



## HOUSING AND NEIGHBORHOOD DEVELOPMENT SERVICE (HANDS)

### Application for Housing Opportunities for Seniors within Erie County

APPLICATION INSTRUCTIONS: Only completed applications can be processed. Review the eight (8) housing opportunities listed on this and the following pages to determine which property or properties you may qualify for housing. Check the box next to the properties that you wish to apply.

All properties listed are smoke-free and pet friendly. One small pet is permitted with written approval and a \$300 pet deposit.

- Chestnut Street Apartments**   
- Please select number of bedrooms required**     1 Bedroom     2 Bedroom

Chestnut Street Apartments are located off of Avonia Road in Fairview at 7554 Chestnut Street and offers 1 and 2-bedroom apartments. Current rent amounts range from \$350 - \$417 per month plus utilities for a 1-Bedroom, and \$470 per month plus utilities for a 2-bedroom. Each apartment is equipped with central air and also comes with appliances and window treatments. There is an on-site laundry facility. All applicants must be age 62 or older to qualify. Applicants must fall within the income requirements as follows:

Minimum monthly income: Households must earn at least \$875 per month to qualify for a 1-bedroom and at least \$1,175 per month to qualify for a 2-bedroom home. Minimum requirements do not apply to persons with a Section 8 Housing Choice Voucher.

Maximum Annual income: 1 Person - \$24,060 | 2 Person - \$27,480

- Highland Village**   
- Please select number of bedrooms required**     1 Bedroom     2 Bedroom

Highland Village is located off of Route 6N in Edinboro on YMCA Drive. This community offers 1 and 2-bedroom apartments. Each apartment is equipped with central air and also comes with appliances, window treatments and washer/dryer connections. There is also an on-site laundry facility. All applicants must be age 55 or older to qualify. Current rents for 1-bedroom apartments are \$541 per month. There are two, 1-bedroom apartments with monthly rents of \$217. Current rents for 2-bedroom apartments are up to \$701 per month. There are two, 2-bedroom apartments with monthly rents of \$261. Utilities are included in all rents. Applicants must fall within the income requirements as follows:

Minimum monthly income: Households must earn at least \$1,352 per month to qualify for a 1-bedroom apartment and \$1,630 per month to qualify for a 2-bedroom apartment. For a 1-bedroom with \$217 rent,

households must earn at least \$543 per month to qualify and for a 2-bedroom with \$261 rent households must earn at least \$653 per month to qualify.

Maximum Annual Income for 1-bedrooms with rent at \$210 and 2-bedrooms with rent at \$252:

1 Person - \$8,020 | 2 Person - \$9,160

Maximum Annual Income for all other units:

1 Person - \$24,060 | 2 Person - \$27,480

**Maryvale Apartments**   

**Please select number of bedrooms required** 1 Bedroom units only

The Maryvale Apartments are located on the Villa Maria Campus on West 8<sup>th</sup> Street in Millcreek. This property offers 1-bedroom apartments with rents subsidized by HUD. The amount of rent paid is normally 30% of your current adjusted gross income. All utilities are included. Apartments come with air conditioning, appliances and window treatments. There is also a beauty shop on site for the residents. Head of household must be 62 years of age or older. Applicants annual income must be below the following:

Maximum Annual income: 1 Person - \$20,350 | 2 Person - \$23,250



**Oak Haven Apartments**

**Please select number of bedrooms required** 1 Bedroom units only

Oak Haven Apartments are located in Waterford at 231 East 6<sup>th</sup> Street. This property offers 1-bedroom apartments with rents subsidized by HUD. The amount of rent paid is normally 30% of you current adjusted gross income. All utilities are included. Apartments come with air conditioning, appliances and window treatments. Head of household must be 62 years of age or older. Applicants annual income must be below the following:

Maximum Annual income: 1 Person - \$20,350 | 2 Person - \$23,250

**Ridgebury Apartments**   

**Please select number of bedrooms required** 1 Bedroom units only

Ridgebury Apartments are located at 5125 West Ridge Road in Millcreek. Conveniently located near shopping and places of worship, Ridgebury Apartments offers 1-bedroom apartments with rents subsidized by HUD. There is an on-site laundry room, outdoor deck and a beautifully decorated community room. Rent is normally 30% of the current adjusted gross income. All utilities are included. Apartments come with air conditioning, appliances and window treatments. Head of household must be 62 years of age or older. Applicants annual income must be below the following:

