

Clinch-Powell RC&D Rental properties- Tenant Selection Criteria, Preferences, & Procedures

This tenant selection plan and procedures will be used by Clinch-Powell property management staff in order to determine applicants' eligibility for tenancy. The original Grantors of a particular property may have specific requirements regarding property management and tenancy eligibility. The following Clinch-Powell policies will be used consistently and uniformly, but will not supersede Grantor or Program Requirements or Federal / state / local codes or laws.

→ **APPLICABLE LAWS/ACTS:**

- The Fair Housing Act
- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973

→ **GENERAL TENANT SELECTION REQUIREMENTS :**

- **APPLICATION COMPLETION & DOCUMENT VERIFICATION:** Potential tenants must completely fill out a Clinch-Powell rental application (to the best of their abilities) and provide the supporting documentation listed with the application.
- **At minimum, the following documents will be required for all rental applications:**
- **Proof of Identification / Citizenship**
- We will require copies of two of the following : A) Driver's License or State ID , B) Social Security Card, C) Passport and D) Birth Certificate , if minor D) Passport
- **Proof of income.** We will need enough information in order to determine averages and predict annual earnings.
- Examples of acceptable documentation include the following: A) Benefit Award letters, B) Paystubs (multiple, at least 4 consecutive) , C) tax returns and W2s (full document/all pages) , D) Credit Report , E) Zero-Income Form , F) verification of employment / income form , G) receipts from payment , H) bank statements , I) letters of contribution from family members, J) child-support receipts , K) authenticated third-party letters.
- A determination of reliability is at the discretion of Clinch-Powell Property Management staff.

→ **BACKGROUND INFORMATION & VERIFICATION OF**

- **RENTAL HISTORY:** Potential tenants must provide contact information for all landlords for properties rented over the last 5 years. Clinch-Powell will verify with the landlords that the tenant paid rent in a timely manner, took care of the property, and that they did not violate their lease agreements.
 - **CRIMINAL ACTIVITIES:** A background check will be run on all potential tenants. Any tenant convicted of a violent or drug crime in the last 10 years will not be eligible to rent from Clinch-Powell RC&D. Other convictions will be evaluated on a case-by-case basis. The RC&D reserves the right to deny tenancy based on this evaluation.
 - **SEXUAL OFFENDER:** Clinch-Powell RC&D will not rent to any potential tenant that is listed on a state or federal Sex Offender list.
 - **METHAMPHETAMINE OFFENDER:** Clinch-Powell RC&D will not rent to any potential tenant that is listed on a state or federal Methamphetamine Offender list.
 - **DOMESTIC ABUSE REGISTRY:** Clinch-Powell RC&D will not rent to any potential tenant that is listed on a state or federal Methamphetamine Offender list.
- ★ **CREDIT REVIEW:** Once above has been completed, your file will advance and Clinch-Powell will pull a credit report on each adult applicant to determine credit worthiness. Significant negative credit history will be grounds for denial of tenancy

- Specifically, certain debtors (utility companies, landlords, etc.), the amount of current outstanding balances, and the frequency of debts incurred will be taken into consideration.
 - **INCOME & RENT AFFORDABILITY:** While income and rent limits are specific to the program funding governing a rental property (if applicable) , in general, potential tenant households will be below the Area’s Median Income, but have enough income to be able to pay the rent and still meet their other basic needs.
- **Program-Specific Requirements for tenancy screening:**
- **HOME (properties in Jefferson, Hancock and Grainger County)**
 - At least 20% of the units must be rented at the current Low Home rent amount to households that are under 50% AMI.
 - The remaining units may be rented at the current High HOME rent amount to households that are under 80% AMI.
 - Additional verification forms are required at move-in.