

Qualifying a potential unit

Does the unit you are looking at qualify for the housing program? Gather the following information on the unit and the Case Manager can follow up to see if the unit is a potential match for the program.



Question to ask as you search for a potential unit

Initial things to check on:

*Is the unit in Orange, Osceola, or Seminole County? Yes / No

*Is the unit within Fair Market Rent? Yes / No

- Efficiency \$1055
- One Bedroom \$1140
- Two Bedroom \$1321
- Three Bedroom \$1654
- Four Bedroom \$1825

Rates reflect apartments with owner paying all utilities

*Is the Property Manager/Owner willing to work with a housing program? Yes / No

If any of the basic criteria above are "No", the program will not be able to work with this unit. If the basic criteria above are all "yes", gather the additional info below if you can.

When will the unit be ready for move in? _____

Have you physically walked through and viewed the unit? Yes / No

Who is responsible for utilities? _____

- Which utilities, if any, are included in the rent? _____
- Are the utilities currently on in the unit? _____
- What is the security deposit amount? _____ Is the deposit refundable? _____

Are pets allowed in the unit? Yes / No

- What are the pet restrictions, if any? _____
- Pet deposit amount, if any? _____ (One time / Monthly) Refundable pet deposit? Yes / No

How does an applicant apply? (Website, in person?) _____

If any of the following apply to the applicant, what are the criteria around the following:

- Criminal History _____
- Income Requirements _____
- Past Evictions _____

Unit Address _____

Property Manager/Owner Contact Number _____

Email _____

Today's Date _____

Share this form with you Case Manager. They will follow up to see if the unit qualifies for the program? (Case Manager, submit this information to HLT as a lead.)