Maximum Annual income: 1 Person - \$20,350 | 2 Person - \$23,250

**St. Francis Xavier Apartments**   

**Please select number of bedrooms required**      1 Bedroom units only

Located at 8918 Main Street in McKean Township, St. Francis Xavier Apartments offers 22 1-bedroom apartments with rents subsidized by HUD. The amount of rent you pay is normally 30% of you current adjusted gross income. All utilities are included. Apartments come with air conditioning, appliances and window treatments. Head of household must be 62 years of age or older. Applicant's annual income must be below the following:

Maximum Annual income: 1 Person - \$20,350 | 2 Person - \$23,250

**St. Joseph Apartments (Subsidized)**   

**Please select number of bedrooms required**       1 Bedroom       2 Bedroom

1 and 2 bedroom apartments are offered at St. Joseph Apartments, located at 517 Maryland Avenue. With rents subsidized by HUD, rent is normally 30% of the current adjusted gross income. All utilities are included. Each apartment has air conditioning, appliances, and window treatments. St. Joseph Apartments has several community areas including a library, commons room and an on-site store for your basic grocery needs. Head of household must be 62 years of age or older. Applicants must fall within the income requirements as follows:

Maximum Annual income: 1 Person - \$32,550 | 2 Person - \$37,200

**St. Joseph Apartments (Not Subsidized)**   

**Please select number of bedrooms required**       1 Bedroom       2 Bedroom

St. Joseph Apartments, located at 517 Maryland Avenue, offers 1 and 2 bedroom unsubsidized apartments for Seniors age 62 and over. All utilities are included. Each apartment has air conditioning, appliances, and window treatments. St. Joseph Apartments has several community areas including a library, commons room and an on-site store for your basic grocery needs. Head of household must be 62 years of age or older. 1 Bedroom rents are \$625 and \$675/month and the 2 bedroom monthly rents are \$700 and \$725. The household's annual income of the household must meet the following minimum income requirements:

Minimum monthly income: 1 Person - \$1,597.33 | 2 Person - \$1,721.58

**Villa Maria Apartments**   

**Please select number of bedrooms required**       1 Bedroom       2 Bedroom

The Villa Maria Apartments are located at 819 West 8<sup>th</sup> Street in Erie. This pet friendly property offers 1 and 2-bedroom apartments. Current rent amounts range from \$495 - \$505 per month for a 1-Bedroom, and \$577 - \$588 per month for a 2-bedroom. All utilities are included. Each apartment is equipped with air conditioning and also comes with appliances and window

treatments. There is an on-site laundry facility. Head of household must be age 55 or older to qualify. Applicants must fall within the income requirements as follows:

Minimum monthly income: Households must earn at least \$1,238 per month to qualify for a 1-bedroom and at least \$1,442 per month to qualify for a 2-bedroom home. Minimum requirements do not apply to persons with a Section 8 Housing Choice Voucher.

Maximum Annual income: 1 Person - \$24,060 | 2 Person - \$27,480

**If you require any additional information regarding the housing choices on this application, please call 814.453.3333.**

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**In addition to the Senior Housing provided on this application, HANDS also offers housing for Persons with Disabilities Veterans and General Housing for individuals and families. If you would like more information on these housing opportunities, please call 814.453.3333 or visit our website at [hands-erie.org](http://hands-erie.org).**



Preferences for Housing:

1st Preference: In order to qualify for a Veterans preference at Goodrich House and Freedom Square Apartments, you must be a Veteran of the United States Armed Forces and have the ability to prove by DD 214 or NGB 22 that you received an Honorable or Other than Dishonorable Discharge.

2nd Preference: In order to qualify for preference as the Immediate Family of a Veteran who received either an Honorable Discharge or Other than Dishonorable Discharge, you must have the ability to prove the Discharge Status of the Veteran plus how you are related to the Veteran.

Goodrich house also has units set aside for Homeless and Disabled Veterans only. You must meet the above criteria, plus have a third party verify that you are either homeless or disabled.

Please check all that apply:

I am currently a homeless Veteran with one or more of the following applying to me;

I am permanently physically disabled and need the features of an accessible unit;

I have a chronic mental disability.

