

TENANT SELECTION CRITERIA

Policy Adopted May 10, 2022

Rental Interest and Waiting List

Households interested in renting from Stafford County Economic Development (EcoDevo) are required to fill out our rental interest form. This form allows EcoDevo to pre-determine if the household is eligible for our Prairie View Rental Housing. If the household appears to qualify, they are added to our waiting list. When a unit becomes available, households on the waiting list are notified, so they can fill out an application. Applications are processed on a first come first served basis. Separate applications may be required for different housing developments or programs due to income limits, residency requirements, or funding sources.

Application and Review Process

Application and copies of this Tenant Selection Criteria Policy are available from the CHDO. 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 by the CHDO they will be stamped with the date of arrival if by hand or the date of postmark if by mail.

CHDO staff will review applications to determine eligibility. This review will be based upon the applicant's stated income(s), household size, background check, etc. Applicants will be notified if they are approved for rental of a unit or rejected because they do not appear to meet the minimum criteria. All decisions of the CHDO are final.

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the CHDO does not discriminate against any person because of race, color, religion, sex, national origin, age, families with children or disability; excluding the income limits, size of households and other criteria established in this document.

Minimum Qualification Guidelines

1. Households must meet income limits.
HUD (US Department of Housing and Urban Development) determines median income for Stafford County. Total household income, in relationship to household size is considered when approving an application. All income and assets will be verified. HOME income limits for 2022 are:

Household Size	80% of AMI	50% of AMI
One Person	\$41,100	\$25,700
Two Persons	\$47,000	\$29,400
Three Persons	\$52,850	\$33,050
Four Persons	\$58,700	\$36,700
Five Persons	\$63,400	\$39,650

Six Persons	\$68,100	\$42,600
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2. Households must provide verifiable landlord references.
All landlord references will be verified. Unfavorable or unsubstantiated landlord reference may be grounds for rejection of applications.
3. Banking and credit references are required.
Credit reports from established credit bureaus will be obtained. Unfavorable reports may be grounds for rejection of applications.
4. 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.
5. Applicants must show the ability to pay rent and be able to pre-pay required rents prior to move-in, including first month's rent and security deposit.
6. Applicants must be willing and able to enter into a lease agreement.
7. Applicant households cannot contain anyone who has been convicted of a felony or repeated misdemeanors within the last five years.
8. Personal interviews with an entire resident household present may be required.

Application Rejection Criteria:

The CHDO 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. Applicants submit an incomplete, unsubstantiated or unreadable application.
3. Applicants submit false or unsubstantiated information about himself or herself or any household member, or misrepresent the size and configuration of the household.
4. 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.
5. Any household member is a convicted felon or convicted of repeated misdemeanors.