



Community Information and Waitlist Application Requirements

This community is a Low-Income Tax Credit (LIHTC) community. LIHTC developments are set up for people at a variety of income levels. Below is important information to know about a LIHTC community before you move in.

RENT

The rent you pay is **not** based on your individual household income. Instead, they are based on the unit type. Unlike other programs, like Housing Choice Vouchers, your rent will not automatically change if your income goes up or down. This also means that your rent can go up slightly each year even if your income does not.

The current rental unit pricing is:

1 Bedroom Unit	2 Bedroom Unit	3 Bedroom Unit
\$905.00	\$1,040	\$1,155.00

HOUSING CHOICE VOUCHERS are accepted for all rental units at our community. You must have a voucher for an available unit size and the public housing authority that issued the voucher approves the unit for move in. However, you still must verify that you meet all the requirements that other tenants must meet, except the minimum income requirements.

SCREENING CRITERIA

1. **INCOME:** To qualify for an apartment, the combined income of all the people in your household must be sufficient and sustainable to support the rent AND under the income limit for each specific unit unless there are available units that are exempt from income restrictions. Verification of all income and asset sources is required. The current income limits are listed below:

Minimum Annual Household Income (without a voucher): 2.5 times the monthly rent)

Maximum Annual Household Income (based on the number of household members):

1 Person	2 People	3 People	4 People	5 People	6 People
\$50,160.00	\$57,360.00	\$64,500.00	\$71,640.00	\$77,400.00	\$83,160.00

2. **BACKGROUND SCREENING.** A Credit Check and Criminal Background Check will be completed for all adults moving into the rental unit
3. **RENTAL/MORTGAGE HISTORY:** Verification of current and past address will be completed

OCCUPANCY STANDARDS

Your household also must meet the occupancy standards for the unit they are moving into. There are minimum and maximum household sizes as outlined below:

<i>Apartment Size</i>	<i>Minimum # of Occupants</i>	<i>Maximum # of Occupants</i>
1 Bedroom	1	3
2 Bedroom	2	6
3 Bedroom	3	9

** Exceptions to the minimum occupancy standards may be made when there is not a smaller apartment size available and priority may be given for larger units to larger households.*

PETS

Our community does not accept pets, including visiting pets or pet sitting. Bringing a pet into your apartment is grounds for termination of your rental agreement. Our community does follow state and federal policies related to reasonable accommodation for people with disabilities, including allowing them to have service animals and emotional support animals.

WHAT TO EXPECT AS A RESIDENT OF A LIHTC COMMUNITY

LIHTC owners and property managers also need to follow many LIHTC rules, including making sure tenants meet the income guidelines and acceptable maintenance conditions of each rental unit.

1. Apartment Inspections. Periodic inspection of your rental unit will be conducted to ensure each unit is properly maintained and no lease violations are present. Residents will be provided with reasonable notice in advance of any inspection and therefore cannot refuse access for inspections.
2. Annual Income Recertifications. Each year tenants in LIHTC apartments must be “recertified”. As part of the recertification, the landlord will review:
 - income and assets (such as bank accounts and retirement funds) for every person in the household
 - changes to household size
 - whether anyone in the household is a full-time student

It is important to respond promptly and truthfully when you are asked for information related to the recertification process. If you do not respond, or if you do not provide truthful information, it could be “good cause” for lease termination. Although the landlord must conduct a recertification to keep the building in compliance with LIHTC rules, you cannot be evicted just because your income has changed. Typically every lease will be renewed provide residents are abiding by the terms of your rental agreement (including paying rent on time).

WAITLIST INFORMATION

1. Wait list applicants are required to report any changes to the waitlist application in writing.
2. When a waitlist applicant is next on the list for an available apartment, they will be notified so they can submit the full Affordable Rental Application with all supporting documents and the application fee
 - a. The final Application must be submitted timely with all supporting documentation such as, Social Security Card or proof of legal resident status for all household members, valid picture ID for all occupants who are 18 years or older, birth certificates for occupants under 18 years old, proof of all income and assets and your housing voucher (if any)
 - b. Applicants who do not currently have the required documents should begin collecting them during the waitlist period to avoid delays in processing a rental application.
3. Once the final application and all supporting documents have been submitted Evergreen will begin the screening process. If all the screening criteria are met, the application will be approved and you can start preparing for your move by, paying the 1st month rent and security deposit (in certified funds), transferring the utilities for your new home and signing the lease
4. If an applicant does not meet the screening criteria or program eligibility, applicants will have the opportunity to respond in writing or request a meeting to discuss the denial.
5. Evergreen will withdraw an applicant from the waitlist if it is illegible or incomplete, any notice is returned by the post office, any deadlines to complete information are missed, if the household does not meet income, occupancy or other program requirements or if the application contains false information

A copy of the complete waitlist application policy can be obtained from the rental office or by visiting www.EvergreenAffordable.com