For marketing purposes, please tell us how you heard about HANDS and/or the apartment community for which you are applying:

Newspaper  Radio or Television  Friend or Relative  Rental Guide  Penny Saver  Drive-By

HANDS Website  Internet  Other (specify)  \_\_\_\_\_

Applicant Name			Date of Birth	Social Security No.	
Last	First	MI			
Present Street Address		City	State	Zip Code	How Long at Address?
Home Phone Number		Cell Phone Number		Email Address	
Former Street Address:		City	State	Zip Code	How Long at Address?
Former Street Address:		City	State	Zip Code	How Long at Address?
Former Street Address:		City	State	Zip Code	How Long at Address?

PLEASE PROVIDE THE NAME, ADDRESS, AND PHONE NUMBER FOR ALL LANDLORDS FOR THE PAST 2 YEARS

Current Landlord Name:		Phone		
Address		City	State	Zip Code
Current Landlord Name:		Phone		
Address		City	State	Zip Code
Current Landlord Name:		Phone		
Address		City	State	Zip Code

**EMPLOYMENT INFORMATION**

Name and Address of Employer		Type of Business	Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Phone Number		Position/Title	Number of Year at Job	Yrs. In this line of work

## CO-APPLICANT/SPOUSE INFORMATION

Co-Applicant Name			Date of Birth	Social Security No.	
Last	First	MI			
Present Street Address:	City	State	Zip Code	How Long at Address?	
Former Street Address:	City	State	Zip Code	How Long at Address?	
Former Street Address:	City	State	Zip Code	How Long at Address?	

PLEASE PROVIDE THE NAME, ADDRESS, AND PHONE NUMBER FOR ALL LANDLORDS FOR THE PAST 2 YEARS

Current Landlord Name:				Phone
Address	City	State	Zip Code	
Current Landlord Name:				Phone
Address	City	State	Zip Code	
Current Landlord Name:				Phone
Address	City	State	Zip Code	

### EMPLOYMENT INFORMATION

Name and Address of Employer	Type of Business	Self Employed?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business Phone Number	Position/Title	Number of Year at Job	Yrs. In this line of work

Please list EVERY state each applicant over the age of 18 has resided in below:

Applicant Name	States Resided In

**INCOME/ASSETS**

SOURCE	APPLICANT	CO-APPLICANT	Other Household -18 yrs of age or older:	TOTAL For MONTH
1. Gross Salary (before taxes)				
2. Overtime Pay				
3. Commissions/Fees/Tips/Bonuses				
4. Unemployment Benefits				
5. Workers Compensation, etc.				
6. Social Security, Pensions, Retirement (please circle) <b>Per Month</b> Funds, etc., Received Periodically				
7. TANF Payments/Public Assistance <b>Per Month</b>				
8. Alimony, Child Support (please circle) <b>Per Month</b>				
9. Net Income From Business				
10. Net Rental Income (if you own property and rent it to others)				
11. Other:				

			<b>TOTAL MONTHLY:</b>	
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			<b>Total Monthly Income x 12 =</b>	
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ASSETS for <u>ALL</u> household members 18 years of age or older	CASH VALUE	INCOME FROM ASSETS	NAME & ADDRESS OF FINANCIAL INSTITUTION	ACCOUNT NUMBER
Checking Account	\$	\$		
Savings	\$	\$		
Certificate of Deposit (CD's)	\$	\$		
Mutual Funds/ Stocks / Bonds	\$	\$		
Real Estate - If you own your own home or have property	\$	\$		
Other:	\$	\$		
<b>TOTAL:</b>	\$	\$		



### HOUSEHOLD COMPOSITION

	FULL NAME <small>List the full names and related information for all people that will be living in the house or apartment for which you are applying.</small>	Relation-ship to Head of House- hold	M F	DATE OF BIRTH MM/DD/YY MM/DD/YY	AGE AGE	SOCIAL SECURITY SOCIAL SECURITY	1= White 1= White 2= Black or African America 2= Black or African America 3= American Indian or Alaskan 3= American Indian or Alaskan 4= Native Hawaiian or Pacific Islander 4= Native Hawaiian or Pacific Islander 5= Asian 5= Asian	1= Hispanic/Latino 1= Hispanic/Latino 2= Non-Hispanic/Non-Latino 2= Non-Hispanic/Non-Latino
Head		HEAD						
Head		HEAD						
2								
2								
3								
3								
4								
4								
5								
5								
6								
6								
7								
7								
8								
8								

