Housing Authority

PHA CHECKLIST: ABILITY TO COMPLY WITH LEASE TERMS

This form is only to be completed if landlord verifications are unavailable. It is to be completed for every applicant without landlord references. INSTRUCTIONS: The questions in Section I are to be asked at the interview.

The questions in Section II are to be completed by the interviewer.

Statement to Applicant: We need to ask you some questions to see how you are getting along where you live now and how you will get along if you move into one of our apartments.

Applicant Name: ________________________________ File #: __________________

Interviewer Name: ___________________________ Date: ________________

I. QUESTIONS FOR APPLICANTS on CARING FOR CURRENT RESIDENCE

1. Do you care for your current room, house, apartment? □ YES □ NO If no, who helps you care for your current room, house, apartment?
   Name and Phone #: ____________________________________________

2. Can you keep an apartment clean enough to avoid health or sanitation problems and conditions that contribute to insect or rodent infestation? □ YES □ NO

3. Have you damaged or destroyed anything in your current room, house, or apartment? □ YES □ NO
   If yes, please explain what happened and why: ____________________________________________

MEETING FINANCIAL OBLIGATIONS, ESPECIALLY RENT

1. Do you pay rent where you are currently living? □ YES □ NO

2. If no, do you make any regular payments (car loan, installment loan, credit card, utility bills, other__________________________)? □ YES □ NO

3. If you make no regular payments, how can we verify your ability to make rent payments in the future?

4. Do you pay your own bills at this time? □ YES □ NO If no, who currently pays your bills? Name and Phone #: ____________________________________________

REPORTING CHANGES IN INCOME OR FAMILY STATUS

1. Can you report changes in income or family status? □ YES □ NO If no, please explain why not__________________________________________

2. Can you respond to notices that are mailed to you at your home? □ YES □ NO If no, how should we get in touch with you? ____________________________

PHA Verification Information
FOLLOWING APPROPRIATE RULES

1. Do you have a lease where you live now? ☐ YES ☐ NO

2. If yes, with whom is your current lease? Name and Phone #: __________________________

If no, whom may we contact to verify your responsibilities of occupancy?
Name and Phone: __________________________

4. If no, are there rules of tenancy where you now live? ☐ YES ☐ NO

5. If there are such rules where you now live, do you have any trouble following them?
☐ YES ☐ NO If yes, please explain __________________________

AVOIDING DISTURBING THE NEIGHBORS

1. Are there neighbors near where you presently live? ☐ YES ☐ NO

2. Do you have any trouble getting along with your neighbors where you live now?
☐ YES ☐ NO If yes, please explain __________________________

3. Have you or any family members ever engaged in physical violence toward your neighbors, landlord, or landlord's staff? ☐ YES ☐ NO If yes, please explain: __________________________

4. Have you or any family members ever engaged in verbal abuse (threats, swearing, etc) toward your neighbors, housing provider, or staff? ☐ YES ☐ NO If yes, please explain: __________________________

AVOIDING CRIMINAL ACTIVITY

1. Have you or any family members listed on this application been involved in any criminal activity that might adversely affect the health safety or welfare of PHA tenants if it happened at the PHA? ☐ YES ☐ NO

Examples of Criminal Activity include but are not limited to:

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<tbody>
<tr>
<td>1.</td>
<td>Homicide/Murder</td>
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<td>2.</td>
<td>Rape or child molesting</td>
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<td>3.</td>
<td>Burglary/Robbery/Larceny</td>
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<td>4.</td>
<td>Threats or Harassment</td>
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<td>5.</td>
<td>Destruct. of Prop./Vandalism</td>
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<td>6.</td>
<td>Assault or fighting</td>
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<td>7.</td>
<td>Drug Trafficking/Use/ Possession</td>
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<td>8.</td>
<td>Child Abuse/Domestic Violence</td>
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<td>9.</td>
<td>Public Intox/Drunk &amp; Disorderly</td>
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<td>10.</td>
<td>Receiving Stolen Goods</td>
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<td>11.</td>
<td>Fraud</td>
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<td>Prostitution</td>
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<td>13.</td>
<td>Disorderly conduct</td>
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2. Can and will you avoid being involved in any criminal activity in a PHA apartment?  ❑ YES  ❑ NO  PHA will also be checking with the police for any history of criminal activity.

OTHER LEASE COMPLIANCE ISSUES
1. Have there been instances when you have not complied with an occupancy agreement or lease or have had trouble doing so?  ❑ YES  ❑ NO
   If Yes, please explain ____________________________________________________________

2. Whom should we contact to verify your ability to comply with our lease? ______________

II. QUESTIONS TO BE COMPLETED BY INTERVIEWER
1. Did the applicant exhibit any behavior that might cause a problem with lease compliance if the applicant were admitted?  ❑ YES  ❑ NO
   If Yes, describe behavior in detail: ________________________________________________

2. Did the applicant engage in any verbal abuse, threats, or swearing during the application interview?  ❑ YES  ❑ NO
   If Yes, please describe behavior and what triggered it:
   ____________________________________________________________________________

If the interview and subsequent verifications demonstrate that the applicant is currently complying with rules and responsibilities comparable to the PHA’s lease, no further documentation of ability to comply with lease terms is needed.

If a friend or family member is presently assisting the applicant with cleaning, personal finances, rule compliance, avoiding disturbances, or avoiding criminal activity, will that assistance be continued if the applicant is admitted to the PHA? Is the person providing the assistance (or alternate) prepared to continue to provide such assistance?

If applicant is receiving assistance with the activities described above from a social service or government agency, is the agency prepared to continue to provide such assistance?