application may result from the following:

- Verified unpaid eviction appearing on credit report or confirmed with landlord within the last 3 years will require a payment plan with the landlord or may be declined.
- Unpaid rental collection verified on credit report and/or balance owing to landlord will require a payment plan or may be declined.
- Falsification of rental application or failure to provide required information
- Inappropriate conduct during the application process
- Full-time student households must qualify for one of the specific allowable exemptions
- Verification of Social Security or acceptable alternate ID form must be completed
- Delay in providing appropriate documentation as requested within 72 hours
- Denial of subsidy (in SHA units)

Please be advised, a landlord (within the Seattle city limits) is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information which is the result of an adult criminal conviction – as described in Subsection 14.09.025 A3., 14.09.025 A4., and 14.09.025 A5, and subject to the exclusions and legal requirements in Section 14.09.115.

We do not automatically deny applicants based on sex offender registry that is the result of an adult criminal conviction. Rather, consideration is based on the nature of the offense and time passed since the date of final disposition. Supplemental information can be provided to the landlord by the applicant, or produced on behalf of the applicant, with respect to the applicant's rehabilitation and/or good conduct. Supplemental information may include, but is not limited to: conviction information; certification of rehabilitation; written or oral statements by the applicant, past or present employer(s), current and prior landlord(s), members of the judiciary or law enforcement, parole officer, member of clergy, counselor or therapists, social workers or similar person(s).

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding information contained in your rental application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. Moco, Inc., whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is (800) 814-8213, will conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law. You may go to www.annualcreditreport.com to view your eligibility to receive your free annual credit report.

02/28/2020

Notice to applicants:

Victims of Domestic Violence: applicants who have lost housing or have negative credit or references due to being victims of domestic violence but who otherwise qualify shall not be denied residency.

Reasonable Accommodation: Requests for reasonable accommodation from persons with disabilities will be granted upon verification that the accommodation is related to the disability and will give the applicant equal opportunity to participate in the housing program.

Appeal Process:

Criteria and Procedure for Appeals

The Applicant has the right to appeal any rejection. Management will review each appeal on a case by case basis. Here are some examples of appeals:

- a) Restitution / signed payment plan for rent owed to former landlord may be considered;
- b) VAWA policies. Applicants who have lost housing or have negative credit accounts due to being the victim of domestic violence but who otherwise qualify shall be offered an appeal under the Violence Against Women Act.
- c) Bad credit history, rent owed, and late payments due to health or handicapped status may be considered;
- d) Applicants with less than twice the monthly income of the rent charged may demonstrate a history of on time rental payments at a similar or higher amount with similar or lower income levels;

1. Any person whose application for housing has been denied has the right to appeal the decision. Management will review each appeal on a case by case basis.
2. The appeal must be submitted in writing within 14 calendar days.
3. The supervisor of the person who reviewed and denied the application will conduct the appeal and make the final decision.
4. You have the right to obtain a free copy of the report we used by requesting it directly from MOCO 1-800-814-8213 within 60 days from the date of this letter. I have reviewed and understand the Tenant Selection and Screening Criteria. I believe that I qualify for the program and I wish to continue the application process.

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Landlord /Agent Date