



ACCESS Housing Dept.
P.O. Box 4666
Medford, OR 97501
Information & applications also available at
www.access-inc.org

TENANT SELECTION CRITERIA

Birch Corners, Four Oaks, Holly Court , Lions Cottage in Medford, Oregon

This tenant selection criteria shall be used for properties developed using the HOME Investment Partnerships Program (HOME) and currently under rent-up and/or management by ACCESS, Inc. (Manager). The policy of the Manager is one of equal opportunity and non-discrimination in compliance with all Civil Rights Acts (1964, 1968, 1988), Section 504 of the Rehabilitation Act of 1973, and Affirmative Fair Housing Marketing requirements as set forth individually for each property. No applicant will be denied on the basis of race, color, religion, sex, familial status, handicap status or national origin.

1. APPLICATION

All persons interested in any property rented or managed by ACCESS, Inc. may request an application either in person (or through a designated individual) at the local site office or regional designated site office during posted office hours; or request an application to be mailed by calling the local phone number posted on the project sign at the central office. FAX requests for applications may be sent.

An application must be completed in full by you and submitted to 3630 Aviation Way, Medford, OR 97504 or via mail to P.O. Box 4666 Medford, OR 97501. The application form must be used as it contains requests for all information necessary for determining initial eligibility. You may request assistance in completing the application if necessary. The manager's policy is to make reasonable accommodations in order to assist applicants needing help with completing applications for housing. If your application is not complete you will be contacted in writing within 10 days of receipt, with a list of items necessary to complete the application. While the central office will track all applications and requests for additional information, no application will be placed on the waiting list until it is complete. When a completed application, or the requested information, is received the application will be logged by date, and time received. If a vacancy at the property exists, or is expected within the next 90 days, the verification-selection process will begin immediately.

For those properties with an existing wait list and no current or known upcoming vacancies, preliminary eligibility will be satisfied by using information on the application. Placement of an application on the wait list does not denote final tenant selection. That can and will occur only after complete processing in accordance with all program criteria specific to each property.

When you submit a completed application (or when an application becomes complete) you will be notified, in writing, of waiting list status within 10 days. If you exceed the income limits for eligibility based upon your application information, or are otherwise found to be ineligible, you will be notified in writing of your ineligibility. The notice will include reasons for rejection along with contacts regarding the grievance procedure.

2. WAIT LIST

All completed applications are placed on the written waiting list by date received. This date is based on when the completed application or subsequent information is received to make the application complete. The wait list contains requested data inclusive of date, name, address and phone number of applicants; the applicant's income, bedroom size requested, statistical data, eligibility, date contacted for an interview and final tracking status (i.e., selection, rejection, cancellation, etc.). You may request information on current status by writing or calling the local or central office.

You may elect to "pass" on the offer for housing. On the first pass, your name will remain in place and the next applicant would be selected. The second pass will move you to the bottom of the wait list. A third request to pass will remove you from the wait list entirely.

The wait list will be updated periodically. You will be notified in writing prior to removing your name from the list.

3. PREFERENCE POINTS

Individual properties will reference any specific priorities or eligibility requirements, such as elderly housing or congregate priorities, through a Point System. This point system gives preference to you if you meet the criteria for the target population groups for which each property has been developed. To be considered for Preference Points, you must check the appropriate box(s) on the application. Preference Points will be awarded to you only if you have provided supportive documentation.

Supportive documentation can come from an independent agency or entity authorized by law to determine disability as depicted in federal guidelines. Section 423, of the Social Security Act, defines disability as an inability to engage in any substantial gainful activity because of any physical or mental impairment that is expected to last continuously for at least 12 months. Or for a blind person at least 55 years old, unable because of blindness, to engage in any substantial gainful activity comparable to those in which the person was previously engaged with some regularity, and over a substantial period of time. Verification of disability, as defined above, must be submitted to receive preference points. Points can be granted at anytime that you are on the wait list and have provided the proper proof. You will be responsible for providing necessary documentation supporting eligibility and qualification for preference points.

