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INFORMATION ABOUT SCREENING YOUR APPLICATION

This information is provided to let you know how the Housing Authority of the City of Pasco and Franklin County (HACPFC) will screen your application for housing. Please be sure the information you have provided to us is accurate. Feel free to ask us for clarification if you do not understand the information below.

The Types of Information We Will Obtain From Other Sources When We Screen Your Application

We will seek the following information when we screen your application:

- References from your current and former landlords;
- Criminal history of you and any members of your household; and,
- Income information.

What Criteria Will be Used to Determine Whether to Accept or Deny Your Application

The following types of information could affect whether your application is accepted or denied:

- Landlord references regarding your behavior as a renter. For instance, have you –
 - Paid rent in a timely manner;
 - Exhibited housekeeping habits that have not
 - resulted in damage to the housing or other structures,
 - attracted insects or rodents,
 - caused the need for excess cleaning when you moved out, or,
 - created litter on the grounds around your housing or an unsightly appearance around your housing;
 - Exhibited good-neighbor behavior and not created disturbances or otherwise caused disruption or problems for your neighbors.
- Whether you have a pattern of late payment or non-payment of rent or utility bills, as reported by former landlords or utility providers for which you are not able to provide a reasonable explanation that can be documented.
- One or more criminal arrests, as reported by the criminal justice system.
- Income information to determine whether or not your household meets the income requirements for housing. (Remember, if you do not meet the income requirements for one type of housing, you *may* still meet the income requirements for other types of housing.)

Your Rights Regarding The Information We Obtain About You From Other Sources

If we deny your application for housing we will provide you with the name, address and telephone number of the agency that reported the adverse information. You have the right to obtain a free copy of the report about you. You also have the right to dispute the accuracy of the information appearing in the report.

The Cost of Screening Your Application

HACPFC does not charge for screening applications.

Notice of Adverse Action

If HACPFC takes “adverse action” against you, such as denying your application, we will provide you with a written notice that states the reason(s) for the adverse action.