

# YUROK INDIAN HOUSING AUTHORITY



## RENTAL ADMISSION POLICY

### Introduction

All policies adopted by YIHA are intended for the benefit and well being of its communities and residents. These admission policies are hereby incorporated into YIHA's Low Rent Residential Lease pursuant to Section 6(g) of those agreements. A copy of these policies will be given to each Tenant, when he/she/they sign the Low Rent Residential Lease and whenever these policies are amended. They are also to be posted prominently in the YIHA office and be made available to applicants and tenants upon request.

### Eligibility for Admission in to YIHA's Rental Program

To qualify for admission, an applicant must submit a complete and signed application and must meet all of the following conditions:

1. Must be a member of a federally recognized Tribe and be the head of household who is legally and financially responsible for the family.
2. At the time of admission and when executing a Low Rent Residential Lease, the applicant's total household annual income shall not exceed eighty percent (80%) of the median income in Humboldt or Del Norte County or HUD's established income limits, at the time of service. For the purpose of this policy, annual income is income as reported on the Census long-form for the most recent available decennial Census. (See Addendum A & F.)
3. An applicant must demonstrate that he/she/they can fulfill all of the obligations in the Low Rent Residential Lease, including, but not limited to, paying when due rent and utility service fees, and . promptly reporting all maintenance and damage noted on the property. (*Note: Utilities include power, water, sewer, garbage and gas.*)
4. The relevant information regarding habits or practices to be considered in determining the eligibility of applicants, includes:
  - a. An applicant's record for the past 36 months shall be free of disturbing neighbors, destroying property or having living/housekeeping habits at prior residences which may adversely affect the health, safety or welfare of other residents, excluding first time rental applicants.
  - b. Unless the applicant has not previously rented a residence, an applicant must provide written references from all of the applicant's landlords during the previous 36 months attesting to a positive rental payment history and satisfactory performance by the applicant as a tenant.
  - c. A Background and Credit Report will be performed on the applicant and household members eighteen (18) and older.
  - d. (*Note: All information obtained from and about an applicant household will be held in strictest confidence, respecting each individual's right to privacy. All applicants denied will be provided a copy of the grievance policy.*)
5. No applicant shall be eligible for admission, to HUD assisted housing if the applicant has

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previously been evicted from any public and Indian housing, unless all outstanding balances owed are paid in full. If evicted, applicants will be eligible to be put on the waiting list for services after a period of five years with evidence that during that time the tenant has satisfied all eligibility criteria.

### **Receipt of Applications and Determination of Eligibility**

1. All applications will be date stamped when accepted by the YIHA.
2. An applicant's eligibility will be determined based upon program eligibility, as previously
3. outlined
4. If an applicant is found to be ineligible for admission, the YIHA will give him/her a written notice, which will state the reason for the ineligibility and a copy of the grievance policy.

### **Admission Preference**

Preference will be given to applicants who are determined eligible in accordance with the ADDENDUM "B," Selection Rating and Selection of Residents.

### **Eligibility List**

Applicants who meet the eligibility requirements will be placed on the eligibility list based on the date of application and applicable admission preferences. Housing Assistance will be awarded to applicants on the eligibility list.

### **Occupancy Standards**

See ADDENDUM "C". Selection Criteria for Bedroom Size Home

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### C\*E\*R\*T\*I\*F\*I\*C\*A\*T\*I\*O\*N

This is to certify the Rental Admissions Policy of the Yurok Indian Housing Authority was approved at a duly called meeting of the Board of Commissioners on March 1, 2011 at which a quorum was present, and was adopted by a vote of 6 For, 0 Against, 1 Abstentions, 0 Not Present.

  
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Betty Brown, Chairperson  
Yurok Indian Housing Authority Board of Commissioners

ATTEST:

  
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Kerri Malloy, Secretary  
Yurok Indian Housing Authority Board of Commissioners