In instances where housing is constructed and/or managed for the aged, those meeting the age threshold will be given preference over those who have not achieved the minimum target age. For the purpose of elderly housing, the threshold shall be considered 55 years of age.

Eligibility for preference points must be updated if your name comes up more than six months after your name is placed on the wait list. Listed in the Appendices Section for each property will be each of the foregoing preference or priority factors:

- a) Psychiatric Disabilities
- b) Blind and/or Deaf
- c) All other disabilities
- d) Other eligible persons in compliance with the Affirmative Fair Housing Marketing Plan

4. SELECTION

You will be verbally notified when your name is next up on the wait list and a unit becomes available. If you choose to pursue tenancy, you will be required to pay a non-refundable screening charge that will cover the cost of the Rental History Verification; Landlord Reference, Criminal History and Credit History screenings. Applicants must also meet the requirements below:

1. Gross annual income for the household shall not exceed the HOME income eligibility requirements specific to each property. A copy of the limits is available from the manager.
2. You must have the demonstrated ability to afford, and pay, the rent. The policy of the manager is to consider all income and assets. In most cases you should not spend more than 40% of your resources on rent. We require a household to earn a minimum of one times the rent for the type of apartment they are applying for. Those who cannot afford rent will be denied.
3. All members of your household over the age of 18 will be required to provide two pieces of identification. One must be positive picture identification, such as a Driver's License or State Identification Card or Passport, and the other can be a Social Security Card or Medical Card. All households must provide positive identifications for all persons who will be part of the household. For Adoptions, or other Custody-in-Process members, written documentation must be provided.
4. You and all members of the household over the age of 18 years must sign a Release of Information Authorization allowing third-party verification of the assets and income declared on the application.
5. Applicants who do not share the same credit report are required to submit individual applications. Each of you must qualify individually. Credit ratings must be consistent with the standard adopted by the organization and uniformly applied to each of you. Special situations, such as divorce and medical bankruptcy, will be taken into consideration. Sponsorship and co-signage will also be considered for qualification.
6. You are required to provide current, and at least one previous, landlord reference if applicable.
7. Evictions or the presence of a Forced Entry Detainer (FED) within the last four (4) years may result in disqualification.
8. Unpaid judgments or collection accounts within the last four(4) years may result in your disqualification. You may be allowed to achieve eligibility by providing a co-signer who is eligible and will assume liability for you.
9. If you are currently involved with illegal drug activities or convicted of the illegal manufacture or distribution of a controlled substance you will be denied residency. However, if you are presently involved in, or have successfully completed a recovery program and are no longer involved with illegal drug activities, residency will be considered.
10. If your residency would constitute a direct threat to the health and/or safety of others, or ourselves, or would result in substantial physical damage to the property of others, you may be denied residency.

11. Information about the conduct of the applicant in present and prior housing will be sought. Selection as a tenant may be denied based on information about behaviors that would adversely affect the health, safety or welfare of other residents, or physical environment, or the financial stability of the project.

When a unit of appropriate size is not available, you may be admitted to a unit for which your household composition would make you otherwise ineligible provided the lease states you must move to a unit of adequate size when it becomes available, and you pay the cost for such a move, as well as the rent for the new unit. Your refusal to move within a reasonable time period as established by the Owner, may result in eviction.

NOTE: SPECIFIC INCOME, OCCUPANCY, HOME, AND PROJECT ELIGIBILITY, FOR EACH INDIVIDUALLY MANAGED PROPERTY APPEARS IN THE APPENDICES SECTION TO THIS CRITERIA.

5. NUMBER OF OCCUPANTS

Normally two persons per bedroom are allowed. However, the exact number will be determined based on the number of persons in the household, the size of the bedrooms, and the size of the unit. Notwithstanding, the above Owner/Manager shall have the right to make reasonable accommodations for individuals with disabilities and may adjust occupancy limits to further the goal of reasonable accommodation.

