



## Tenant Selection Plan

This is the condensed Tenant Selection Plan for Affordable Housing Network, Inc. (AHNI) emphasizing the application screening procedure only. **The full Tenant Selection Plan outlining the entire application process is available at the Cedar Valley office located at 3000 J Street SW, Cedar Rapids, IA 52404 or can be viewed online at the Affordable Housing Network Website [affordablehousingnetwork.org](http://affordablehousingnetwork.org) under *Do I Qualify*.** Please review this information before completing the application. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for our time and expense.

**An application fee of \$25 per adult will be paid at the time of application or as required by property or program. A full application with signed releases will be required for each adult in the household.** Upon receipt of a completed application, owners will secure background information on the applicant(s) considering the following factors:

**Income Stability.** The household must demonstrate that they have a history of stable income or ability to pay rent.

- a. Stable employment for the past three (3) months or proof of new hire with local company that verifies the applicant's anticipated start date and salary.
- b. For self-employed applicants, the applicant must provide a minimum of the previous year's tax return which shows income sufficient to meet minimum income requirements.
- c. Income sources such as Child Support, Social Security Benefits, Unemployment Benefits, and Department of Human Services (FIP) will require applicant to provide most recent verification of benefits letter.

**Rent to Income Ratio.** The household's combined gross annual income cannot exceed the current income limits for the household size. These income limits are adjusted periodically.

- a. All applicants must have a verifiable income source or pay six (6) months' rents in advance.
- b. If receiving Section 8 Rent Assistance (Leased Housing), the applicant must provide a copy of your current Voucher to verify current eligibility for the program.
- c. If receiving rent assistance from any other type of government agency or social service agency, the applicant must provide a letter from the applicable agency that verifies amount and duration of the assistance.
- d. Rent cannot exceed between thirty-three to forty percent (33-40%) of monthly gross income, with the applicable percentage determined by the categories of utilities paid by the tenant for each property. total household.

Gas, Electric, Water and Trash paid by tenant – Rent cannot exceed thirty-three percent (33%) of monthly gross income (Rent x 3.03 = Minimum Income Required)

Gas and Electric paid by tenant – Rent cannot exceed thirty-three percent (33%) of monthly gross income (Rent x 2.86 = Minimum Income Required)

Electricity only paid by tenant – Rent cannot exceed thirty-five (35%) of monthly gross income (Rent x 2.86 = Minimum Income Required)

All Utilities paid – Rent cannot exceed forty (40%) of gross monthly income (Rent x 2.5 = Minimum Income Required)

\*\* For Example: \$540 rent (for a unit at an AHNI property where tenant pays gas and electric) x 3.03= \$1,636.00 is the minimum monthly income needed to be eligible for unit.

**No Indebtedness to AHNI or Property Owner.** The applicant will be denied if the applicant owes any money to AHNI or the property to which the applicant is applying.

**Rental History and Landlord References.** Current and previous landlords (for past three (3) year period) will be contacted and questioned as to the applicant's:

- a. Rental History - Must have demonstrated ability to pay rent and utilities on a timely basis.
- b. Housekeeping habits, upkeep, and maintenance of residences must have been adequate during residency.
- c. Condition of unit at end of tenancy - Must have been satisfactory, normal wear and tear expected
- d. Demonstrated ability to abide by the terms of the lease, house rules, and subsidy program rules, if applicable. This includes not allowing unauthorized live-ins to reside in their unit.
- e. Demonstrated respect for the health, safety, and welfare of other residents (e.g., no disruptive behavior including excessive noise complaints, criminal activity, physical violence, not currently engaged in or previously convicted of the illegal use,

manufacture, or distribution of a controlled substance).

- f. Persons who do not have a traditional rental history in the most recent three (3) year period (due to having lived in a shelter, nursing home, community residence, halfway house, with parents or other non-regular, public or privately-owned housing) will be asked to provide references at that housing.

**Criminal & Civil Background Check.** A criminal & civil background check will also be conducted on all adult applicants.

- a. Applicant will be automatically denied housing for felony charges such as assault, battery, deadly conduct, weapon charges, injury to child or elderly, kidnapping, manslaughter, murder, or robbery, in their lifetime.
- b. Applicant will be denied housing for any other felony charge in the past three (3) years.
- c. Applicant will be denied housing for misdemeanor drug related charges such as drug abuse, possession of marijuana, possession of paraphernalia within the last three (3) years.
- d. Applicant will be denied housing for any other serious/aggravated misdemeanor charge in the past three (3) years.
- e. Applicant will be denied housing for two or more alcohol related charges such as OWI, Public Intoxication or Consumption in the last three (3) years.
- f. If an applicant has been charged with one of the criminal offenses described above and has been given a deferred judgment, applicant will be denied housing until the charge has been completely expunged from their record. Applicants with a conviction, but deferred sentence, will be denied.
- g. Applicant must not have any evictions on report from any other landlord within the past three (3) years.
- h. Applicant must not have any unpaid judgments or collections regarding rentals.

**State Sex Offender's Registry & Wanted Fugitives.** Any applicant with any sex charge or conviction in his /her lifetime will be denied housing. Any member of the household who is subject to the state sex offender registration program will be denied housing. Any applicant or occupant will automatically be denied should their name appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

**Other Screening Considerations.**

- a. AHNI will collaborate with social service agency (ies) to provide quality, affordable housing to clients in their programs. If their client does not meet all eligibility criteria and would otherwise be denied, the service provider must provide documentation to show where the deficient area(s) have been successfully addressed or complete a supportive housing agreement on how participation in their program will provide ongoing assistance as well as long term improvement in deficient area(s).
- b. AHNI will also work with collaborating agencies and accept deposit and/or rent assistance with written confirmation of their financial commitment at the time of application.
- c. On a case by case basis ANHI may request an additional deposit when the applicant is deficient in income stability or lacks positive rental history.

**By signature below, the Applicant acknowledges that he/she has reviewed the Tenant Selection Plan, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy.**

- If an applicant does not meet the eligibility criteria, they will be sent a letter stating the reasons that they have been denied. The applicant has the right to appeal the decision to AHNI; the appeal must be in writing, within 10 business days, and provide any supporting documentation to dispute the rejection. The applicant will be notified of AHNI's decision of the appeal within 10 business days of the date of the request.
- Applicant is not required to pay a deposit at the time of application. Applicant may opt to pay a deposit (equal to one month's rent) at the time of application in order to reserve a unit while the application is processed. Deposit to be paid by money order only. In the event the application is not approved, the deposit will be returned. Applicant acknowledges that once their application is approved the deposit is required to hold a unit, **without a deposit AHNI will not assign a unit or guarantee availability.**  
 \_\_\_\_\_ (Please Initial)
- **After 48 hours of approval and payment of the deposit** the applicant acknowledges that they will forfeit the deposit in the event that they do not take possession of the unit for any reason. \_\_\_\_\_ (Please Initial)

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

