

TENANT SELECTION OFFICE

SCREENING PROCESS

SCREENING

PHA investigates applicant's past behavior to verify suitability for admission, including criminal records, landlord references, court records, and a home-visit.

RENTAL HISTORY

The screening process consists of a 5-year rental history check, a home visit, a search of court eviction records, and HUD's current and previous tenant records

CRIMINAL HISTORY

The PHA conducts a 5-year look back period for felony convictions and a check of the national sex offender registry

DENIALS

If any negative information is disclosed during the screening process the applicant will be scheduled for an informal review

APPEAL

If after the informal review the applicant is determined to be ineligible for housing, they will be formally notified in writing. The letter will state the specific reason for the denial as well as the applicant's right to file for an appeal hearing