6. MOVE-IN PROCESS

If your application is approved and you accept the apartment, you will be required to:

1. Sign a Rental Agreement in which you agree to abide by all rules and regulations of tenancy.
2. Pay a security deposit equal to one month's rent.
3. Pay the first month's rent in advance.
4. Have all applicable utilities placed in your name immediately upon acquiring the unit.
5. Sign, along with management, a Move-In Inspection form, verifying the condition of the property at the time of occupation.

7. REJECTION

As previously stated, any application which is incomplete will not be processed. If your application is rejected, you will be notified in writing of the reason for the rejection and of your rights under the grievance procedure. Such notice will be given to you within 10 days of receipt of your application. Reasons for rejection include but are not limited to:

- a) You do not meet income limits for a property;
- b) You exceed the maximum allowable occupancy standards for a property;
- c) You are found to have provided false answers on the application or at the interview;
- d) You have a chronic history of late payment or non-payment of rent;
- e) You have a history of eviction;
- f) You have a history of non-payment of other financial obligations;
- g) You have caused intentional damage;

- h) You violated the terms of current or previous lease agreements including failure to maintain the unit in a sanitary condition;
- i) You currently use illegal drugs or have a conviction for drug manufacture, sale or distribution;
- j) You pose a direct threat to the health and safety of others or property.

8. HANDICAPPED ACCESSIBILITY

Section 504 of the Rehabilitation Act of 1973, and the subsequent American with Disabilities Act(ADA) requires a “program accessibility” standard under which all federally assisted programs, when viewed in their entirety, must be accessible to and usable by persons with disabilities. Therefore; we will make reasonable accommodations in rules, policies, practices, occupation and services, when such accommodations are necessary to afford a handicapped person equal opportunity to use and enjoy a dwelling unit; including public and common use areas. If you need a change in our policies or procedures, a repair or change in your apartment unit, a repair or change to part of the property, or a change in the way we communicate with you, you may request this change by completing the *Request for Reasonable Accommodation form*. These changes will be made at the landlord’s expense, so long as they do not cause undue financial or administrative burden to the landlord.

In the event the change does cause undue financial burden to the landlord, the existing premises may be modified at the full and complete expense of the handicapped person if said person agrees to restore the premises, at their own expense, to the pre-modification condition.

To avoid prolonged vacancy and loss of revenue, management may permit temporary occupancy of specially designed handicapped accessible units by households not needing such specially designed features, under the following conditions:

- a) No household needing the specially designed features of a handicapped accessible unit is available to occupy the unit and management has made a diligent effort to reach tenants who qualify for the specially designed unit;
- b) The tenant agrees to transfer to an appropriate unit if and when it becomes available in the project once an applicant with handicaps needing the features of the handicapped accessible unit is on the waiting list and ready to move in;
- c) The tenant agrees to pay all costs associated with the subsequent move to the appropriate unit; and the following lease clause is incorporated in the tenant’s lease:

“I understand that I am occupying a designated handicapped accessible unit. I understand that priority for such units is given to those needing special physical design features. I understand that I am permitted to occupy the unit until management issues a notice that a priority applicant is on the waiting list and that I must move to another suitably sized vacant unit in the project. Upon receiving this notice, I agree to move at my own expense within 30 days to the suitably sized vacant unit within the project, if one is available. I further understand that my rental rate will change, when appropriate, to the rental rate for the unit I move to and that this lease will be modified accordingly.”

9. GRIEVANCE PROCEDURE

If your application has been denied and you feel that you qualify as a resident, you have the right to respond to the denial of your application. You must request a Grievance Hearing orally or in writing no later than seven (7) days from the date of the denial letter. Either the Housing/Development Manager or ACCESS, Inc. Executive Director or both, will hear your grievance.

In your request you may choose to have a hearing in person, in writing or via telephone. Your request should explain why you feel you were rejected, and why you feel that you qualify as a resident. For written hearings, please attach a copy of the rejection letter you received.

If you choose to have a hearing in person or by telephone, an appointment will be scheduled within seven (7) working days of the date Management receives the request for the hearing.

