

Tax Credit Properties

The Grand Junction Housing Authority does not discriminate on the basis of race, color, sex, National origin, family status, age, religion or disability, in compliance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.



RESIDENT ADMISSIONS POLICY

Eligibility for Admission/List of Interest:

a. Units Designed for Special Needs of the Physically Handicapped:

The property contains five (5) apartments that have been specifically designed to accommodate persons with mobility impairments requiring special features for wheelchair accessibility and use.

b. Income Limitations:

All households for occupancy must have a gross annual income of no more than the following percentages of median annual income:

Eight (8) units are reserved for households at or below 30% of median income;

Eighteen (18) units are reserved for households at or below 40% of median income;

Twenty-two (22) units are reserved for households at or below 50% of median income;

Twenty-four (24) units are reserved for households at or below 60% of median income.

c. Interest List:

The interest list may be closed to all applicants if the number of applicants on the interest list has reached a sufficient number to fill the normal vacancies anticipated in a one-year period.

d. Student Status:

Households where all members are full-time students must meet certain conditions for eligibility in accordance with the Section 42 Low Income Housing Tax Credit Program.

e. Security Deposit:

A security deposit will be due when a unit becomes available and is accepted by the resident.

1011 N. 10th Street
Grand Junction, CO 81501
Phone: (970) 245-0388
Fax: (970) 241-5514

TENANT SELECTION PLAN

Application for Occupancy:

Applications for occupancy will be processed by the Grand Junction Housing Authority on a first come-first served basis.

All applications must be completed in full, dated and signed by the applicant. The front desk staff will note on the application the date and time the completed application is received. A non-refundable application processing fee of \$18.00 for a single person and \$20.00 for a couple will be charged to each applicant at the time they are called for final eligibility.

Preliminary Approval:

Upon receipt of an application, the leasing agent will review the information provided by the applicant in their application and confirm eligibility in conjunction with the program guidelines as established by the Regulatory Agency, i.e., age, income limitation, family composition, and citizenship. Upon completion of such review, the applicant will be notified of his/her status. If eligible, the applicant is notified that "based on the information provided," the applicant appears to be eligible for housing subject to verification of the information provided on the application. This notification also advises that the applicant is being placed on the interest list. If determined ineligible, the applicant is notified of the reason(s) for such ineligibility.

List of Interest:

When a unit becomes available a leasing agent will begin screening for other tenant selection criteria, i.e., prior rental history, credit reports/references, the police reports and other references. A non-refundable fee of \$18.00 for singles and \$20.00 for couples will be required at this time. If favorable, the applicant will be contacted to set up a personal interview for completion of verification forms. If screening indicates unfavorable rental, credit, police or reference check, the applicant will be notified accordingly.

Final Approval:

Upon receipt of all verifications, the leasing agent will determine if the applicant remains eligible. If eligible, the applicant is notified that they have been approved for occupancy and are asked to contact management to arrange suture occupancy. If verifications indicate the applicant is not eligible, he/she will be notified in writing.

Note: If rejected, the applicant will be notified in writing the reasons for the rejection and of the applicant's right to respond and discuss said decision with management within 14 days of such notification.

SCREENING GUIDELINES

Reasons for Rejection of Application

- Failure to provide verification of social security numbers or birth certificates for all family members
- Applicant does not meet the criteria of the tax credit program (such as Income, Student Eligibility, etc.)
- Applicant does not meet screening guidelines (such as a criminal, credit, rental history, etc.)
- Intentional or material falsification of information supplied on the application by the applicant
- Applicant does not respond to the interest list updates within ten days of the date of such mailing.

