

## SALISH AND KOOTENAI HOUSING AUTHORITY REAPPLYING FOR SERVICES POLICY

This policy applies to applicants that had an account receivable at time of vacate, were evicted from the Housing Authority, , or had other Housing Authority services terminated for any violation of the Housing Authority's policies and/or lease.

Service is defined as receiving a rental unit, rental assistance, homeownership assistance, or home repair assistance through the Housing Improvement Program or Weatherization Program from the Housing Authority.

### **Definition of Good Standing**

Applicants are eligible to reapply for Housing Authority services if the applicant is in good standing with the Housing Authority. **Good Standing** for these purposes is defined as:

1. Account is current. It is preferred that any account with the Housing Authority be paid in full. However, at the time of **application ONLY** if the applicant still has an account receivable, the account must:
  - a. Have no less than three (3) months of consecutive payments on a payback agreement. Per Capita payments are excluded from this requirement. If the applicant is only making per capita payments toward their accounts receivable, their application will not be considered until such time that the three (3) consecutive months of payments have been made.
  - b. Keep the payback agreement current while applicant is waiting for unit to become available.
2. At the time the applicant **is approved for a service**, the previous account receivable must be paid in full prior to receiving the approved service.
3. The applicant has provided written verification that applicant has rented from a landlord, other than the Housing Authority, for a period of six months with no lease violations, late rent payments or destruction to the rental unit. The reference letter(s) must include address and telephone number of the most recent landlord. In the absence of a landlord, verification of current living arrangements will be accepted. Applicant must provide evidence of payment history from a bank, utility company, lending institute, etc.
4. The applicant must have the ability to place all required utilities in the name of the head of household.
5. When a request is received that a parolee or a person on probation be added to the household, the parolee or the person on probation must be in compliance with their parole or probation office.

### **Review Committee**

When an application is received for Housing Authority services and the head of household or a member of the household composition previously had services terminated, the application will be reviewed by the Housing Authority's Review Committee.

The Review Committee will also make any necessary recommendations for services to the Housing Authority's Board of Commissioners.

### **Voluntary Vacate of Unit**

When an application is received for a Housing Authority service and the head of household or any member of the household composition voluntarily vacated their previous unit, they must be in good standing before the application is considered.

### **Authority Services Terminated**

When an application is received for a Housing Authority service and the head of household or a member of the household composition's services were terminated by the Housing Authority, one of the following will apply.

1. Lease Violations (i.e., points).
  - a. Application may be considered if applicant is in good standing with the Housing Authority.
2. Criminal and Drug-Related Activity
  - a. If the applicant had services terminated for violation of the Housing Authority's Criminal and Drug-Related Activity Policy, applications will be reviewed by the Review Committee.
  - b. Consideration for services will be in accordance with the Housing Authority's Criminal and Drug-Related Activity Policy.
3. Accounts Receivable
  - a. Application may be considered if applicant is in good standing with the Housing Authority.
4. Repeat Terminations
  - a. If the applicant's services were **terminated once**, the applicant must:
    - i. Wait a minimum of six (6) months from the date of termination to be eligible to apply for services.
    - ii. Be in good standing with the Housing Authority
  - b. If the applicant's services were **terminated more than once** the application must be reviewed by the Review Committee. To be considered, the Applicant must:
    - i. Provide written proof from the most recent landlord that he/she has rented for at least six (6) months without any violations of their landlord's lease. The reference letter(s) must include address and telephone number of the most recent landlord. In the absence of a landlord, verification of current living arrangements will be

- accepted. Applicant must provide evidence of payment history from a bank, utility company, lending institute, etc.
- ii. Be in good standing with the Housing Authority.
  - c. If the applicant has received previous services with the Housing Authority more than once and had an account receivable balance after each service, the application will be reviewed by the Housing Authority's Review Committee.

**Termination with Court Action**

When an application is received for a Housing Authority service and the head of household or a member of the household composition has an account receivable where there is a Small Claims or Civil Action pending or newly filed, or there is a current judgment, prior to them receiving requested service the following shall apply:

1. The applicant cannot receive Housing Authority services until the date the accounts receivable balance is paid in full.
2. The applicant has provided written verification that applicant has rented from a landlord, other than the Housing Authority, for a period of six months with no lease violations, late rent payments or destruction to the rental unit. The reference letter(s) must include address and telephone number of the most recent landlord. In the absence of a landlord, verification of current living arrangements will be accepted; examples are Social Services Program, probation or parole officer and employer. In the absence of a landlord, verification of current living arrangements will be accepted; examples are Social Services Program, probation or parole officer, employer, etc. Applicant must also provide evidence of payment history from a bank, utility company, lending institute, etc. if they cannot provide a rental reference from a landlord.

Approved by the Salish & Kootenai Housing Authority Board of Commissioners at a Regular Meeting held on March 2, 2021.