Your original application, your response letter and any other pertinent information will be reviewed and you will be notified of the outcome of the review within 30 days of the receipt of your hearing. The decision of the Housing/Development Manager or ACCESS, Inc. Executive Director will be final.

Please mail your letter to: ACCESS, Inc.

Attn: Mngr, Housing Department

P.O. Box 4666

Medford, OR 97501

APPENDIX

I. PROPERTY DESCRIPTIONS

Birch Corners: 1 & 3 Summit Avenue Medford, OR 97501

Birch Corners is a single story apartment complex located at 1 and 3 Summit Avenue, on the corner of Main and Summit Streets in Medford, Oregon. Newly constructed in the spring of 1994, Birch Corners consists of two, four-plex buildings containing a total of 6, one-bedroom units and 2, two-bedroom units. The complex has on-site laundry facilities. ACCESS, Inc., as a manager of the complex and under the auspices of its Social Services Coordinator, will either provide or coordinate various services specific to the targeted populations.

Holly Court: 240 N. Holly Street Medford, OR 97501

Holly Court Apartments is located at 240 North Holly, on the corner of Holly and Fourth Streets in Medford, Oregon. Newly constructed in the summer of 1998, Holly Court Apartments is a two-story complex consisting of eight units, four, two-bedroom units and four, one-bedroom units. All units are handicapped-accessible including an assistance lift to the upper floor. The complex also has on-site laundry facilities. Various services and recreational activities will be available at the Southern Oregon Lion's Sight and Hearing Center located next door. ACCESS, Inc., as a manager of the complex and under the auspices of its Social Services Coordinator, will either provide or coordinate other services specific to the targeted populations. There will be two separate wait lists kept for Holly Court Apartments. One will be comprised of applicants wishing to occupy apartments reserved for the mentally ill. The other wait list will address vacancies in all other units.

Four Oaks: 428 W. 4th Street Medford, OR 97501

Four Oaks Apartments is located at 428 W. Fourth Street, on the corner of Fourth and Oakdale Streets in Medford, Oregon. ACCESS, Inc. purchased and remodeled Four Oaks in the fall of 1999. Four Oaks Apartments is a two-story complex, consisting of seven units, six, one-bedroom units and a two-bedroom unit. The complex also has on-site laundry facilities.

Lion's Cottage: 205 N. Holly Street Medford, OR 97501

Lion's Cottage is located at 205 N. Holly Street, directly across from Southern Oregon Lion's Sight and Hearing Center. This is a two-story four-plex, newly constructed building and contains two, 1-bedroom units and two, 2-bedroom units. All units have their own laundry facilities. Ground floor units are handicap accessible. Various services and recreational activities will be available at the Lion's Sight and Hearing Center. ACCESS, Inc., as a manager of the complex and under the auspices of its Social Services Coordinator, will provide or coordinate other services specific to the targeted populations

APPENDIX

II. INCOME LIMITS AND RENTS

The income limits for each property are the same and are listed, along with the rent scale, below:

50% Median Income Limits

1 person	\$19,400
2 persons	\$22,150
3 persons	\$24,950
4 persons	\$27,700

RENT SCALE		
Property	Number of Bedrooms	Rent
Birch Corners	1 Bedroom	\$300
	2 Bedroom	\$425
Holly Court	1 Bedroom	\$310
	2 Bedroom	\$435
Four Oaks	1 Bedroom	\$300
	2 Bedroom	\$425
Lion's Cottage	1 Bedroom	\$310
	2 Bedroom	\$435

III. PREFERENCE/PRIORITY FACTORS BY PROPERTY

BIRCH CORNERS	POINTS
Psychiatric Disabilities	10
HOLLY COURT	POINTS
Psychiatric Disabilities (Units E & G only)	10
Blind and/or Deaf (Units A, B, C, D, F & H only)	10
Other Disabilities	8
FOUR OAKS	POINTS
Psychiatric Disabilities	10
LION'S COTTAGE	POINTS
Blind and/or Deaf	10
Other Disabilities	8

