



CITY OF MAPLE GROVE
Housing and Redevelopment Authority
12800 Arbor Lakes Parkway
P. O. Box 1180
Maple Grove, MN 55311-6180



Scattered Site Rental Housing Program – Tenant Screening Standards

The Maple Grove SSRHP serves families with children ("Child" means an individual under 18 years of age, an individual under age 20 who is still attending secondary school, or an individual who, by reason of physical or mental condition, is incapable of self-support.) with incomes at or below 50% of the area median household income. The SSRHP units are below market rent and participating family incomes must meet the minimum and maximum incomes listed below. Maple Grove HRA requires a minimum monthly income of 3.0 times the rent. Applicants should make enough to cover rent and other predictable living expenses.

When properties become available, the City of Maple Grove notifies HousingLink, the Metropolitan Council, Plymouth HRA, Christians Reaching Out in Social Service (CROSS) and Minneapolis Star Tribune, when applications will be accepted. Applicants are then selected on a lottery basis.

Minimum Annual Income					
	Rent Amount	Utility Allowance	Gross Rent	Monthly Income	Annual Income
2 bedroom twinhome	\$625	\$124	\$749	\$2,247	\$26,964
3 bedroom twinhome	\$685	\$148	\$833	\$2,499	\$29,988
3 bedroom single-family home	\$685	\$168	\$853	\$2,559	\$30,708
4 bedroom single-family home	\$750	\$202	\$952	\$2,856	\$34,272

Maximum Annual Income						
2 person	3 person	4 person	5 person	6 person	7 person	8 person
\$34,350	\$38,650	\$42,900	\$46,350	\$49,800	\$53,200	\$56,650

Occupancy Standards

All homes in the SSRHP portfolio must have a minimum of 1 child living in the house.

Two bedroom units

minimum occupancy of 2 people and maximum occupancy 4 people

Three bedroom units

minimum occupancy of 3 people and maximum occupancy 6 people

Four bedroom unit

minimum occupancy of 4 people and maximum occupancy 8 people

The City of Maple Grove pays the water, sewer, garbage and recycling utilities. Tenants are responsible to pay for gas (which includes cost for heating), electric (which includes cost for air conditioning), phone, cable, and renters insurance with \$100,000 liability coverage listing the City of Maple Grove as additional insured. Along with receiving a utility allowance based on the HOME Program, we will be giving an allowance on actual cost of renters insurance. Both allowances and rent amount will fall under the annual HOME Low rent limits. **Pets and smoking are not permitted on the property.**

The following information is required of all applicants of the City of Maple Grove HRA Scattered Site Rental Housing Program to determine eligibility. **False information or statements made in rental application is grounds for rejecting your application.**