**THE FOLLOWING QUESTIONS (1 – 10) MUST BE COMPLETED**

1. I/We  have  have not disposed of any asset(s) valued at \$1,000 or more in the past two years for less than the fair market value of the item. If yes, please list the asset value under the "other" row in the income/assets section of this application. Date of disposal \_\_\_\_\_
  
2. Are you or any member of your household subject to a lifetime sex offender registration requirement in any state?  
 Yes  No If yes, list household member's name and states requiring registration.  
 \_\_\_\_\_
  
3. Have you or any member of your household ever been charged with or convicted of a crime (misdemeanor or felony) other than minor traffic violations?  Yes  No  
 If yes, please explain \_\_\_\_\_
  
4. Are any adults (18 and over) full or part-time students?  Yes  No  
 If yes, please list the name of students \_\_\_\_\_
  
5. Do you own pets?  Yes  No If yes, What kind and how many? \_\_\_\_\_  
 \_\_\_\_\_
  
6. Has the family's tenancy in subsidized housing ever been terminated for fraud, nonpayment of rent or failure to cooperate with recertification procedures?  Yes  No
  
7. Do you currently have a Section 8 Housing Choice Voucher?  Yes  No **If yes, Please attach a copy of your Voucher when submitting application**
  
8. For Section 8 eligibility and allowance purposes, is there a disability you wish to claim?  Yes  No  
 \_\_\_\_\_

9. Please list the name and telephone number of an additional person to contact in the event we are unable to reach you, e.g., a relative, caseworker, etc.  None

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

10. Are there any special housing needs or accommodations that the household will require? Examples are a unit for a person with mobility, visual or hearing impairment, or a unit with grab bars and/or wheel-in showers.

Yes  No  If yes, please explain below.

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**Housing preference.** Please refer to the attached Resident Selection Summary to determine if you qualify for any of the following preference options and place a check in appropriate box below:

Displaced from your home by the Uniform Relocation Act (URA) of 1970 (MUST PROVIDE DOCUMENTATION TO QUALIFY)

Your household has children who have tested positive for documented elevated blood levels due to your current living situation (MUST PROVIDE DOCUMENTATION TO QUALIFY)

You are presently living in housing declared substandard (MUST PROVIDE DOCUMENTATION FROM THE AGENCY THAT DECLARED YOUR CURRENT HOME SUBSTANDARD TO QUALIFY)

The information provided above is true and complete to the best of my knowledge and belief. I/We consent to the disclosure of income and financial information from my/our employer and financial references for purposes of income and asset verification related to my/our application for tenancy.

I/We consent to have background credit and criminal checks to be obtained for all household members age 18 and over.

If you are in need of special services, please call HANDS at (814) 453-3333.

_____	_____	_____	_____
Head of Household	Date	Co-Applicant	Date
_____	_____	_____	_____
Other Adult Over Age 18	Date	Other Adult Over Age 18	Date
_____	_____		
HANDS Representative	Date		

If you have a complaint regarding this application, you may call:

**PHILADELPHIA HUD**

(215) 656-0663

TDD# (215) 656-3450

**PITTSBURGH HUD**

(412)644-6965

TDD# 1-800-927-9275

Toll-Free Complaints 1-800-669-9777





# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- **Evicted** from your apartment or house.
- **Required to repay** all overpaid rental assistance you received.
- **Fined** up to \$10,000.
- **Imprisoned** for up to five years.
- **Prohibited** from receiving future assistance.
- **Subject** to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

**(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees:** HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410

**Housing and Neighborhood Development Service**  
**RESIDENT SELECTION PLAN**  
**General Program Summary**



**EQUAL HOUSING REQUIREMENTS**

All housing units operated by Housing and Neighborhood Development Service (HANDS), its agents and affiliates, are pledged to the letter and spirit of the federal law and policy for the achievement of equal housing opportunity. We comply with all applicable federal, state and local laws which prohibit discrimination against persons because of race, color, religion, sex, national origin, familial status, disability or sexual orientation.

**LIMITED ENGLISH PROFICIENCY**

HANDS will utilize translated printed materials from HUD's website and obtain translator services as needed for applicants with Limited English Proficiency and or visual and hearing impairments. There will be no cost to the applicant for these services or materials.

