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# **RENTAL APPLICATION DENIAL**

**We regret to inform you that your application for the Ohio 811 Program rental unit at the property listed below has been denied.**

Name of Applicant: Click or tap here to enter text.

Email address of Applicant: Click or tap here to enter text.

Email address of Referral Agent: Click or tap here to enter text.

Date this determination letter emailed to the Applicant, the Referral Agent, and the Ohio Housing Finance Agency (OHFA) at 811Program@ohiohome.org: Click or tap here to enter text.

*(The first business day after this date is the official date of the denial, provided it is properly completed. An improperly completed letter may alter this date and result in delays for the referral process.)*

Name of Property: Click or tap here to enter text.

Street Address of Property (including city, state and zip): Click or tap here to enter text.

# **YOUR RIGHT TO APPEAL THIS DECISION**

You or your representative may appeal this decision. A request to appeal should be emailed to the person who prepared this document, whose name and contact information appears at the end of this document. This request must be received within 14 days of the official date of denial. The appeal will be determined either by an independent review of the application for housing and other documentation in the application file and/or by an informal hearing. You may present documents or testimony as evidence to support the appeal. You may also present a request for a reasonable accommodation. Determination of the appeal will be made within seven (7) days of the review.

# **REASONS FOR DENIAL**

## **APPLICANT IS OVER INCOME**

[ ]  Applicant's income does not meet the HUD definition of an “extremely low-income family” as defined in 24 C.F.R. § 5.603, and does not qualify in accordance with 24 C.F.R. §§ 5.609-5.617 using Enterprise Income Verification (EIV) as detailed in 24 C.F.R. § 5.233.

**A copy of the completed Form HUD-50059 must be sent along with this denial letter.** If the property manager’s software cannot produce Form HUD-50059 for an over-income applicant, then substitute documentation indicating how income was calculated and how it was determined that the applicant is over-income.

## **RENTAL HISTORY**

*(Applies to the applicant and household members age 18 or older)*

[ ]  A “for cause” judgment of eviction within the last three (3) years. In cases of non-payment of rent, consideration should be given to the applicant’s current financial ability to pay the rent in light of the Ohio 811 Program subsidy. Any relevant documentation must be sent along with this denial letter.

Case number: Click or tap here to enter text.

Source of information: Click or tap here to enter text.

Contact information of source (if applicable): Click or tap here to enter text.

[ ]  Unfavorable references were received regarding tenancy history as follows:

Click or tap here to enter text.

Source of information: Click or tap here to enter text.

Contact information of source (if applicable): Click or tap here to enter text.

## **CRIMINAL HISTORY**

Owners and property managers are responsible for screening applicants for certain HUD disqualifying criteria, also referenced in the Ohio 811 TSP Addendum. These criteria prohibit the admission of:

* Individuals who have engaged in certain illegal drug-related criminal behavior on HUD property;
* Individuals who are subject to a lifetime sex offender registration program; and
* Individuals whose current illegal drug use or pattern of illegal drug use may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

**The property manager must consider the following mitigating circumstances for criminal history specified in the Ohio 811 Program Tenant Selection Plan Addendum.** A policy that rejects applicants because of arrests (without conviction) is not acceptable. While a conviction can be evidence of criminal conduct, before denying tenancy for an applicant, HUD’s Guidance on Use of Criminal Records encourages housing providers to distinguish between convictions for criminal conduct that indicates a demonstrable risk to resident safety and/or property and criminal conduct that does not. In addition, HUD suggests considering the nature and severity of a conviction and the amount of time that has passed since the criminal conduct occurred.

[ ]  The property manager has evaluated the following events and timeframes as described in the Ohio 811 Program Tenant Selection Plan Addendum and denied your application.

Date of Charge(s): Click or tap here to enter text.

Case Number(s): Click or tap here to enter text.

Location where charges filed: Click or tap here to enter text.

Disposition (Conviction vs. Dismissal): Click or tap here to enter text.

Description of criminal history review: Click or tap here to enter text.

This document was prepared by: Click or tap here to enter text.

Name and Title: Click or tap here to enter text.

Company: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Signature: Date: Click or tap here to enter text.