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Eligibility

Applicants will be determined eligible if they submit a completed application and meet the requirements described in the tenant selection criteria.

Applicants for Low Income Housing Tax Credit (LIHTC), HOME, USDA Rural Development, Housing and Urban Development (HUD) Section 8, Section 236, Rent Supplement, RAP, and Section 202/811 programs, Vermont Housing and Conservation Board must satisfy the applicable income standards, program restrictions and household size restrictions relative to the size of the apartment.

Applicants for “market units” must satisfy applicable income standards and program restrictions (if any).

Tenant Selection Criteria

All applicants in the household 18 and older must:

1. Within the last six months, have a positive credit history. (Insufficient credit history is not a factor for applicants applying for HUD housing.)
2. Within the last twelve months, have a satisfactory past performance in meeting financial obligations, including but not limited to rent payment & payment of utility bills.
3. Provide five (5) years of verifiable Landlord References or housing history.
4. Have no record of destruction of property or housekeeping habits that may adversely affect the safety, health, or welfare of other tenants, vendors and staff. Have no record of habitual lease violations or disturbance of neighbors. Or have been a homeowner for the entirety of the past five years.
5. Drug Related or Criminal Activity Criteria. For the below stated seven (7) and ten (10) year periods relating to criminal activity/background, the time begins running as to whichever date occurs latest:
Date of Record; or
Date of Conviction; or
Date of release from incarceration

No household member shall have:

Within the last seven (7) seven years a record of
 - acts of fraud
 - other misdemeanor criminal acts which may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied
Within the last ten (10) years, a record of
 - violent criminal activity



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- drug-related criminal activity
- sexual criminal activity
- other felony criminal acts which may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied

Within their lifetime, a record of

- eviction from a housing unit for drug-related criminal activity
- current engagement in illegal use of drugs for which there is reasonable cause to believe that a household member's illegal use or pattern of use of a drug, including alcohol, may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied
- other criminal acts in which there was (or attempted to be) death or substantial property damage
- subject to a lifetime registration requirement under a state sex offender registration program
- a history of abuse or pattern of abuse of drugs in which there is reasonable cause to believe that a household member's illegal use or pattern of use of a drug, including alcohol, may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied

6. Demonstrate ability to meet current and projected financial obligations. The applicant's projected rent and utility payments must be under 50% of their gross income to be considered affordable.
7. In addition, any other criteria may be grounds for an application denial if AHW determines it might be reasonably expected to affect the applicant's ability to successfully fulfill the responsibilities of the lease.
8. Any applicant determined to have willfully made false statements on their application, or at any point during the application or screening process will be denied.
9. Any applicant who is denied will have a 6-month minimum wait period before another application is considered, regardless of any changes on a newly submitted applications. The six month waiting period begins from the date the denial letter sent to the applicant. Any applicant denied for submitting an incomplete application will be exempt from the 6-month minimum wait period.

Evidence of Improvement

If unfavorable information about an applicant has been received, consideration shall be given to the time, nature, and extent of the applicant's conduct, and to the factors which indicate a reasonable probability of better future conduct or financial responsibility, such as length of time with no unfavorable incidents or participation in social service programs or other appropriate counseling.



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Applicant Behavior

AHW may deny tenancy to an applicant household if AHW determines that any member of the household has engaged in repeated harassing behavior or has threatened any violence towards AHW agents or staff.

Abusive or violent behavior towards AHW agents or staff includes but, is not limited to, verbal as well as physical abuse or violence, use of racial epithets, or other harsh, threatening or discriminatory language, whether written or oral through any and all means/forms of communication, that customarily used to intimidate may be considered abusive threatening or violent behavior.

Threatening refers to oral or written threats of physical gestures that communicate intent to abuse, harm or commit violence.

Harassing Behavior refers to the act of repeatedly disturbing, alarming or threatening someone, to the extent that such conduct either causes harm or results in the person complaining of harassment to reasonably fear the harm may be caused to them. Harassing behavior may also include the electronic dissemination to third party of embarrassing or inaccurate information about agent/staff. It also includes using the legal system to harass AHW agent/staff (litigation abuse) by continuously filing retaliatory and frivolous complaints with outside, third party government entities whether criminal or civil in nature against AHW and/ or its staff/agents.

Appeal Process

Addison Housing Works will mail written notice to any denied applicant specifying the reason for denial. A denied applicant has six months from the date the denial letter is sent to request an appeal.

Requests for an appeal MUST be submitted in writing. Request for an appeal can be
Mailed to: AHW, PO Box 156 Vergennes, VT 05491

Hand Delivered to: AHW Main Office 272 Main St., Vergennes, VT 05491
There is a secure mail drop box on the front porch.

Email the AHW staff member hearing appeals as indicated on the denial letter.

If written documentation is provided, each reason for the denial of the application must be addressed and explained in detail. No apartment will be held during this period.