**APPLICATION PROCESS**

**Applications for all Erie County properties may be obtained either from the HANDS web site, at [www.hands-erie.org](http://www.hands-erie.org) or from the HANDS main office, located at 7 East 7<sup>th</sup> Street, Erie, PA 16501 (phone 814-453-3333). Applications for all Crawford, Warren and McKean County properties may also be obtained from the HANDS web site, or from HANDS' Crawford County office, located at the Brookside Apartments, 829 S. Grant St. Extension, Meadville, PA 16335 (phone 814-453-3333 x129).**

**Completed applications are accepted during normal business hours at either the main office in Erie or the Crawford County office in Meadville or by mail, fax or e-mail. At any time, persons requesting special accommodations because of a disability should contact either of the management offices for assistance. An initial screening will be conducted based on age or disability, (if applicable), credit, criminal and/or drug history (including a check of criminal records) and initial statements of income. Based on the initial screening, the application may be added to the waiting list with final processing to be completed before being offered an apartment home. All applications will be processed at the HANDS main office, 7 East 7<sup>th</sup> Street, Erie, PA 16501.**

A written response will be sent to each applicant advising such applicant of the status of their application within a maximum of 30 days of receipt of the application. If the Agent has not rejected the application (in writing), the response will contain the following information:

- ◆ Result of preliminary determination of eligibility
- ◆ Estimate of the time it may take to offer the applicant assistance
- ◆ Notice that the applicant is responsible for reporting changes in address, phone number and preference status

**Note: Eligibility, or placement on the waiting list, does not constitute acceptance and further screening is required to determine an applicant's ability to maintain a successful tenancy.**

**WAITING LIST PROCEDURES**

Each application that meets the initial screening criteria is then placed on the appropriate waiting list(s) by date and time of receipt of the completed application. The waiting list is organized by unit type (physically adapted, bedroom size, program income requirements, etc.). Applicants meeting the owners established preferences will have a housing priority over those applicants that do not (see waiting list preferences below). Persons claiming a disability (which will be verified during the application process) may apply for a standard unit, as well as an accessible unit, at their discretion. Waiting lists may be closed when the wait exceeds (1.5) years and opened when the wait is below (1) year according to program requirements regarding marketing and advertisement. Applicants are chosen from the list based on date and time of the application and unit type to become available.

The offer of a unit may be refused up to three times. After the first refusal, the applicant's position on the waiting list remains the same as their original placement. Upon a second refusal of a unit, the applicant will be placed at the bottom of the waiting list. Upon a third refusal of a unit, the application is removed from the waiting list and may not reapply for housing for a period of one year from the date of the third refusal.

Applicants offered a unit will have (24) hours to respond to the offer and/or to request more time. In the event that direct contact cannot be made with the applicant, a message containing the offer may be left on an answering machine or with the emergency contact as indicated on the application. In the event that there is no response within (48) hours, the offer will be counted as a refusal. When an apartment home becomes available, HANDS staff may contact more than one applicant at the same time. In the event the applicant holding the first place on the list is not able to accept the unit, the second person will be offered then the third, etc.

Annually, applicants on the eligible waiting list are contacted to determine continued interest in remaining on the waiting list with HANDS. A letter is sent to the applicants last known address, allowing the applicant five (5) calendar days to contact the management office. If contact by the applicant is not made, or if the letter is returned, the applicant is removed from the waiting list.

### **WAITING LIST PREFERENCE**

Applicants who meet the owner-established preference will be placed at the top of the active waiting list before those applicants without the preference. The owner established preferences are:

- Persons displaced from their homes as outlined by the Uniform Relocation Act (URA) of 1970.
- Households that have children testing positive for documented elevated blood lead levels.

### **ELIGIBILITY CRITERIA**

**INCOME:** Annual income cannot exceed the maximum limits as outlined by the governing agencies. Not all of our communities have subsidized rents and may require a minimum monthly income for eligibility. Section 8 certificates and vouchers will be accepted by those communities that do not already provide subsidy. The maximum income limits are based on the total number of occupants and location of the property by county. Current income limits can be found in the management office. All sources of income in the household must be reported and verified by third party verification by Management. \* **Income limits are subject to change without notice.**

**MINIMUM INCOMES:** The following communities have minimum annual income requirements per bedroom size: Chestnut Street Apts., Edinboro Family Homes, Fairview Family Homes, Freedom Square Apts., Goodrich House, Mid-Town Homes, Millcreek Family Townhomes, St. Joseph Apts (private units, only), Villa Maria Senior Apts., Villa Maria Family Apts. and Washington Township Senior Housing. Minimum requirements do not apply to applicants with a Section 8 Housing Choice Voucher or a VASH Voucher. Current minimum income requirements can be found in the management office.