A. Criminal Background Checks

Applicants will be denied if:

1. Any household member has been evicted from federally assisted housing for drug-related criminal activity, for three years from the date of eviction.
2. Any household member is currently engaging in illegal use of drugs, or there is reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
3. Any household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by the other residents.
4. Any household member is subject to a registration requirement under the state sex offender registration program.
5. Any household member has ever been convicted of criminal activity related to the production or manufacture of methamphetamine.
6. Any household member is currently or has in the past seven years engaged in:
 - a. Drug-related criminal activity (any felony drug activity or repeated misdemeanor drug activity)
 - b. Violent criminal activity
 - c. Other criminal activity that would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
 - d. Other criminal activity that would threaten the health or safety of the owner, agent of the owner, any employee, contractor, or sub-contractor who is involved with the housing operations.

“Other criminal activity” referred to in 6c and 6d above includes, but is not limited to:

- | | |
|----------------------|---|
| - Homicide | - Motor vehicle Theft |
| - Burglary | - Arson |
| - Rape | - Armed Robbery |
| - Aggravated Assault | - Charges directly related to children (molestation, pornography) |
| - Kidnapping | - Any other felony criminal activity |
| - Larceny | |

*Periods of incarceration will extend the seven-year period stated above by the amount of time served.

7. An application will be denied if there is a history of habitual criminal activity, including Misdemeanors.

B. Landlord Reference

A satisfactory rental history is required. Any applicant who has been evicted for non-payment of rent, damages or material noncompliance will not be accepted. Any applicant who woes past due funds to previous landlord will be rejected until funds have been paid in full.

C. Acceptable Credit

The credit report of the applicant must demonstrate that he/she has paid financial obligations as agreed. The application may be rejected if the report demonstrates a history of bad credit with no effort to address the bad credit. Exception may be made if the bad credit is a result of medical related expenses.

Residency Pre-Application



Do you require an ADA Unit

Do you have Housing Assistance Currently

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1. Applicant Information:

Applicant

Spouse

Full Name (Last, First Middle)		
Social Security Number		
Date of Birth		
Phone Number (Mark day or Evening)		
Present Address		
	Street	Apt #
	City	State
	Zip	

2. Other Occupants:

Full Name (Last, First, Middle)	Social Security #	Date of Birth	Relationship

Do you anticipate any changes to your household within the next 12 months? Yes No
 If yes, please explain: _____

3. Household Student Status

Is anyone in the household a full-time student of any kind? _____ If yes, list all full-time students below.

<i>Name</i>	<i>Type of Schooling Institute</i>

I understand that if all occupants are full time students or attending a schooling institute 5 months out of the year, I may not qualify for residency unless I meet certain exemptions within the Housing Program.
 _____ (Initials)

DATE STAMP:

4. Income:

Please include any Wages, SSI, SSDI, Social Security, Self Employment, Unemployment, Workman's Compensation, Public Assistance, AFDC, TANF, Retirement, Child Support, Alimony, Family Assistance, Part-time job, Pension, Veterans Benefits, Severance Pay, etc. that anyone over the age of eighteen (18) receives.

<i>Applicant</i>	<i>Spouse</i>	<i>Type of Income</i>	<i>Gross Annual Amount</i>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

5. Assets:

Does any household member (including minors) have any checking, savings accounts, IRA, CD, Bonds, Stocks, Money Market Accounts, Securities, Trust Funds, Equity in Property, ect.?

<i>Applicant</i>	<i>Spouse</i>	<i>Child</i>	<i>Type</i>	<i>Value</i>	<i>Interest Rate/ Annual Income</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Has anyone in your household disposed of any assets in the past two years? _____ If yes, explain.

I hereby certify that the information I have provided in this pre-application is true and accurate. I am aware that Federal Law provides for a fine and/or imprisonment for any person who fraudulently receives assistance to which he/she is not entitled. I understand that any misrepresentation or false information will result in my application being cancelled or denied. I understand that at the time of my eligibility interview, I will be required to provide verification of the information I have provided on this pre-application, in accordance with Federal Housing Regulations and GJHA policy I certify that all answers and information given by me are true, correct, and accurate to the best of my knowledge.

Signature of the Head of House *Date*

Signature of the Co-Applicant *Date*