



Rental Screening Criteria

For Tax Credit & HUD Section 8 Properties
Revised February 2017 (Draft)

To be eligible to live in Seattle Chinatown International District Preservation and Development (SCIDpda) housing, all applicants must meet certain income and household criteria based on the funding restrictions for the property. The SCIDpda is an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws.

General Requirements

- Applicants or household occupants over the age of 18 must be able to provide a valid driver's license or other government-issued photo ID.
- All family members must have their social security numbers on the application. If no number is assigned, the member must complete a certification that no SSN has been assigned.
- Provide proof of legal residency in the United States. By law, only U.S. Citizens and eligible noncitizens may benefit from federal rental assistance. However, if there are other household members living in the home who have eligibility status, we will prorate the housing subsidy assistance payment, if applicable.

Income Requirements

- Total gross monthly income should equal or exceed 2 times the tenant's rent portion of monthly rent OR applicants must have verifiable financial assets or agency coverage to ensure rent payments for the length of the lease.
- Each unit has a maximum income limit which must not be exceeded. All sources of income for all household members must be disclosed. All sources of income will be verified by property management staff.

Grounds for Denial

- Inability to provide SCIDpda with the required documents or information necessary to determine eligibility for housing.
- Eviction through courts within the last 5 years and/or rental collection not on a repayment plan. Any eviction from subsidized housing.
- Falsification of rental application.
- Open bankruptcy.
- Negative rental history unless related to inability to afford rent payment.
- Serious violent and/or sexual criminal activity conviction, any conviction involving methamphetamines. Criminal history other than listed may be allowed on a case-by-case basis.
- Household income exceeds income limit for apartment unit.
- Inability to demonstrate the ability to meet a regulatory set-aside requirement.

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Screening Services

- All household members 18 years and older will be subject to a background investigation. The screening report will include credit reports, criminal history search, sex offender registries search, employment references, verification of current and/or previous rental history, and verification of social security number.
- Applications for non-project-based Section 8 rental units must pay **non-refundable screening fee of \$_____ (actual cost)** per adult, due at time of initial housing application. We will accept a comprehensive (portable) reusable tenant screening report within 30 days of its origination in lieu of our screening report and fee.

The screening report will be generated by Moco Incorporated. Upon written request, you have the right to review and dispute the accuracy of information provided. In the event that your application is denied or another adverse action is taken, you have the right to obtain a free copy of your report. Please direct all inquiries to:

Moco Incorporated

PO Box 2826

Seattle, WA 98111

Direct Line: (206) 505-8213

Toll Free: (800) 814-8213

E-mail: service@moco-inc.com

Website: www.moco-inc.com

Appeals Process

All applicants who are denied housing will receive written notification of the reason(s) for the denial. We strongly encourage applicants to appeal any denial by sending a request in writing addressed to SCIDpda's Senior Property Manager. Appeals must be received within fourteen (14) days of the date of the Application Denial Letter.