### **INCOME TARGETING**

Under the provisions of 24 CFR 5.653, Admission and Occupancy Provisions of the Quality Housing and Work Responsibility Act (QHWRA) of 1998, some complexes (**St. Joseph Apartments and Center City Apartments only**) must make at least 40% of the assisted units that become available in each year for leasing to families whose incomes do not exceed 30% of the area median income (extremely low-income) at the time of admission.

- ◆ Extremely Low Income (ELI) means individuals with incomes at 30% or below of the median income for the area.
- ◆ Applicants from the project's waiting list will be selected based on the following procedure:  
Alternating move-ins, beginning the first of each fiscal year (October 1<sup>st</sup>) with an ELI individual.

### **CREDIT POLICY:**

The following credit guidelines will be used when determining an applicant's eligibility. Current credit parameters are set to three (3) years for any accounts in collections, charge-off accounts, judgments, and open bankruptcies, late payments. Closed bankruptcies will be ignored. Foreclosures and student loans may be ignored upon further evaluation. Outstanding medical delinquencies will be ignored. Credit reports are scored by a 3<sup>rd</sup> party vendor and given a Credit Risk Rating of Minor, Moderate, High, or Severe. Both Minor and moderate credit ratings will automatically pass our screening criteria, along with those applicants with "limited established credit" or "no established credit". Applicants with a High or Severe credit risk rating will not pass.

By law, we are unable to share information on your credit report. You must contact the credit reporting agency directly to see a copy of your report. Information on how to request a credit report will be contained on our application rejection letter. Applicants will be given the opportunity to explain extenuating circumstances regarding their credit if they choose to appeal an unfavorable decision on their application.

### **RENTAL HISTORY**

Prior rental history will be considered when determining eligibility. These factors may include, but are not limited to: payment history, housekeeping, property damages, personal conduct, interfering with the landlord or the rights of other residents, and any other derogatory information received regarding your tenancy may be considered. **In the event that derogatory information is received, the applicant will be given the opportunity to present documentation that may refute the landlord's statement(s).** A home visit is required before final approval can be granted.

Applicants with unpaid balances owing to HANDS or any public housing authority will not be approved; applicants with unpaid balances owed to any other landlord within the past five (5) years may not be approved.

## CRIMINAL RECORDS

Applicants (including household members) who apply for housing with HANDS will not be accepted for having a criminal history based on the following guidelines:

1. Any misdemeanor or felony convictions within the past 5 years.
2. Any drug-related **convictions in the past five years**, including, but not limited to, the possession or use of drugs or drug paraphernalia, manufacturing or distribution of illegal substances. An eviction in the last three years from federally-assisted housing for drug-related criminal activity. (If the evicted household member has successfully completed an approved, supervised drug rehabilitation program, or if the circumstances leading to the eviction no longer exist (for example, the evicted household member no longer resides with the applicant household), this information will be taken into consideration.)
3. Conviction as a sexual predator requiring the applicant to register as a sex offender in the locality of their residence. Additionally, any other sex crimes against a person or other in the past 20 years.
4. The criminal background check indicates the applicant provided false information.

## VIOLENCE AGAINST WOMEN ACT

The Violence Against Women Act (VAWA, P.L. 109-62) protects housing assistance applicants (both male and female) and residents who have been victimized by domestic violence, dating violence and stalking. Therefore:

- a. Applicants cannot be denied rental assistance solely because they were previously evicted from an assisted site for being victims of domestic violence;
- b. Applicants cannot be denied assistance solely for criminal activity that was directly related to domestic violence;
- c. Residents cannot be evicted solely because they were victims of domestic violence; being a victim of domestic violence does not qualify as a “serious or repeated violation of the lease” or “other good cause” for eviction.
- d. Residents wishing to report an incident of domestic violence must submit specific documentation as requested by site management, and all such documentation will remain confidential, unless required by law.

