

## Eligibility & Application Process

*Bridges Alliance, a program of Bridges to Housing Stability, is an affordable rental housing choice for Howard County. The program owns and operates one, two and three bedroom rental homes scattered throughout the County. Households pay an affordable rent and participate in a Circle of Support designed to help them move along the path to self-sufficiency.*

### Applicant Eligibility Requirements

- Total gross income for household is 30%-60% of Howard County Median Income (see next section).
- Preference is given to applicants who work in Howard County.
- Credit score for each leaseholder is above 520.
- Criminal, credit, and rental history are reviewed case by case.
- Household size is appropriate for the housing unit.
- If accepted, housing burden would be below 40%. (This is the percentage of gross income spent on rent and utilities.)

### Howard County Median Income Table

To be eligible to enter the program, gross household income must be between 30%-60% of Howard County Median Income. The table below shows the range of eligible incomes, adjusted for household size. Note that:

- The income requirements can change from year to year based on the latest U.S. Census data.
- The income requirements can vary from unit to unit, depending on the unit's owner/funder.

Income	Household Size							
	1	2	3	4	5	6	7	8
Minimum	27,205	31,092	34,979	38,865	41,974	45,082	48,192	51,302
Maximum	54,411	62,184	69,957	77,729	83,948	90,165	96,384	102,603

### What is expected of Bridges Alliance tenants?

- Pay rent in full and on time every month
- Pay all required utilities and renter's insurance
- Take good care of the home, inside and out
- Participate in the program's Circle of Support, including goal planning plus attendance at 6 or more program meetings and workshops each year. Meetings and workshops are 90 minutes long. Participation requirements will be outlined in the Program Agreement.

**Applicant Initials:** \_\_\_\_\_

## Application Process

<b>Stage 1</b>	Applicant submits this form ( <b>Eligibility &amp; Application Process</b> ).
	If an appropriate unit becomes available, the applicant: <ul style="list-style-type: none"> <li>• Submits the <b>Program Application</b> form, and</li> <li>• Submits paystubs or other income documents covering six weeks for all leaseholders.</li> </ul>
<b>Stage 2</b>	Applicant receives additional information on unit location and rental amount.
	Applicant visits unit. (The visit can be scheduled during Stage 1 if desired.)
	Applicant agrees to a background check (\$35 for each leaseholder). The background check includes a credit, rental, and criminal history and can be cause for an application to be denied.
<b>Stage 3</b>	Accepted applicant receives orientation with Program Manager before signing lease.
	Applicant pays security deposit and first month's rent and signs all lease documents.
	Tenant moves in and begins participation in the Alliance Circle of Support.

## Rent, Leasing, and Renewals

- Bridges charges a below-market rent.
- Initial lease term is for 12 months.
- Lease can be renewed annually if tenant:
  - Has complied with all lease terms
  - Has met requirements for participation in the Circle of Support
  - Does not owe back rent
  - Remains income-eligible according to the income recertification

## Annual Income Recertification

- Household income must be recertified annually prior to lease renewal. Rent is subject to change based on the current household income.
- If income is greater than program limits, the lease will be renewed for up to 4 months so that the household has time to find alternative housing.

**I acknowledge that I have read and am aware of Alliance's applicant eligibility and application process.**

Applicant 1 Name	Signature	Date
Applicant 2 Name	Signature	Date



## Eligibility Check

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Total # in Household: \_\_\_\_\_ # of Adults: \_\_\_\_\_ # of Children: \_\_\_\_\_

Does the household have employment income from a job in Howard County?  Yes  No

Are credit scores for all leaseholders above 520?  Yes  No

Have any household members been convicted of a violent crime in past 3 years?  Yes  No

Have any household members been evicted in previous 2 years?  Yes  No

Approximate gross monthly household income from all sources: \_\_\_\_\_

How many bedrooms do you need? \_\_\_\_\_

When are you hoping to move? \_\_\_\_\_

