

CHIPPEWA HOUSING AUTHORITY HIGH RISK POLICY

ADMISSION/SELECTION: (This part will be signed at the time the applicant has been considered a High-Risk applicant)

If a review of an application to the Chippewa Housing Authority (CHA) shows high risk factors for any family members, such as, but no limited to: delinquency in rent, unpaid maintenance charges, damages to a unit, unfavorable criminal record, etc., the applicant may be considered for high-risk admittance to the housing waiting list. Factors to be considered in determining high risk are:

1. Extent and seriousness of violation
2. Housekeeping and maintenance of the family home
3. Review of money owed to the CHA and/or utility companies (Water & Sewer, Electricity)
4. Review of most recent landlords, housing history and payments
5. Thorough background checks, such as, but not limited to: criminal records, credit checks, utility checks, etc.

An evaluation of the families' history in housing will be conducted. The evaluation will be conducted using the factors listed above.

When the review is completed, a decision will be made to determine if the applicant will be placed in the high-risk category on the waiting list. The CHA reserves the right to disqualify a family based on their history and will notify the family in writing of the decision. This decision is subject to the CHA's Grievance Procedure.

If an applicant is to be added to the waiting list in a high-risk category, they will be required to agree to the following:

1. The family must agree to participate in appropriate counseling, before occupancy, in the areas of prior lease violations
2. If substance abuse was a contributing factor to the lease violation, the family must produce documentation of having participated in a rehabilitation program and have shown progress in day-to-day living
3. Conviction of an offense involving a controlled substance or committing acts that would be a violation of the Admission and Occupancy Policy is a factor, which may be used to determine eligibility for admission. In making this determination, the CHA will consider the date of the conviction or act, the age of the parties at the time of the conviction or act, the severity of the charge, and any other factors the CHA believes related to the potential detrimental effect the applicant may have on other

residents of the community environment. The family must produce documentation of having participated in a rehabilitation program and have shown progress in day-to-day living

4. Monies owed to an Indian Housing Authority, a Public Housing Authority under any subsidized program, and utilities are to be paid in full. NOTE: All debt obligations must be paid in full prior to occupancy.

It is understood that the applicant will be placed on the waiting list, if such decision is made. The selection process will be handled in the proper manner and the application not given any preference over the others, unless it naturally falls into a preference category as listed on the application form.

I also understand the CHA will be completing reviews every six months, and understand that I must update my application at least annually.

I have received and read the High-Risk Policy and agree to abide by the terms set forth. I also understand that my name will be removed from the waiting list if I do not comply with the established guidelines of the High Risk Policy. I further understand that I will be removed from the High Risk Group if I comply with the policy for one year.

Applicant Signature

Date

Applicant Signature

Date

CHA Representative

Date

OCCUPANCY: (This part will be signed at the time the applicant is chosen for a unit)

If a high-risk applicant has been selected for a unit, they will be required to agree to the following:

1. The security deposit will be set at the usual amount charged to the unit. It must be paid **prior** to moving in.
2. They will be required to have monthly inspections for the first year, to be completed by the Housing Inspector and/or the Occupancy Specialist
3. They will be required to continue to participate in appropriate counseling (i.e. Anger Management Counseling, AODA Counseling, etc.) in the areas of prior lease violations, until the CHA determines that the High-Risk Tenant has shown progress in day-to day living.

I understand that my lease may be terminated if I do not comply with the established guidelines of the High-Risk Policy.

I also understand my lease will be renewed if I have complied with the High Risk Policy and understand I will be taken off the High Risk List.

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

cc: file

Approved by the CHABOC
7/13/05