

WAITING LIST – FARM LABOR

_____Apartments maintains a Waiting List in accordance with Farm Labor Housing Program requirements. Applications are processed on a “first come, first served” basis in accordance with the Selection Criteria below as vacancies become available.

Completed Applications meeting the mandatory requirements of the Farm Labor Housing Program are placed on the Waiting List according to date and time received in the Management Office. When a unit becomes available, the first eligible applicant will be contacted by phone. If unable to contact by phone, the applicant will be notified by mail and directed to respond within (10) ten business days. If no response is received within (10) ten business days, the Application will be withdrawn (removed) from the waiting list. Applicants must notify the office in writing when address or phone number changes occur. If management attempts to contact an Applicant and is not successful due to address and phone numbers that were not current or accurate, the Application will be withdrawn (removed) from the Waiting List. The applicant may re-apply by completing a new Application and will be placed on the list according to the new date and time received.

Persons with disabilities who require “accessible” units (i.e. mobility, vision, or hearing) will receive preference over all applicants when filling vacant units designated as “accessible”.

Vacant units may be offered to current Residents in order to comply with occupancy standards or to provide a reasonable accommodation to persons with a disability. Restrictions and regulations governing in-house transfers are uniformly enforced.

Applicants will be allowed to pass on a unit offer only **twice** before being removed from the waitlist.

SELECTION CRITERIA – FARM LABOR

Once an applicant has been pulled from the Waiting List, an appointment will be scheduled to complete an application packet to ensure the household qualifies based on the following criteria established for _____ Apartments.

1. Applicants must complete a rental application, sign all other required forms and provide all requested documentation to determine eligibility (ID, Social Security Cards, Citizenship / Immigration Status, current verifiable Farm Labor Income or Retirement from Farm Labor).
2. First priority will be given to Eligible Active Farm Labor Households. Second priority will be given to retired or disabled Domestic Farm Labor Households who were active at the time of retirement or becoming disabled. Third priority will be given to retired or disabled Domestic Farm Labor Households who were not active in the Farm Labor market at the time of retirement or disability.
3. The household must meet income eligibility based on program requirements and the Head of Household must meet the minimum income requirement of \$5,752.50 annually from Farm Labor employment.
4. All household adult members must have positive housing history for the past () _____ years. Positive housing history is defined as:
 - No more than (3) three late pays in a (12) twelve month period
 - No outstanding debt to a previous landlord
 - No evictions (exceptions may include no outstanding balance and a positive rental reference is given by the evicting landlord or all debt is paid and a positive rental history has been established for the last (3) three years.)
 - No substantial violations of the lease/rental agreement including but not limited to: interference with the use, possession, or quiet enjoyment of their unit by other tenants of the property; adversely affecting the health and safety of any person; interference with the management, maintenance; operation of the property; failure/refusal to pay rent or other charges in a timely manner or failure to maintain the unit in a safe/sanitary condition to include poor housekeeping habits.

If an applicant is unable to provide residence references due to homelessness, (2) two letters of recommendations from a reputable source may be acceptable.

5. All household adults must have acceptable credit histories. Acceptable credit history for an individual will be defined as:
 - No Credit
 - At least () _____ current account in good standing (no outstanding balance, paid “as agreed”)
 - No more than () _____ “collection” or “charge-off” accounts within the past () _____ years (excluding medical and student loans)
 - No current utility (gas / electric) collection accounts
 - A bankruptcy within the last (3) three years may be acceptable if currently there are no more than () _____ “collections” or “charge-off accounts and at least () _____ current account.

CHIP complies with the letter and spirit of the Fair Housing Act that prohibits housing discrimination against persons based upon race, color, religion, national origin, sex, familial status, disability or other protected classes.

By signing below, the applicant understands the Waiting List and Selection Criteria for _____ Apartments. A complete Tenant Selection Plan is posted in the rental office for your review should you have further questions.

Applicant Signature	Date	Applicant Signature	Date
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