1. **IDENTIFICATION: Minnesota Driver's License/State ID** – Applicant(s) must provide a Minnesota driver's license or Minnesota State ID of all prospective tenants 18 years of age and older. Refusal to sign the application or show proper identification will cause your application to be ineligible. **Social Security Cards** – Social Security cards are required for all household members. Refusal to provide social security cards will cause your application to be ineligible. **Birth Certificates/Citizenship/Immigration Status** – Only U. S. citizens or eligible noncitizens are qualified for this program. Applicant(s) must provide, for all household members, a U. S. birth certificate, U. S. Passport or other proof of Citizenship/Immigration Status when submitting application.
2. **INCOME:** Income must be from all sources, including gross wages, bonuses and overtime pay (before any payroll deductions); interest and dividends; periodic payments received from social security, retirement programs, pensions, insurance policies, disability, unemployment or worker's compensation (but not including lump sum settlement payments); public assistance (such as MFIP/TANF, Section 8, etc.); alimony and child support payments (but not including foster child care payments). **Applicant(s) must provide most recent federal tax return (including W2s).** Prior to approval, third-party verification of income, assets, etc. is required of all prospective tenants 18 years of age and older. To qualify, income of all applicant(s) 18 years of age and older must meet income requirements listed above. If an applicant has a Section 8 Housing Choice Voucher, the rental subsidy amount for the SSRHP unit shall be added as income and used for the income requirement. Failure to meet the income criteria will cause your application to be ineligible.
3. **RENTAL HISTORY:** List present and past landlords for the last three (3) years. All applicants must have a verifiable rental history for a minimum of one (1) year. If the applicant(s) has no rental history, or less than one (1) year an applicant may be considered with 1) a qualified guarantor, and/or 2) additional deposit. The cosigner for the applicant shall be considered under the same criteria as applicant(s). Negative items that also will be considered (i.e. evictions, non-renewals, unlawful detainers, household health/safety violations, lease violations, etc.) on one's rental history may be grounds for denial of an application. Please feel free to discuss any rental history concerns with Management.
4. **CREDIT HISTORY:** Applicants are asked to have a positive credit history. A negative history may include, but is not limited to: credit score lower than 450, judgments, delinquent credit obligations, foreclosure, collection actions, and bankruptcy. Negative items on credit report(s) may be grounds for denial of an application or possible approval with exception. Exceptions are: 1) a qualified guarantor and/or 2) additional deposit.
5. **CRIMINAL HISTORY:** An applicant with a criminal history may be denied. This includes many felonies – felonies that are a sex crime, violence against another, armed offenses, robbery, burglary, and so forth. Gross misdemeanors that are a sex crime, violent crimes, armed crimes, other violent crimes, or a crime that puts our tenants at risk. Please feel free to discuss any criminal history with Management.
6. **VERIFIABLE INCOME/EMPLOYMENT/CREDIT/CRIMINAL/RENTAL HISTORY:** If applicant(s) does not provide us with written authorization to verify applicant's income, employment, credit, criminal and rental history, it will cause your application to be ineligible. Applicant must have continuous employment for at least one year. The applicant will be considered if applicant has a qualified cosigner. The cosigner of the application shall be considered under the same criteria as applicant. Additional documents to determine custody arrangements for minors may be required. If we are unable to obtain verifiable income and credit records, it is grounds for rejecting the application. If applicant(s) has been convicted of a felony or crime as noted in the Lease Addendum for Crime-Free Drug-Free Housing it will cause your application to be ineligible.
7. **CRIME-FREE/DRUG-FREE HOUSING:** To become a tenant of the City of Maple Grove HRA Scattered Site Rental Housing Program, tenants must sign the Lease Addendum for Crime Free/Drug-Free Housing. Refusal to sign the Lease Addendum for Crime-Free/Drug-Free Housing will cause your application to be ineligible.

The City of Maple Grove will inspect units for maintenance/housekeeping purposes semi-annually, usually in March and October, or more often if management finds necessary. During the term of the lease, the tenant agrees to cooperate with the required recertification of annual household income determination process and sign a release of information form. Owner may terminate the lease or refuse to renew the lease for failure to cooperate, if the tenant does not respond within thirty days of the initial notification to recertify. Tenant hereby recognizes that in order to qualify for this housing program, which is funded in part by the U. S. Department of Housing and Urban Development (HUD) HOME Investment Partnership Program, Tenant's income may not exceed 50% of the area median income as adjusted by family size. Tenant also understands if after initial occupancy, if the income of a household residing in a Low HOME unit rises above 50 percent of the area median income (AMI), but is still below 80 percent of the AMI at recertification, the unit would become a High HOME unit. The household's rent can be increased to the High HOME rent at recertification time, as long as the notice of the increase was given per the terms of the lease, or no less than 30 days' notice. If the income of a household in the Fixed HOME assisted unit rises above 80 percent AMI at time of recertification the household may continue to rent the unit, and **must pay** monthly rent equal to the lessor of: The rent permitted by state law; or 30 percent of the family's adjusted gross income at annual recertification

False statements or information is grounds for rejecting applications and are punishable under Federal law. If the City of Maple Grove HRA rejects an applicant, the City of Maple Grove HRA will promptly notify the applicant in writing of the rejection and explain in the notice the reason for the rejection.

If you meet the above requirements and would like to see if there are any vacancies, you can call the Community Development Department at 763-494-6043.