

# HOUSING AUTHORITY OF PORTLAND

## PUBLIC HOUSING RESIDENT CRITERIA & SCREENING PROCESS SUMMARY

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Here is a short summary of our process and screening criteria. Essentially, for eligible applicants, unless household members have engaged in serious criminal behavior, disturbed the peace at past residences, or otherwise not respected rental rules, chances are good that you'll find a home with HAP. However, if you believe you do not meet the requirements, *please discuss it with us!* We can't promise a solution, but we cannot help unless you ask.

- 1. Pre-qualify for program eligibility.** First, we'll need to make sure you meet income and program eligibility requirements. This is also a good time to ask questions of the manager.
- 2. Decide which bedroom size works best for your household.** Occupancy is based on your household size and the number of bedrooms in an apartment. Ask your manager for details.
- 3. Complete the rental application.** Every adult (as well as certain minors) planning to live in the unit must be listed on the application. Incomplete applications will be returned unprocessed. Applicants must show valid identification.
- 4. Meet screening requirements.** When your name reaches the top of the waiting list, you'll need to complete a pre-screening interview and each member of your household over 18 year of age must pass our screening criteria. Criteria includes:
  - **No false information.** Providing inaccurate or false information is grounds for denial.
  - **Verifiable, positive residential history.** *If your history does not include at least two previous landlords not related to you, let us know.* We may still be able to rent to you with other verification or guarantees such as a qualified professional reference.
  - **No past due debts for rental obligations.** A consumer credit check to check for evictions, debts owed to meet previous rental obligations and confirm information provided by applicant.
  - **Criminal activity prohibited.** Except for some behaviors more than 3 years old, we will deny if we determine a household member has engaged in drug-related or violent criminal activity or other criminal acts that could harm community health, safety, or peace. We may deny based on credible information *regardless of arrest or conviction record.* There is an exception when the only crime is drug use and specific rehabilitation requirements are met.
  - **Abuse of alcohol and drugs may result in denial.** We deny applicants when there is cause to believe a household member's abuse of drugs or alcohol will interfere with the health, safety, or peace of the community. Exceptions are made for past drug or alcohol issues when individuals have met specific rehabilitation requirements.
  - **Other relevant cause.** HAP reserves the right to deny for any other reason discovered and determined to be relevant to an applicant's ability to fulfill lease obligations.

HAP uses a private screening company to assist us in making applicant screening decisions. The site manager may not overrule a denial recommendation of the screening company.

**Applicant rights and procedures:** We comply with the Fair Housing Act, the Rehabilitation Act, the Americans with Disabilities Act, and other Equal Opportunity Housing law. Let a manager know right away if you require a reasonable accommodation.

Applicants have the right to receive an estimate of their waiting list time and position on the list. Denied applicants receive written notice of the denial and, among other rights, may dispute the accuracy of information reported, request corrections to reports by screening agencies, and request an informal hearing to discuss the denial with HAP.

***For more detailed information, please contact a site office and talk to the site manager.***