

## **Tenant Selection Criteria**

### **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. As completed applications are received they will be stamped with the date of arrival if by hand or the date of postmark if by mail.

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 and placed on the waiting list, or rejected because they do not appear to meet the minimum criteria. All decisions of the Housing Division are final.

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. At the end of the one year period waitlisted applicants will be notified that the waitlist will be discarded and they must re-apply if they want to be considered for TBRA Security Deposit Assistance. It is the applicants 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. Ninety percent of TBRA funding is reserved for those households that are at or below 60% of the Area Median Income. Ten (10) percent of TBRA funds will be used for households up to 80% of the area median income if those households are facing an emergency housing situation. 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.

**Sixty percent Income limits for 2014 are:**

FY14	Median Income	FY2014 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Waltham City	\$94,100	Very Low (60%)	39,540	45,180	50,820	56,460	61,120	65,520	70,020	74,580
		Low Income (80%)	47,450	54,200	61,000	67,750	73,200	78,600	84,050	89,450

**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 will be obtained by the landlord. Unfavorable reports may be grounds for rejection of applications.

**4. County and/or Town residency preference.**

Applicants must have established Waltham residency.

**5. Household size must be appropriate to the unit size.**

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. The following guidelines apply:

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

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. Although undocumented immigrants are not eligible for HUD housing assistance if at least one member of a household has an eligible immigration status, the housing can receive pro-rated assistance.

7. Applicants must be willing and able to enter into a lease agreement.

8. Landlords must agree to use the HOME Lease Addendum.

Application Rejection Criteria:

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 fair market rents as published per HUD.
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.
6. Any household member is a convicted felon or convicted of repeated misdemeanors, or is currently accused of any crime in a court of law.

Rents cannot exceed the following Fair market Rent limits.

**2014 Rent Allowances\***

Fair Market Rent Limit	Efficiency	1 BR	2BR	3BR	4BR
Per month	1042	1164	1454	1811	1969

\*Rents are based on Boston-Cambridge-Quincy, MA HUD Metro FMR Area . Median Income figures provided by the Office of Housing and Urban development (HUD).

Payments are in the form of a HOME Grant that does not have to be re-paid by the applicant. The City will provide a security deposit and first months rent payment directly to the landlord. Security deposits are returned to the tenant when they move.

No assistance will be provided in excess of the HUD rent limits

Applicants must not be obligated to a Housing Authority for any past due funds.

TBRA payments do not assist with Pet deposits.

TBRA payments do not assist with Rental Agent/Realtor fees.

Approved applicants must find housing.

Housing must meet Housing Quality Standards and City Code.

Lease Agreements must be for at least 1-year.

Housing must be Lead Paint Compliant.

Housing must be in Waltham.

Assistance is provided one time only.

The City is not responsible for any rent payment past the security deposit and first months rent.

Applicants determined to be eligible will provide the Housing Division with a completed request for unit approval form. This form will be provided to the applicant prior to their housing search. When permanent housing is located the applicant will ask the landlord to complete the form.

The tenant will provide to the Housing Division the completed form and a copy of the landlords lease agreement. The Housing Division will inspect the property for HQS Standards and 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 security deposit and first month's rent payment to the landlord upon receipt of a signed lease agreement between the tenant and the landlord.

This program is provided for rental units that are located in Waltham only. The tenant cannot use this program for a rental unit in any other community.