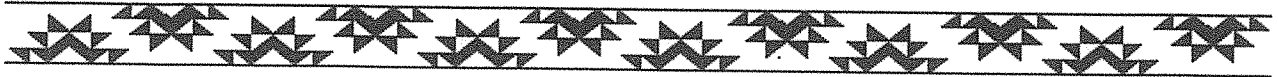


YUROK INDIAN HOUSING AUTHORITY



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 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.

A. 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. A head of household who has permanent custody of enrolled Yurok tribal member minor children.
3. At admission, his/her gross household income, before deductions, cannot exceed the income limits as published by HUD and adopted by the YIHA Board of Commissioners.
4. As an applicant he/she must be able to fulfill all of the obligations as outlined in the **Resident Occupancy Agreement** including, making the required monthly payments and utility costs on time. They will agree to promptly report all maintenance and damage noted on the property. *(Note: Utilities include power, water, sewer, garbage and gas.)*
5. 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 12 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. An applicant must provide, in writing, a positive rental payment history for the past 12 months, excluding first time rental applicants.
 - c. A Background and Credit Report will be performed on the applicant and household members eighteen (18) and older.
(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).
6. No applicant shall be eligible for admission to HUD assisted housing if the applicant has previously been evicted from any public 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 of good standing and meet all other eligibility criteria.

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RENTAL ADMISSION POLICY

B. 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 outlined.
3. 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.
4. The composition of adults in the household cannot be changed for six months from the date of application with the exception of divorce, legal separation, marriage, or death.

C. Verifying and Certifying Household Income & Family Composition

YIHA will verify and certify the applicant family's income and composition annually to determine eligibility for all YIHA programs.

1. In certifying income for eligibility, the applicant will be required to produce tax returns, pay check stubs, and any other evidence of sources of income to YIHA.
2. If, in the period between recertification's, circumstances result in the resident family receiving substantially more or less income or if the family composition changes, an interim recertification will be completed by YIHA.
3. Applicants are to report all changes in income and family composition within ten (10) days.
4. Applicants must complete a family composition adjustment form and provide proof of income, social security cards, and release of information for any member's being added to household composition. Applicant must wait for background clearance and YIHA staff approval prior to person moving in.
5. Social Security Numbers
Verification can be in the form of the following:
 - a. A valid SSN card issued by the Social Security Administration
 - b. A valid state driver's license disclosing the SSN.
 - c. A valid state identification card disclosing the SSN.
 - d. A statement or verification received by the individual from the Social Security Administration, disclosing the SSN. Any documentation provided by the family that does not disclose or verify the individual's SSN will be rejected for verification purposes.
 - e. Tribal Membership Identification Cards that provide the SSN.
6. Applicants may be required to provide proof of custody for all children listed on the application.

D. Total Family Annual Income

Applicant total household annual income shall not exceed HUD's established income limits, at the time of service. Annual income is defined for the purpose of this policy as the following: As reported under the Census long-form for the most recent available decennial

YUROK INDIAN HOUSING AUTHORITY



RENTAL ADMISSION POLICY

Census (See Addendum A & F)

E. Admission Preference

Preference will be given to applicants who are determined eligible: as defined in Addendum "B" Selection Rating and Selection of Residents.

F. Applicant Rejection of Home

An applicant may reject a residence offered, with the required bedroom count within the district indicated on the application, a maximum of two (2) times. After the second rejection YIHA will deduct one hundred (100) points from the applicant's total point score which will affect the applicant's position on the waiting list.

G. Occupancy Standards

See Addendum "C" Selection Criteria for Bedroom Size Home

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

This is to certify the Rental Admission Policy of the Yurok Indian Housing Authority was approved at a duly called meeting of the Board of Commissioners on April 7th, 2015, at which a quorum was present and Rental Admission Policy was adopted by a vote of 5 For, 0 Opposed, and 0 Abstentions, 1 Not Present.

Lori Hodge, Chairperson

Yurok Indian Housing Authority Board of Commissioner

ATTEST:

Jami McCovey, Secretary

Yurok Indian Housing Authority Board of Commissioner