



Tenant Selection Criteria

Waltham HOME TBRA Programs

June 2023 revision

Application and Review Process

Application and copies of this Tenant Selection Criteria Policy are available from the City of Waltham Housing Division. Applicants are encouraged to call with questions or to review a submitted application. All applications must be fully completed including your correct mailing address and current telephone number.

Staff will review applications to determine eligibility. This review will be based upon the applicant's stated income(s), household size, etc. Applicants will either be qualified or rejected because they do not appear to meet the minimum criteria. If no funding is available the eligible household will be placed on a wait list.

Security Deposit Program applicants must have verifiable income that is sufficient to pay rent on the leased unit. Applicants will be provided security deposit funds if rent payments are affordable to the household. This determination will be made by the Housing Division once an income determination has been completed.

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the City does not discriminate against any person because of race, color, religion, sex, national origin, age, national origin, ancestry, marital status, sexual orientation, genetic information, veterans history, source of income, families with children or disability; excluding the income limits, size of households and other criteria established in this document.

TBRA Waiting List

If funding is not available, an annual waitlist will be maintained for qualified applicants. It is the applicant's responsibility to notify the Housing Office if there is any change of address for proper notifications to be received.

Minimum Qualification Guidelines

1. Households must meet income limits.

HUD (US Department of Housing and Urban Development) determines the median income. Total household income, in relationship to household size is considered when approving an application. All City of Waltham HOME TBRA funding is reserved for those households that are at or below 60% of the Area Median Income. This must be determined at time of application. Definition of an emergency housing situation is one that finds the household homeless or near homeless due to a natural disaster such as fire, displacement from a home due to code violations that make the property uninhabitable or a dangerous living situation due to domestic violence.

HUD HOME Income limits published June 15, 2023 for the Boston-Cambridge-Quincy MA Metro area which includes Waltham, MA:

HUD HOME Income Limits 2023	FY2023 Income Limit Category	Number of Persons in Family							
		1	2	3	4	5	6	7	8
Waltham City	Very Low (60%)	62,340	71,280	80,160	89,040	96,180	103,320	110,460	117,540

2. Households must provide verifiable landlord references to landlords.

All landlord references will be verified by the landlord. Unfavorable or unsubstantiated landlord reference may be grounds for rejection of applications.

3. Banking and credit references are required by landlords.

Credit reports from established credit bureaus could be obtained by the landlord. Unfavorable reports may be grounds for rejection of applications. The City of Waltham does not provide credit reports to landlords. The City cannot force a landlord to lease to any applicant because of a unsatisfactory credit report.

4. County and/or Town residency preference.

Applicants must have established Waltham residency.

The definition of a resident is someone who currently lives in Waltham, or works in Waltham or has accepted a bona fide job offer in Waltham.

Victims of Domestic Violence are exempt from this criteria.

Applicants who have been accepted into an affordable housing lottery in Waltham are exempt from this criteria.

Applicants who have a section 8 voucher are exempt from this criteria.

5. Household size and appropriate unit size suggestions.

Generally, households will be placed in a unit size so that it will not be necessary for persons of the opposite sex, other than husband and wife (or those in a similar living arrangement), to occupy the same bedroom, with the exception of children under the age of six. Below is a suggested guideline.

Unit Size	Household Composition
Studio	One to two adults, One adult with one child
One Bedroom	One to two adults with one young child
Two Bedrooms	One to two adults with up to two children
Three Bedrooms	One to two adults with up to four children

Four Bedrooms	One to two adults with up to six children
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6. Applicants must provide a valid Social Security card.

Valid U.S. Social Security numbers are required for all applicants and all members of the applicant household or proof of immigration status.

7. Applicants must be willing and able to enter into a lease agreement with a landlord for at least one year.

8. Landlords must agree to use the HOME Lease Addendum. Landlords must participate. The City cannot force a landlord to participate.

Application Rejection Criteria: Any applicant that is in rent arrears or owes a public Housing Authority funding is ineligible for the program. An applicant that is in rent arrears with a public Housing Authority and has been granted a repayment plan from the Housing Authority and is up to date on the repayments and this is confirmed with the Housing Authority will be considered. Confirmation from the Housing Authority will be required.

The Housing Division may reject any and all applications for one of more of the following reasons:

1. Applicants unable to meet one or more of the Minimum Qualification Guidelines listed above.
2. Applicant's rent exceeds the approved rent limits for this program.
3. Applicants submit an incomplete, unsubstantiated or unreadable application.
4. Applicants submit false or unsubstantiated information about themselves or any household member, or misrepresent the size and configuration of the household.
5. Any household member has a poor landlord reference including:
 - a. Indication of habitual late payment of rents due.
 - b. Violation of previous lease or rental agreements.
 - c. Indication of conflict with management and/or other residents.

Rents cannot exceed the following Fair market Rent limits.

Waltham Tenant Based Rent Limits for 2023 based on Section 8 approved rent limits for the Waltham Housing Authority effective 11/01/2022

Rent Limit	Efficiency	1 BR	2BR	3BR	4BR
Per month	2,227	2,417	2,898	3,527	3,894

*Rents are based on the Waltham Housing Authority Housing Choice Voucher Payment Standard and includes all utilities. The maximum rent for units that do not include utilities supplied by the owner will be determined by the Housing Division when it is disclosed what utilities are a responsibility of the tenant. A utility allowance will be applied to all rent amounts.

Payments are in the form of a HOME Grant that does not have to be re-paid by the applicant. The City provides security deposit payment directly to the landlord. Security deposits are returned to the tenant when they move and are in compliance with the executed landlord lease agreement.

TBRA payments do not assist with Pet deposits or Insurance payments.

TBRA payments do not assist with Rental Agent/Realtor fees of any other rental fees that are applicable.

Approved applicants must find their own housing. The Housing Department does not locate the housing for applicants. The Housing Department can provide resources for applicants to begin their housing search.

Housing must meet Housing Quality Standards and City Code.

Lease Agreements must be for at least 1-year.

Housing must be Lead Paint Compliant. Households with children will not be allowed to lease housing that is not compliant with the State and Federal Lead Laws.

Housing searches must be in Waltham unless there is prior approval from the Housing Department Staff that the applicant can locate outside of the City and is within the Balance of State area.

Assistance is provided one time only. This is a City of Waltham Policy.

The City is not responsible for any rent payment past the security deposit and first month's rent for the Security Deposit Program.

Applicants determined to be eligible will be provided with materials to begin the housing search in a Program Briefing. When permanent housing is located by the applicant, the applicant will ask the landlord to complete a Request for Unit Approval Form, so the City can inspect the unit. Once the unit passes a Housing Quality Standards inspection, the tenant can proceed.

The tenant will provide to the Housing Division the completed form and a copy of the landlord's lease agreement. The Housing Division will complete the contract for the security deposit and first month's rent with the landlord. The tenant will be responsible for signing the lease with the landlord. The landlord must agree to use the HOME Program Lease addendum as part of their lease agreement. The lease agreement must be for at least one year.

The City will issue a payment to the landlord upon receipt of a signed lease agreement between the tenant and the landlord.

This program is provided to low to moderate income Waltham residents for rental units that are located in Waltham or within the WestMetro Consortium communities and Balance of State area if necessary.