## ADDITIONAL REQUIREMENTS

Applicants must meet program eligibility requirements as outlined by HUD, PHFA, and USDA. Examples may be income, age or disability requirements and provide documentation.

1. Applicants are required to sign designated forms/documents upon request.
2. Applicants must disclose all social security numbers or execute a certification when no social security number has been issued.
3. Applicants are required to submit truthful, accurate and complete information and must give all necessary data needed to determine eligibility.
4. Applicants are required to conform to the pet rules in effect at the community in which they reside.

## FULL TIME STUDENTS

In general, households made up entirely of full time students are not eligible for housing in the following communities, unless the household meets at least one exception to the Student Rule, as outlined below.

Communities governed by this ruling:

- Freedom Square Apartments
- Villa Maria Apartments
- Edinboro Family Homes
- Mid Town Homes
- Chestnut Street Apartments
- Woodlands at Zuck Park

Exceptions to the ruling:

- The fulltime adult students are married and filing a joint federal income tax return.
- The fulltime student is receiving assistance under Title IV of the Social Security Act.
- The fulltime student is enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar federal, state, or local laws. Note: the IRS does not consider an internship a “similar” program (for example, a medical school student doing their residency or a student in a fellowship).
- The fulltime student is a single parent living with his/her minor children (with none of the persons being dependents of a third party).

**NOTE: The following applies to those applying for housing at the St. Joseph Apartments, Brookside Apartments, Oak Haven Apartments and Maryvale Apartments:** No Section 8 assistance shall be provided to a student who: is under the age of 24; is not a veteran of the U.S. military; is unmarried; does not have a dependent

child; is not a person experiencing disabilities, as such term is defined in section 3(b)(3)(E) of the United States Housing Act of 1937, and was not receiving Section 8 as of November 30, 2005; and is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive Section 8 assistance unless he/she can demonstrate independence from parents.

Any financial assistance, in excess of amounts received for tuition that an individual receives under the Higher Education Act of 1965, from private sources or from an institution of higher education is considered income for that individual, except for persons over the age of 23 with dependent children.

NOTE: Neither part of the law applies to a student who is living with his/her parents who are applying to receive Section 8 assistance or who are receiving Section 8 assistance.

### **APPEALS OF UNFAVORABLE DECISIONS**

Denied applicants shall receive written notice of the reason(s) for their rejection and will be advised of their right to request an appeal of the denial (within fourteen (14) calendar days of the date of the rejection notice). A reasonable accommodation will be extended to those applicants who are unable to respond in writing; they may use an alternate method of communicating such as via the telephone, fax or TDD, for example.

### **DETERMINING UNIT SIZE**

The following are factors in determining the appropriate apartment size. Household members who may be considered when determining bedroom size:

1. All full-time members of the household
2. Live-in attendants.

General occupancy standards for determining the number of bedrooms is:

1. A maximum of two persons per bedroom.
2. Single persons will only be housed in a one bedroom unit. A single person who is not an elderly person or a person who has been displaced from other federally-subsidized housing, a person with disabilities or the remaining member of a resident family may not be provided a housing unit with two or more bedrooms. (This does not apply to PHFA-funded properties.) An exception will be granted to a single disabled person who would need a second bedroom for the storage of his or her medical equipment.

### **UNIT TRANSFERS**

Current residents may request, in writing, to transfer to a different unit (apartment or house), within the community in which the resident is presently residing. Valid reasons for requesting a transfer to a different unit are:

1. There is MEDICAL need as verified in writing by a health professional. For example, requesting to move from a second floor unit to a first floor unit because the stairs pose a barrier.
2. If the resident is living in too small or too large a unit for the size of their family. Management may initiate this transfer.

Requests for transfers must be given to the Property Manager in charge. The request will be recorded on a Unit Transfer List by property, then by date and time the request is received by the manager. Preference is given to current residents wishing to transfer over applicants on the waiting list who desire a specific unit.

### **CONTENTS OF TENANT SELECTION PLAN**

The above represents a **summary** of the criteria used in screening and selecting residents for HANDS housing. [A copy of the complete Tenant Selection Plan is available for viewing at the HANDS Office \(7 East 7<sup>th</sup> Street\) or other designated locations.](#)

Plan adopted on August 28, 2008 by the Board of Directors of Housing and Neighborhood Development Service (HANDS).