



Community Action Agency of Butte County, Inc.

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CAA Affordable Housing Tenant Screening and Selection Process

Thank you for your interest in our community. This criteria is provided to you to define the process we use to select our tenants. CAA Affordable Housing is an Equal Housing Opportunity provider, and seeks to process all applicants in a fair and consistent manner.

Occupancy Policy

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a habitable space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two persons are allowed per bedroom plus one additional occupant will be allowed for the apartment.
3. In addition to maximum occupancy guidelines, certain communities which have received funding from the HOME program may require minimum occupancy of 1 person for a one bedroom; 2 persons for a two bedroom; 4 persons for a three bedroom. Exceptions may be granted based on demonstrated need and following approval by government agencies and/or their designated program compliance administrators. Contact the site manager for further information regarding program restrictions and exceptions.
4. In order to provide housing to the greatest number of qualified individuals and comply with state and federal regulations, CAA Affordable Housing reserves the right to follow HUD, Rural Development, Tax Credit program guidelines, and CAA Affordable Housing designed to encourage the optimal utilization of housing. This may require that CAA Affordable Housing declines applications in cases where the minimum number of occupants is less than one individual per bedroom for the apartment selected. This condition shall apply throughout the entire term of tenancy and may, if violated, require that the tenant vacate the premises following the legally required procedures for termination or, if all other conditions of residency continue to be met, relocate within the community (upon re-screening) to the next available apartment of appropriate size upon written notification from the landlord.

Application Process

Steps to become a tenant.

1. Complete the Rental Application (one for each adult). You must designate the number of bedrooms being requested and the application must be signed.
2. If an apartment is not available for occupancy when the application is submitted, you will be put on a waiting list. Your application will be screened and verified when an apartment becomes available prior to occupancy. Note: Inaccurate or falsified information will be grounds for denial.
3. Pay your non-refundable screening charge of \$ 35.00. The screening charge is the cost of ordering a resident screening report. Screening entails verification that individual applicants meet the requirements listed below.
4. Be prepared to wait 5-7 business days for the application verification process to be completed. More time must be allowed if the information proves difficult to verify. All verification forms including but not limited to Income Verifications, Employment Verifications and Asset Verification must be completed by qualified third parties before your application will be approved.
5. If the application is approved and you accept the available unit, you will be required to: 1) sign a minimum 12 month lease in which you will agree to abide by all the rules and regulations; and 2) pay your security deposit and pro-rated rent for the month. (After the 25th of the month, the following month's rent will be required as well.)
6. If the application is approved and you decide not to rent or the application is denied you will forfeit your \$ 35.00 non-refundable screening charge.

General Requirements

1. Positive identification with a picture will be required for each adult applicant. (photocopy may be kept on file)
2. A complete and accurate Rental Application listing your current and at least one previous rental reference with phone numbers will be required (incomplete applications will be returned to the applicant).
3. Each legal applicant will be required to qualify individually.



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4. Applicants must be eighteen years of age or older, married, emancipated, or under the age of 18 and (a and/or b): a) pregnant and expecting the birth of a child who will be living in the primary applicant's physical custody; b) the parent of a child or children living in the physical custody of the person.
5. Except for the birth, adoption or custody of a minor dependent, there shall be no changes in the household composition within the first six months of residency.
6. Applicant must remain continuously eligible for all housing program requirements in place at the community. This may include, but is not limited to, the Low Income Housing Tax Credit program, household composition, income eligibility, the HOME program, and other assistance programs.
7. If the household is applying for housing with rental assistance, household must qualify for both housing and for rental assistance in order to be judged eligible to occupy the dwelling.

Income Requirements

1. Household must meet minimum income requirements of at least 2x the monthly rent but no more than the maximum income limits in accordance with funding requirements.
2. Three months current consecutive paycheck stubs may be required to verify eligibility.
3. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
4. You will be denied if your source of income cannot be verified.

Income Limit: Annual income less than 60% of the Area Median Income (AMI) (*Low Income*);

# People	1	2	3	4	5	6	7	8
60% AMI	\$32,760	\$37,440	\$42,120	\$46,740	\$50,520	\$54,240	\$57,960	\$61,740

Rental Requirements

1. One year of positive verifiable rental history from a third party reference will be required within the past two years from the date of application.
2. Rental history demonstrating residency, but not third party rental history, will require a security deposit equal to a full month's rent.
3. A security deposit equal to one full month's rent for first time renters will be required when rental history does not meet the stated third party rental criteria, but residency can be verified with parents, student housing or military housing.
4. Home ownership will be verified through the county tax assessor's office. Home ownership negotiated through a land sales contract must be verified through the contract holder.
5. Seven years of eviction free rental history will be required. All debt must be paid off to the landlord.
6. Three 3-Day notices within a period of one year will result in a security deposit equal to 1 months' rent. Four or more 3-Day notices within a period of one year will result in denial.
7. Three or more returned checks within a period of one year will result in denial.
8. Rental history reflecting unpaid damage and/or past due rent will be denied.
9. Rental history demonstrating documented noise or disturbance complaints caused or contributed to by applicant, will be denied when the former manager would not re-rent.

Credit Requirements

1. A credit report will be obtained.
2. Outstanding bad debt (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgement & wage garnishment programs not medically related) being reported on the credit bureau which is more than \$2,500 will require a deposit equal to a full month's rent.
3. No current utility (gas/electric) collection accounts.
4. Five or more collections on the credit bureau will result in denial.
5. Discharged bankruptcy listed on the credit report will result in a security deposit equal to a full month's rent to be required. Bankruptcy with subsequent outstanding bad debt (as defined in #2) will result in denial.



