

**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? \_\_\_\_\_

**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:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 1. Homicide/Murder              | 7. Drug Trafficking/Use/Possession |
| 2. Rape or child molesting      | 8. Child Abuse/Domestic Violence   |
| 3. Burglary/Robbery/Larceny     | 9. PublicIntox/Drunk&Disorderly    |
| 4. Threats or Harassment        | 10. Receiving Stolen Goods         |
| 5. Destruct. of Prop./Vandalism | 11. Fraud                          |
| 6. Assault or fighting          | 12. Prostitution                   |
| 13. Disorderly conduct          |                                    |

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?