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

EQUAL HOUSING OPPORTUNITY

Scattered Site Rental Housing Program – Tenant Screening Standards

The Maple Grove SSRHP serves families with children (dependent child under 18 years of age on date of occupancy) 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. When properties become available, the City of Maple Grove sends a letter to a notification list of interested families, the Metropolitan Council, HousingLink, Plymouth HRA, Christians Reaching Out in Social Service (CROSS) and Minneapolis Star Tribune, to inform them when applications will be accepted. Applicants are then selected on a lottery basis and placed on waiting list.

Minimum Annual Income					
	Rent Amount	**Utility Allowance**	**Gross Rent**	**Monthly Income**	**Annual Income**
2 bedroom twinhome	$625	$138	$763	**$2,289**	**$27,468**
3 bedroom twinhome	$685	$164	$849	**$2,547**	**$30,564**
3 bedroom single-family home	$685	$187	$872	**$2,616**	**$31,392**
4 bedroom single-family home	$750	$226	$976	**$2,928**	**$35,136**

Maximum Annual Income						
2 person	**3 person**	**4 person**	**5 person**	**6 person**	**7 person**	**8 person**
$33,200	$37,350	$41,450	$44,800	$48,100	$51,400	$54,750

Two bedroom units rent for $625 per month (minimum occupancy of 2 people with at least 1 child and maximum occupancy 4 people), **three bedroom units** rent for $685 (minimum occupancy of 3 people with at least 2 children and maximum occupancy 6 people), and **four bedroom unit** rents for $750 (minimum occupancy of 4 people with at least 3 children and maximum occupancy 8 people). The City of Maple Grove pays the water, 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 a minimum of $100,000 liability coverage listing the City of Maple Grove as additional insured. **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. 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.

3. **LANDLORD REFERENCE:** List present and past landlords for the last three (3) years. All applicants must have good verifiable rental history for at least (3) years. If an applicant(s) does not have a three-year verifiable rental history or ownership of property, the applicant will be considered with a qualified cosigner. The cosigner for the applicant shall be considered under the same criteria as applicant(s). If applicant(s) has an eviction, unlawful detainer, negative references or repeated criminal activity, it is grounds for rejecting the application.

4. **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 the applicant's credit score is lower than 450 or credit report demonstrates repeated lateness in payment of debts, outstanding unpaid judgement (s), bankruptcy filing within three (3) years and/or outstanding collection items, it is grounds for rejecting the application. 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.

5. **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.

Annual income review is required through the duration of the lease. Tenant must agree 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, tenant's income should reach or exceed 80% of the area median income that is adjusted by family size, tenant will pay current High HOME Rent Limit for their rent, or vacate the property.

False statements or information is grounds for rejecting application, eviction 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, call the Community Development Department at 763-494-6040 to be placed on the notification list and a letter will be sent when applications are being accepted.