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6. Delinquent or past due mortgage and/or rent payments without subsequent bad credit (as defined in #2, #3, and #4), will result in a security deposit equal to two full month's rent to be required, or maximum allowable under agency regulations.

Criminal Conviction Criteria

1. Upon receipt of the rental application and screening charge, landlord will conduct a background screen to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.
 - a. A conviction, guilty plea or no-contest plea for any felony ever involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/felony burglary or class A/felony robbery shall be grounds for denial of the rental application.
 - b. A conviction, guilty plea or no-contest plea for any other felony (other than listed above) where the date of disposition, release or parole occurred within the last seven (7) years shall be grounds for denial of the rental application.
 - c. A conviction, guilty plea or no-contest plea for any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession with intent to sell) property damage, weapons charges, obscenity and related violations where the date of disposition, release or parole occurred within the last seven (7) years shall be grounds for denial of the rental application.
 - d. A conviction, guilty plea or no-contest plea, for any B or C misdemeanor in the above categories, or those involving criminal trespass, theft, dishonesty, prostitution, where the date of disposition, release, or parole have occurred within the last five (5) years shall be grounds for denial of the rental application.
2. Pending charges for any of the above (a, b, c, or d) will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate apartment is still available, the processing of the application will be completed. No apartment will be held awaiting resolution of pending charges.
3. Denials resulting from certain misdemeanor convictions at times may be overturned by following the rejection policy outlined below.

Disabled Accessibility

1. The property will make any reasonable changes to the common areas of the apartment complex or buildings that will make those areas accessible to all residents.
2. Community Action Agency of Butte County Inc., will alter, or allow the resident to have altered, any apartment to provide "reasonable accommodations" for any person with a disability. These alterations may be made at the tenant's or in some cases, the landlord's expense. Each request for modifications to an apartment will be evaluated under state and federal law to determine who will be responsible for the cost. The applicant is encouraged to inquire of management regarding who is responsible for modifications to the apartment prior to applying for housing.
3. If it is determined that the disabled resident would be responsible for the cost of modifications, CAA Affordable Housing will require:
 - The applicant to seek the landlord's written approval before making modifications.
 - Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
 - Reasonable details regarding the extent of the work to be done.
 - Names of qualified contractors that will be used.
 - Appropriate building permits and the required licenses must be made available for inspection by the landlord.
4. Generally, if the applicant modifies the apartment, at the time of termination of tenancy, the applicant of tenant must restore the interior of the apartment to the condition prior to the modification, ordinary wear and tear excepted. In the event such restoration will be required, the applicant or tenant would be required to pay a "restoration deposit" in an amount not to exceed the cost of restoration. Such a deposit may be paid over a reasonable period of time and will be deposited into an interest bearing account with the interest accruing to the tenant.
5. Households able to benefit from the unique features of apartments specially equipped or configured for those with disabilities shall be given priority for available housing over households who have no demonstrated need for such features.
6. Applicant acknowledges that if they are occupying a specially designed accessible unit for disabled persons and do not need such accessible features, that priority for such an accessible unit is given to those disabled persons needing the special design



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features of the unit. Applicant agrees that they will be required to vacate the unit within 30 days of notification from Landlord that an eligible individual requires the special design features of the unit. Applicant further agrees to move at their own expense (unless otherwise agreed by Landlord in writing) within 30 calendar days of such written notice. Applicant further understands that, if the applicant moves to an appropriate unit within the project, their rental rate will change to the rental rate for the unit they move to and the lease will be modified accordingly.

Rejection Policy

Applicants whose application is denied will be advised in writing, sent via certified mail, return receipt requested, to the address on the application, giving the specific reasons for the denial and advising the applicant of specific appeal rights in accordance with Rural Development Instruction 3560.160. Applicants have the right to respond to the notice within 10 calendar days of receipt of the notice. Applicants have the right to a hearing in accordance with 3560.160 (f) which is available upon request. You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting agency. If your application is rejected due to unfavorable information received during the screening process you may:

1. Contact the screening company that supplied the information to discuss your application. The screening company that processed your application is Background Investigations. Their name and the reference number for your file will be printed on the acceptance or denial letter.

IntelliCorp Records, Inc.
3000 Auburn Drive, Suite 410
Beachwood, OH 44122.

2. Contact the credit reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit reporting agent as per their policy.
4. Request the credit reporting agency to submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment.

Be advised:

- Incomplete, inaccurate or falsified information will be grounds for denial.
- Any applicant that is a current illegal drug user or addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be denied.
- Any individual whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy would result in physical damage to the property of others will be denied.
- Applications and background screenings will be valid for a 60 day period from the date of submission. If the applicant(s) fails to execute a rental agreement within the stated 60 day period, an updated application/ background screening will need to be obtained with costs paid by the applicant.
- The Criteria for Residency applies throughout the duration of tenancy. Management reserves the right to update records to confirm continued eligibility for housing.

If your application has been denied and you feel that you qualify as a tenant under the criteria set out above, you should do the following:

Write to:

Esplanade House Program Manager
181 E. Shasta Ave. Bldg. 3
Chico, CA 95973

In the letter explain the reasons you believe your application should be approved and request a review of your file. Within seven working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review.



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Complaints of housing discrimination must be written and directed to:

San Francisco Regional Office of FHEO
U.S. Department of Housing and Urban Development
One Sansome Street, Suite 1200, San Francisco, CA 94104
Toll Free: (800) 347-3739
TTY: (415) 436-6594
E-mail: ComplaintsOffice09@hud.gov

By signing below, the Applicant (s) confirms fully reading through CAA Affordable Housing Tenant Screening and Selection Process.

Print Name: _____

Signature: _____

Date: _____