

Section 2. Qualifying to Rent or Purchase Community Housing

A. Basic Qualifications for the Rental or Purchase of Community Housing

1. Applicant/Applicant Household will be prioritized if at least one (1) non-dependent member meets the following criteria:
 - (a) Be a Local Employee; or
 - (b) Be a Local Senior; or
 - (c) Be a Local Disabled Person.
2. To qualify to rent or purchase a Community Home, the Applicant/Applicant Household must meet the following criteria:
 - (a) All adults are either an Employee, a Senior, or Disabled.
 - (b) The Applicant/Applicant Household must confirm that they will occupy the Community Home as their Primary Residence and will physically reside in the unit at least nine (9) out of any twelve (12) month period.
 - (c) No member of the Household may own developed residential real estate or a mobile home.

A. Applying for Rental or Purchase of a Community Home

1. Common Intake Form

- (a) All persons wishing to rent or purchase a Community Home in BCHA's portfolio or to be referred to other Community Homes managed by other housing providers must submit a completed Common Intake Form to BCHA (the current application can be found on BCHA's website).
- (b) BCHA will review the Common Intake Form and notify the applicant if they are eligible for BCHA's housing, if they will be prioritized, and what other non-BCHA housing they might be eligible for.
- (c) For Applicant's referred to non-BCHA housing, Applicants will be advised by those housing managers of next steps, including but not limited to filling out their application.

2. General Application and Applicant Selection Process

- (a) BCHA will contact Applicant if an opportunity arises that meet the following:
 - I. The Applicant's income category. Maximum housing costs for rentals are based on the unit's income category and are available on BCHA's website. Maximum sale prices are dependent on the unit's restrictions.
 - II. The Applicant's household size for Categories 1 through 6. These units must

be filled by Applicants that meet the following Occupancy Standards:

# of bedrooms	# of people in the Applicant household
studio	1 person
1 bedroom	1 to 3 people
2 bedroom	2 to 5 people
3 bedroom	3 to 7 people
4 bedroom	4 to 9 people

- III. The Applicant’s stated interest in renting and/or owning and north and/or south valley.
 - IV. Whether the Applicant owns pets or has accommodation needs.
 - V. The Applicant is within the first three on the waitlist, if they meet the above factors (I to IV) and ordered by
 - A. priorities outlined in Section 2.B.1. and
 - B. length of time on waitlist.
- (b) BCHA will advise the prioritized Applicants to complete the General Application and a deadline by which to apply. A General Application will be certified by BCHA as complete only when the necessary steps have been completed and documents provided. See Section C. Verifying General Application Information for more details. Neither BCHA nor the landlord or seller is obliged to delay the lease-up or sale of a Community Home for more than ten (10) business days to allow an Applicant to update his or her application information.
- (c) If the Applicant is confirmed to qualify for the available unit, BCHA will provide the Applicant’s basic information to the prospective seller or property manager of the Community Home. Those entities will conduct their own screening and may require additional documentation, including social security numbers or ITINs and background checks. Applicants who are not selected will not lose their position within the BCHA Database.
- (d) Should no eligible applicant be found in the database, BCHA will
- I. Notify applicants of adjacent income levels of the community home availability and its income category. If a waiting list applicant believes they now qualify for the income category indicated, they may contact BCHA for review of income.
 - II. Advertise to the public, directing interested and potentially eligible households to apply to BCHA.

B. Verifying General Application Information

BCHA will require additional documentation for BCHA’s screening, such as proof of Blaine County

residency, income, assets, and employment. All information and documentation submitted must be held confidential by BCHA and must not be subject to Open Records Requests by the public. Such documentation is used to determine that an Applicant meets the criteria set forth in Section 2.A and/or to verify the information provided in the application under 2(B), All or some of the following may be requested:

1. Federal income tax returns for the most recent year.
2. A current income statement and a current financial statement, in a form acceptable to BCHA, verified by Applicant to be true and correct; or other financial documentation acceptable to BCHA. When current income is twenty percent (20%) more or less than income reported on tax returns, BCHA will request an explanation and the Applicant's income may be averaged based upon current income and the previous year's tax returns to establish an Income Category.
3. Verification of employment in Blaine County.
4. Copy of valid Government Issued Identification Card.
5. If the Applicant is recently divorced and/or receives court-ordered alimony, spousal support, and/or child support, a certified copy of the court order must be provided, including all exhibits, supplements, and modifications to the decree.
6. Any other documentation that BCHA deems necessary to determine eligibility.

C. Staying on BCHA's Waitlist

1. Annual waitlist cull:
 - (a) Upon receipt of the completed Common Intake Form or General Application, the Applicant's information will be retained in the Applicant Database until the annual cull.
 - (b) On an annual basis, as part of the cull process to clear out uninterested Applicants and outdated information, BCHA will email a request to update the information. All changes must be updated as soon as possible, and during the annual cull deadline at the latest.
 - (c) If information is not updated by the deadline provided in BCHA's email, the applicant will be removed from the Applicant Database.
2. Post-Purchase: When an Applicant purchases a Community Home, the Applicant's application is extinguished and may not be used to qualify for another Community Home. If an owner of a Community Home wishes to purchase another Community Home, he or she must file a new application and begin the process again.
3. Post-Rental: When an Applicant rents a Community Home and the Applicant stated that they are interested in the purchase of a Community Home, the Applicant's application is retained.

4. Declining 3 opportunities: If an Applicant declines three (3) opportunities that align with their income category, household size, location, and interest in renting or ownership, the Applicant will be automatically removed from BCHA's waitlist.

G. Special Waitlist for a Particular Community Housing Unit

- 1) Some Community Homes are constructed by or made available by a government agency or by a private developer for a particular group of employees (e.g. Blaine County School District). In those instances, a Special Waitlist may be established for that development. When a Community Home in such a development becomes available for sale or rent, BCHA may first use the Special Waitlist for that development to find qualified buyers.
- 2) BCHA may employ the system creating an Waitlist in accordance with the steps outlined in Section 2(D) of these Policies with special prioritization as may be requested by the developer and approved by BCHA. Prioritization may include the current employees of an employer.
- 3) Prioritization must not be given based on race, color, religion, sex, gender, sexual orientation, familial status, national origin, disability, sexual orientation, gender identity, veteran status, or geographic boundary smaller than Blaine County, except as allowed when participating in a federal program that prioritizes senior citizens, disabled persons, or veterans in its housing programs.
- 4) The procedure for qualifying an applicant from a special Waitlist must follow the same procedures as outlined in this section, with the additional first-tier prioritizations.
- 5) Should the Special Waitlist for Community Housing in a Particular Development be exhausted, without a Community Home being sold or rented, BCHA's priorities would create a second tier of Applicants on the waitlist for the specific unit.